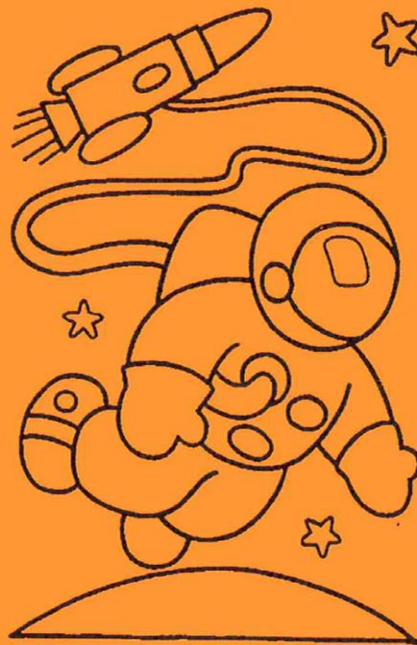




CENTENNIAL ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2018-2019



**Blast Off to a Learning  
Adventure!**

## TABLE OF CONTENTS

	Page
1. Purpose -----	3
2. Admission Requirements -----	3
3. Nurse - Medications -----	4
4. Opening and Closing of School Day -----	6
5. Attendance Policy-----	7
6. Tardiness -----	9
8. Withdrawing from School -----	10
9. Dress and Grooming -----	10
10. Recess/Playground Rules -----	12
11. Chewing Gum and Candy-----	12
12. Discipline -----	13
13. Toys, Pets, Extra Money and Tapes -----	14
14. Damage to Property -----	14
15. Lunch Period -----	15
17. Communicable Diseases-----	16
18. Provision for Textbooks -----	16
19. Reporting of Pupil Progress -----	16
20. Use of School Phone -----	17
21. Messages -----	18
22. Physical Education -----	18
23. Custody Restrictions -----	18
24. Fees -----	19
25. Procedures for Inclement Weather -----	19
26. Title I and Special Education -----	19
27. Assignment to Schools -----	20
28. Daycare -----	21
29. Visitor Pass -----	21
30. School Calendar -----	22

August 1, 2018

Dear Students and Families,

Welcome back to school! We hope school is a positive experience for your child and a place where social, emotional and educational experiences and relationships grow. We want your child to flourish in every way. We have high expectations for ourselves and our students and appreciate your support as we strive to accomplish our goals for this year. Please communicate with us so that we can all work together for the success of all.

This year we to focus on literacy and make attendance a priority. While all areas are important, every child needs to be able to read effectively and efficiently. Students need to be able to read fluently and be proficient readers by the third grade because after that they are reading to learn. We are also encouraging each student to strive for perfect attendance, but we realize that is a major feat. So as we all 'Strive for Five' we will also celebrate less five or few absences for the year. Our goal is one or less in the first quarter, two or less in the second quarter and five or fewer for the remainder of the year.

This handbook is provided to help answer many questions you may have about our school, policies and procedures. Our policies and procedures are in place to provide a safe and orderly environment for all students. While academics are of utmost importance at Centennial, your child's safety supersedes even academics. Please help us by following the guidelines laid out herein and encourage your child/children to follow the rules, policies and procedures we have established. Please keep this handbook throughout the year to refer to as questions arise.

We appreciate your academic support very much. It is important to help your children at home by reading with them and encouraging them to read on their own. We also appreciate your financial support. A school donation of \$30 is requested at this time. By having this donation and our successful spring fund raiser, we are able to keep fund raising to a minimum. We have only one fund raiser planned again this year. As long as it continues to be successful, we will only have one.

Thank you for all your support. By working together, we will all achieve our goals. Have a great school year!

Sincerely,

Crysti Sheley

## 1. PURPOSE

This handbook was prepared to give information about the school to the students and parents of Centennial Elementary. We hope it will help new students adjust quickly and easily to their new environment, and will prove to be a source of helpful information to all students.

Parents are welcome to visit in the student's classroom, but please make arrangements with the teacher in advance. Some students are very distracted by visitors and others are not. However, sometimes the parent's presence and help is invaluable. The teacher's and students' day is smoother if they're not unexpectedly interrupted. A visit should not be used for a conference. A parent-teacher conference should always be scheduled ahead of time so that the teacher is prepared to discuss your child and it also should be done privately. Teachers have planning time daily and scheduling a conference promptly should not be a problem either in person or by phone. **All visitors are required go by the main office to pick up a visitor's pass.** We appreciate your cooperation in this matter.

Centennial Phone	615-446-0355
Fax	615-446-8186
Daycare	615-740-5821(after 3:30)

## 2. ADMISSION REQUIREMENTS

In order to enroll in school, a student must have proof of immunization against polio, diphtheria, tetanus, whooping cough, measles and mumps and evidence of a physical examination within the past year. The immunization law specifies the following:

DTP-DTaP-DT-DTP/hib-Td	4 doses, one of which was given on or after the fourth birthday. If age seven or older three doses are required.
Polio (OPV/IPV)	4 doses of OPV or IPV. If the 3 <sup>rd</sup> dose was given on or after the fourth birthday, the 4 <sup>th</sup> dose is not required. However, if a combination of IPV/OPV (2IPV/2OPV) is used, <b><u>all 4 doses</u></b> are needed regardless of age.
MMR	2 doses must be given on or after the first birthday. A second dose of MMR is required and should be administered at least 30 days following the first dose.
Chickenpox (Varicella)	2 doses of varicella vaccine, or history of chickenpox is required for entry into kindergarten effective with the beginning of the 2002-03 school year
Hepatitis B	3 doses, for entrance into kindergarten
Hepatitis A	2 doses

The immunization form must be signed by your health provider. If this is your child's initial enrollment in school, some form of satisfactory proof of age must be presented. (birth certificate, etc.) Kindergarten students must be five years old by August 15 of this year in order to enroll. Before a child can enroll in first grade, they must have satisfactorily completed kindergarten.

### 3. SCHOOL NURSE - MEDICATIONS

We have a full time school nurse, Ms. Shelia Brown. Her phone number is 740-5825. The nurse is here to attend to medical emergencies that happen during the school day, sicknesses that may occur during the day and to children who have documented medical conditions. The nurse is not here to be a primary care facilitator. She cannot attend to every incident that happened outside the school day. With over 600 students, students cannot go to the nurse at will or for nurturing upon request. When a student requests to see the nurse, the teacher will use his/her best judgment to determine if the request is valid. Many students request to visit the nurse to get out of class or to visit. Some students who make excessive requests to see the nurse will not be allowed to continue if no medical condition has been found previously. This has become problematic and will be monitored closely.

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal, the principal's designee, or the school nurse will assist in self-administration of the medication, if the student is competent to self-administer medicine with the assistance in compliance with the following regulations.

Written instructions signed by the parent will be required and will include:

1. Child's Name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration;
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the school or nurse's 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).

Volunteer personnel, trained by a registered nurse, may administer glucagons in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

At the end of the school year or when a student moves out of the school system any unused medications are left at the school, the following procedure shall be observed after a two week period and after an attempt to contact the parent or guardian.

1. The principal or his designee shall count all pills and record the number.
2. In the presence of a witness the principal or his designee shall dispose of all pills.
3. The principal or designee and the witness must sign and date that the pills have been flushed.
4. A copy of this procedure shall be kept on file.  
A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

#### - CARE OF SICK OR INJURED PUPILS

Emergency cards will be completed at the beginning of school, or when a pupil enrolls, containing the following information:

- A. Name, address of parents or guardian and home telephone. If this number or address changes during the year please notify the school office.
- B. Other telephones where parents or guardians can be reached during the day. It is most important we have two alternate phone numbers. If these numbers change, please notify us.
- C. Names of relatives or friends who could be contacted if parent or guardian cannot be reached.
- D. Family physician.
- E. Name of hospital desired if injury or illness is serious.

When illness occurs, parents will be notified and student will be made as comfortable as possible until someone comes for the child. The nurse will not call a parent for every student complaint. If the nurse does not think, in her professional opinion, the complaint warrants a phone call, the child's complaint will be noted and he/she will be sent back to class.

## -WHEN AN INJURY OCCURS

- A. First aid will be administered, if needed.
- B. Minor injuries will be treated and student will remain in school under observation. If, in the judgement of school official, medical treatment or consultation is advisable, parents, guardian or other designated person will be notified.
- C. **SERIOUS INJURIES**  
Ambulance will be called to transport student to hospital listed on emergency card. At the same time parents or guardian will be notified. If parents or guardian cannot be located immediately, and the family physician is not available, the emergency room attendants in the hospital will call an available physician.

Teacher and the principal will gather all information relative to accident or injury indicating time, place, witness, etc. and complete an accident report. This report will be sent to the office of the Director of Schools.

## 4. OPENING AND CLOSING OF SCHOOL DAY

The building will be open at 7:00 a.m. each day for school children. Any child who arrives before 7:00 a.m. will have to enroll in daycare. (Please read section 28 for more information) Someone will be on duty in the gym to supervise students who arrive between 7:00 and 7:15 a.m. Students who arrive after 7:15 and do not eat breakfast should go to the gym for bus room. **All students who arrive before 7:40 and do not ride a bus should enter the school building through the double doors leading to the gymnasium. All other doors will be locked until 7:40.** At 7:40 the front doors will be unlocked and all car riders will enter through the front doors. **Please do not park in front and wait for 7:40. There are not enough places for our teachers to park and arrive at their door before 7:40, if the spaces are taken with people waiting to drop off students. If you arrive early and do not want to leave your child, please wait in the lower parking lot until 7:40.** We encourage students to become independent and walk to their classroom alone as soon as they are ready. Kindergarten students may need assistance for the first few days or weeks. However, adults are stationed throughout the building to monitor students and are available to help students that need it.

It is necessary for us to have reliable information about how your child is to go home in the afternoon. You will be asked by the teacher to provide this information when your child enters school. After that, any change in the regular routine (such as being picked up early, or by a different person, or riding a different bus, etc.) requires a note from the parent or a phone call from a parent by 2:30. **However, please do not call daily. Students need to know how they are getting home when they arrive at school unless something comes up during the day that makes this change unavoidable.** Please give all notes to your homeroom teacher. **If we do not have a note, we will send children home the regular way.** Early walkers and car riders are dismissed each day at 3:00 p.m. Car riders will go to the gym and wait until their name is called. They will then go to the front of the building to meet their rides. When picking up your child,

please get in the line and stay in your car. **Please do not line up before 2:00 p.m. so emergency vehicles can get to the school, if there is a need.** You will be given a strip with your child's name and your child will be called in the order you arrive. Our driveway and parking areas were not designed for foot traffic. By staying in your car, your child can safely get in the car without crossing traffic. By not having foot traffic, the car line does not have to wait on those not following the rules. If a child's ride does not arrive until after 3:20\* p.m., the child will wait in the gym. If a student is left later than 3:20 p.m he/she will be sent to daycare and the parents are responsible for the cost. If your child is a "walker" you must park in the lot at the baseball field at the bottom of the hill and walk up to meet your child. You must have your identifying name strip and an adult will take down the name of your child. Your child will be dismissed to you. If you do not have the name tag, you must go to the office to get a note to get your child. If you do not come to meet your child on foot, your child will go into the gym with other car riders and the above procedure will be followed. \*The first few days and the first few days after all kindergarteners arrive (August 8), it may take longer than until 3:20. However, when the procedure smoothes out, 3:20 is late enough for there to be no line. Students remaining will go to day care.

**The building will be closed at 4:00 each day after the late bus riders leave except for those students enrolled in the childcare program or involved in other school activities.**

## 5. ATTENDANCE

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affects the progress of a student at school, the Dickson County Board of Education has adopted the following attendance policy. The parent/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

### STUDENT ATTENDANCE

#### Grades K-6:

In order to meet the requirements for satisfactory attendance, a student in the Dickson County School System shall have an approved record of attendance. An approved record of attendance is considered to be ninety percent (90%) in each class. To be considered for promotion, a student may make up unexcused absences in a Saturday School program or Board approved alternative program. Absences in excess of eighteen (18) days each year must be made up in a Board approved alternative program unless approved by the Attendance Review Board. This means a student who misses more than 18 days during the school year may be assigned to attend Saturday School or stay after school to make up time for time. (Centennial generally has after school.)

As stated in Tennessee Code Annotated (T.C.A.) 49-6-3007, section "G", a child less than seven (7) years of age will be subject to the compulsory attendance law after being enrolled in the Dickson County School System for a period of six (6) weeks.

Definitions:

**ABSENT:** Means a student not being in attendance in regularly scheduled classes at the school he/she attends. Approved school activities do not count as an absence.

**PRESENT:** Means a student being in attendance in regularly scheduled classes at the school he/she attends.

**EARLY DISMISSAL:** Means a student leaving class or school early.

**TARDY:** Arriving to class after 8:00 a.m. or leaving before school is dismissed at 3:00.

**EXCUSED ABSENCES**

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the attendance designee deem it necessary. If the illness or the hospitalization is to exceed ten (10) days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. (A physician's statement may be required.)
3. A death in the immediate family (family includes parents, step-parents, guardian, grandparents, brother, sister, step-brother/sister, aunt and uncle)
4. Recognized religious holidays/events. Parents or guardians are requested to inform the school principal prior to the student being absent from school for religious holidays/events.
5. Required court appearance. A student may be excused from school attendance for required court appearance. (Verification from appropriate authorities must be provided.)
6. Approved school-related activities. Students are excused from school for approved school-related activities.
7. Cultural/educational activities. Students may be excused from school to participate in organized cultural and educational activities. Parents/guardian must contact the principal prior to the student being absent for such an activity.
8. Other emergency extenuating circumstances beyond the control of the student. (Must be approved by school personnel.)

To receive an excused absence, you must send a note to the office when your child returns to school. If we do not receive a note from you, your child will be given a pink "Note Needed" slip. You may write your note on the slip and return this pink slip to school. Absences are recorded and excused or not excused in the office, not the classroom. Make sure your child gets the note to the office. All absences over nine per semester or 18 per year require a doctor's note and those days must be made up in Saturday School or after school detention if your child is in grades 2-5. The student is excused for the day or days of absences, not the material covered in his/her classes. Therefore, it is the student's responsibility, not the teacher's, to get make-up work in all subject matter covered during his/her absence. It would be helpful to your child if you would send for or pick-up make-up work if your child is absent more than one day. Please call the school by 10:00 a.m. so the teacher can have the work together before you come to pick it up. If they are only absent one day, work may be obtained the next day and turned in the day after.

## UNEXCUSED ABSENCES

Unexcused absences are any absences not included above. However, a student is considered chronically absent if they miss more than 10% of the days of school regardless of excused or unexcused.

## REPORTING PROCEDURE FOR UNEXCUSED ABSENCES

- 1.If and/or when a student has his/third (3) unexcused absence, a letter will be sent to the parents or guardian by the school in which that student is enrolled.
2. If a student has a fourth (4) unexcused absence, the attendance director will be notified.
3. If a student has a fifth (5) unexcused absence, that student's name and the facts of such unlawful absence can be reported to the juvenile authorities.

Students with chronic absences will be dealt with individually.

## 6. TARDINESS

Students are expected to be in their classroom and ready to begin the day's activities by 8:00 a.m. Parents would be helping children develop good habits if they would help their children arrive on time. If a student reports to class after the 8:00 bell, they will come to the main office to get a tardy slip. When a student is tardy or checked out a third time and it is unexcused, a written reminder of the policy will be sent to the parent. When a student has a tardy/checkout a fourth time and it is unexcused, a second written reminder will be sent with a post script from the principal. Upon the fifth unexcused tardy/checkout, the student will spend 25 minutes of recovery time in the ISS room. A principal or designee may make a phone call to the parents. Upon the sixth or more tardy/checkout, a parent conference may be requested. Overslept and traffic will always be unexcused. We understand that the design of our drive creates a backup at

times, especially on rainy days, but since we are all aware of this problem, plans must be made to account for possible traffic tie-ups as school begins at 8:00.

## 7. WITHDRAWING FROM SCHOOL

Any student withdrawing from school must be cleared through the office. All his obligations must be cleared before a transcript of his record will be forwarded to his new school. Permanent records and transcripts travel from school to school. We do not relinquish original records to parents, but will be glad to make copies for you when necessary.

## 8. BUSES

Information about buses and bus routes can be obtained by calling 740-5970. Bus rules and procedures will be sent home separately from the Transportation Department by the bus driver.

## 9. SCHOOL SUPPLIES

School supply lists are sent home with the students at the beginning of the year and we also post them with the homeroom lists approximately a week before the beginning of the school year. Lists are posted on the windows in front of the office. Suggested larger amounts of supplies are listed as they are used all year. We suggest these quantities as they are cheaper at this time. However, you may send additional supplies at a later time, if you prefer. Please be aware your child may need to replenish some supplies during the year. We also make suggestions regarding brand names when we have found the specific brand name is considerably better in quality. Whatever you send is appreciated.

## 10. DRESS AND GROOMING

Safety is a primary concern for all students in Dickson County. It is our belief that our dress should reflect one's self dignity and should not be a disturbing influence on either the wearer or observer. Students' dress should be appropriate, clean, and neat. Proper dress and personal hygiene are essential elements for appropriate personal interaction in everyday life. It is essential that those who attend Centennial Elementary School abide by the previously stated principle. Therefore, the following rules have been established to guide your choice in the purchase of appropriate clothing.

## Rules:

1. All students must remove hats upon entering the building\*. Sweatbands, bandanas, visors, scarves, combs, nose rings, or any body piercing other than ears are not allowed. Sunglasses may not be worn inside the building. (\*We do offer a “Hat Day” as a reward occasionally.)
2. Clothing selections must cover the midriff and back as well as being appropriate in length. (No short skirts or dresses or short-shorts allowed). **Length can be no shorter than finger length when hands are held by the side.** Tank tops, sun dresses or shirts with “spaghetti” straps, biking shorts, spandex pants and fishnet clothing are not acceptable attire for school. Sleeveless blouses are allowed as long as they fit under the arms and are at least two inches wide on each shoulder. Leggings are allowed as long as something is worn over them of the length allowed above.
3. Clothing should fit properly - not excessively tight or loose. Clothing should be worn the way it was designed to be worn.
4. Under no circumstances should students wear clothing that is obviously too large (especially pants). Droopy or sagging pants are UNACCEPTABLE. At no time is it appropriate for any underwear to be showing on either male or female students.
5. No clothing or accessories will be allowed which advertises drugs, alcohol, sex, gang activity, violence (all professional wrestling), tobacco, or any clothing article that promotes disrespectful attitudes or that which may cause a distraction for others (such as word/slogans on back of pants). We may ask a child to turn the shirt inside out or provide a shirt from the clothes closet, if an inappropriate shirt is worn.
6. No hair color that is unnatural, i.e., blue, green, pink, true red, etc. or tattoos that cause a distraction. Distraction is determined by the teacher.
7. Shoes are required to be worn from the time a student leaves home until they return home. Baseball, soccer and football cleats are not to be worn for the safe being of your child. “Heelies” are also not allowed. Flip flops are discouraged as the children step on their backs in line, they trip on the stairs and get mulch under their feet on the playground. Your child is required to have appropriate shoes when they are scheduled to have physical education classes.
8. If inappropriate clothing is worn or if clothing is soiled during the day, suitable clothing may be borrowed from the clothes closet whenever possible.
9. Parents will be expected to assist the school in dealing with any infractions of the school Dress Code. To alleviate these problems, faculty members shall refer students to the office for disciplinary actions.

## **Disciplinary Actions:**

**1<sup>st</sup> violation of dress code:** Warning from teacher or administrator and incident documented

**2<sup>nd</sup> violation of dress code:** Incident documented on behavior folder

**3<sup>rd</sup> violation of dress code:** Demerit

## 11. RECESS/PLAYGROUND RULES

Recess is an important part of the school day for the social and physical growth and well being of the students. We want all children to get to have free play each day and a 15 and/or 25 minute recess period is included in each teacher's schedule. It may be necessary, however, to have a student walk instead of free play as a consequence for behavior. In the event of a student being behind in his/her work, recess time may be used to make up missed work or a test. The following rules will be observed when on the playground.

1. Use the equipment like it was designed to be used. Go up the stairs and down the slides. Go down slides on bottoms only. Go through the tunnel, not hide in it.
2. No climbing or sitting on top of any playground equipment.
3. No throwing wood chips or other inappropriate items on the playground.
4. No jumping off the playground equipment.
5. The students should not mark on the covered sidewalks, building, etc. Use chalk on the blacktop area only so that it will be washed away by rain.

## 12. CHEWING GUM AND CANDY

Students are not to chew gum or have hard candy during the school day. This helps us keep our desks, chairs and floors cleaner. It will also prevent a student from getting choked as easily. Candy or other food items are not to be eaten during the school day other than at appropriate times. **Please do not send hard candy or gum to your child's class.**

Students are prohibited from selling any items to other students as a fund raising activity for another group other than our school.

### 13. DISCIPLINE

We would like to create an environment of self-discipline at Centennial Elementary. We would like for each child to learn to take responsibility for his/her behavior. This can only be accomplished if a child learns there are consequences for their actions and they must accept those consequences.

We do not want to mistreat any child, but we feel we would not be responsible unless we teach responsibility to go with rights. Please be supportive of us.

Our two school rules are:

1. Follow directions.
2. Be courteous and respectful to all people.

Classroom rules and procedures are sent home by the teacher. If a student refuses to comply with the school and class rules, the teacher will try various interventions. If a student continues to ignore the school and class rules, they will be sent to the office for disciplinary action. This will include a discussion about what is the appropriate behavior, why he/she should comply with the rules and other choices that could have been made by the student. A student in grades K-1 sent to the office for disciplinary action may receive two hours of in-school suspension (ISS) for the first offense. In grades 2-5, the student may receive four hours in ISS. Consequences for returning to the office will be explained. The second time a student is sent to the office, students in K-1 may receive four hours in ISS and students in grades 2-5 may receive ISS for the entire day. Again, consequences for returning to the office will be explained. The third time a student is sent to the office, students in K-1 may receive all day in ISS and students in grades 2-5 may receive appropriate consequences for his/her behavior. At this time ISS time may be increased by a day. A slip will be sent home with your child for you to sign. This will keep you informed of the behavior your child has exhibited and the consequences that addressed that behavior. **If the in-school suspension slip is not signed and returned the following day, the student will return to in-school suspension for recess.** If in-school suspension is not successful to correct the misbehavior, Saturday School or after school detention will be assigned. After two Saturday School or after school detention assignments, a disciplinary hearing referring student to an alternative school will be considered as an option for disciplinary action.

After-school Detention or Saturday School Guidelines.

1. Once a student has received three demerits during a nine weeks grading period or are absent more than eighteen days in a year, they may assigned to attend after-school detention or Saturday School.
2. After-school detention will be two afternoons in one week from 3:00 pm until 5:15pm.
3. If a student or parent chooses for their child not to attend Saturday School or after school detention the child will spend the next two days in ISS in lieu of the Saturday School or after

school detention assignment. Another alternative may be to miss related arts or recess for the same amount of time as detention.

4. Students should be able to do make-up work and be able to improve their grades by attending after-school detention or Saturday School without missing any classroom instruction.

Alternative School will be considered as an option after the following steps have been taken.

1. A student has been placed in in-school suspension for a minimum of 20 hours.
2. The student has been assigned to Saturday School or after school detention for two separate incidents.
3. A conference with parents has been held or requested.
4. Parents have been notified about their child's behavior.
5. The student has been referred to the guidance counselor.
6. A behavioral plan has been implemented by school personnel.
7. The parent has acknowledged in writing the receipt of the county-wide discipline code.
8. The student has been suspended out of school for at least one day.

#### 14. TOYS, PETS, EXTRA MONEY, CD's AND DVD's, PHONES and ELECTRONIC ITEMS.

Toys including balls, pets, extra money, trading cards, cards, magazines, electronic devices, DVDs, and CDs should not be brought to school unless specifically requested by the teacher. This includes things that can be used as toys such as phones. E-readers (Kindles) are allowed if the teacher permits, however, they are brought at the student's own risk. We will not be responsible for lost or stolen electronics. Students are responsible for any personal items brought to school. Phones are discouraged, however, if they are brought to school to have after the school day, they should remain in the backpack and all sounds turned off. Students are not allowed to call or text during the school day.

#### 15. DAMAGE TO PROPERTY

Damaging property in any way will be met with suitable punishment, and the student will be expected to reimburse the school for whatever damage was done. Any property directly connected to the school in any way, as well as any school bus, is covered by this rule. (Students may be instructed to clean up damage, i.e., erase marks on wall or wash walls or desks.)

#### 16. LUNCH PERIOD

Each class will be scheduled for a thirty minute lunch period. The classes will go to lunch in an orderly fashion at a designated time. Students will be expected to complete their meal in the allotted time and will not be allowed to take food out of the cafeteria.

**CAFETERIA RULES:**

1. Follow directions
2. Use good manners.
3. Raise your hand for help.
4. Stay in your seat until an adult tells you to get up.
5. Talk in a quiet voice
6. Keep hands and feet to yourself.

No glass bottled drinks should be brought to school. If you child brings a drink from home, it should be in a non-glass container.

All lunch money will be paid to lunchroom personnel for lunch or breakfast. Please send your child's lunch or breakfast money on the first day of the week with their name (first and last), their teacher's name and their lunch number on the outside of an envelope. Your child should give their lunch money to their homeroom teacher on the first day of the week. Your child may pay for breakfast when they go through the breakfast line each morning or they can pay for a full week, month or year. Please make **checks** payable to **Centennial Elementary Food Service**. If your child is absent, credit will be given on his next week's lunch or breakfast. According to school board policy, as well as state and federal regulations, no student may charge breakfast. Students in grades K-5 will be allowed one day of lunch charge in the cafeteria. No ala carte items will be charged.

Price List

Breakfast		Lunch	
Reduced Price	\$ .30 per day	Reduced Price	\$ .40 per day
Full Paid	\$1.25 per day	Full Paid	\$2.50 per day

In some schools, extras or ala carte items may be offered for sale at prices posted in the cafeteria. Dessert is not a part of the National School Lunch requirements and may be charged for separately.

The charge for all visitors for lunch is \$3.75 and breakfast is \$1.75. A visitor's table is set up in the cafeteria and all visitors are to sit at the visitor's table. Only your child may sit with you. Parents are welcome to have lunch at school, but it is recommended not more than once weekly as this is a social time for students. Space is at a minimum and we need all our lunch tables for our students to eat in a timely manner. Our space for visitors is limited. You are welcome to eat here, but when the table fills up, we may have to set up additional tables in the hallway or offer "picnic style" in the hall.

Breakfast will be served each morning from 7:00 a.m. until 7:45 a.m. (Breakfast is not served on days when school starts late due to weather.)

## 17. COMMUNICABLE DISEASES

It shall be the duty of the school authorities to exclude any child who is infected with or suspected of having the following diseases: measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis (head lice), scabies and other illnesses designated by the local health officer as requiring exclusion.

If one of these illnesses or conditions is suspected, the teacher or principal should refer the child to the school health nurse, if available. If there is no school health nurse, the child should be sent home with the recommendation that the child's physician be contacted for diagnosis and treatment. The child shall be excluded from school until school personnel have received satisfactory evidence the child has been treated.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home with the child explaining the condition, requirements for readmission, and deadlines for satisfactory completion of treatment. In order to return to school a student must be examined by a school health official and found to be head lice and nit free.

A student will be expected to have met all Board requirements for treatment and be back in school no later than one school day following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance director at the proper time.

## 18. PROVISION OF TEXTBOOKS

The parent agreement slip must be signed and returned to the teacher before books will be issued. Each student will be furnished a sufficient supply of textbooks for all his subjects. At the end of a unit of study, all books previously distributed to the students will be returned to the teacher. The teacher will examine the book, and if it has been in any way unduly abused, mutilated, lost or destroyed, a charge will be issued against the student. He will be expected to pay for the damage as soon as possible.

## 19. REPORTING OF PUPIL PROGRESS

Each student will receive a report card four times a year. Report cards will be sent home after the end of each nine weeks. Parents should take time to go over each area of the card and to give praise and encouragement to the child. The card should be signed and returned to school the following day. Some type of progress report (papers to be signed) will be sent to parents weekly and a mid-quarterly report will be sent home quarterly. These will need to be reviewed, signed and returned the next school day.

Promotion or retention of a student is a decision which ultimately has to be made each year. The person who is most able to make this decision is the classroom teacher. Therefore, in accordance with the policy of the Dickson County Board of Education, stating the Principal ultimately decides, Centennial Elementary invests the classroom teacher('s) opinion when deciding whether or not a student is to be promoted. We will consider each child's level of ability, achievement and maturity in making this decision, but the primary measure of the student's achievement will be the teachers' determination of the student's mastery of the basic skills as set forth by the Tennessee Department of Education and as supplemented by the local education agency. Each student must meet or exceed the minimum competencies approved by the Board for that grade or subject.

Attendance records may be used in determining the awarding of grades, the passing of course or promotion and retention.

The basic grading system for subject-area grades is to be expressed by the letters "A", "B", "C", "D", and "F", with corresponding numerical values.

A.....	93-100
B.....	85-92
C.....	75-84
D.....	70-74
F.....	Below 70

For kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup> grades a standard based report card will be used as the progress report. A minimum percentage in all areas of the curriculum is required for promotion. Grade 3 - 5 will use the basic grading system in Reading, Math, Spelling, Language/English, Science and Social Studies. In grades 1 and 2, E, S, and N, as listed below, will be used in Handwriting, Social Studies, Health/Science, Music, Art, and Physical Education. Conduct is marked when improvement is necessary.

Physical Education, Handwriting, Art, Music, and Conduct shall be marked as follows in grades 3 - 5:

E.....	Excellent
S.....	Satisfactory
N.....	Needs Improvement

## 20. USE OF SCHOOL PHONE

- A. Students who need to use the phone may do so with their teacher's permission.
- B. Students who wish to see if a friend may come home with them will not be allowed to use the phone. These arrangements should be made prior to coming to school.

## 20. MESSAGES

- A. **Please make sure your child knows where they should go each afternoon so daily phone calls are not necessary. Children find security in knowing how they are to go home each day. When this changes daily or when they must wait on a phone call daily this creates unrest in the student. Please choose one way to go home daily and only make changes when absolutely necessary. If these phone calls are absolutely necessary, please call before 2:30 as this is when messages are delivered. We cannot guarantee any phone call made after 2:30 changing how to go home can be delivered.**
- B. If parents need to talk to their child's teacher, it will be in the best interest of all if the teacher can return the phone call during their planning time.

## 21. PHYSICAL EDUCATION

All students are expected to take P. E. on a regular basis. Any student who cannot take P. E. because of medical reasons should make certain their teacher and the P.E. teachers are aware of this fact. A doctor's excuse must be provided if a student is unable to participate on a regular basis.

## 22. CUSTODY RESTRICTIONS

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are difficult situations in some instances which result in one parent placing custody restrictions on another.

If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the court order on file. The school must have the court order on file if school personnel are to abide by its restrictions. We will do our best to abide by the court order. However, please do not put us in the middle of these arguments. We only need to know what is necessary to educate the child. When you complete the enrollment card, please list the people that you give your permission to pick-up your child from school.

## 23. FEES/DONATIONS

We request \$30.00 donation to cover instructional materials and supplies. The supplies will vary for each class but may include paper, workbooks, Weekly Readers, charts, teaching aids, kits, art supplies, music and library materials, physical education materials and materials for guidance classes. **Please pay this money by August 31<sup>st</sup>.** If your child qualifies for free or reduced lunches, they also qualify to have this fee waived.

## 24. PROCEDURES FOR INCLEMENT WEATHER

### 1. SCHOOLS DO NOT OPEN

- A. The Director of Schools determines whether or not roads are hazardous before school buses begin routes.
- B. The Director of Schools will send a ‘Tweet’ and notify the local radio station and TV stations of the decision and this is in turn broadcast frequently.
- C. A recording is made for the county-wide school information number: 441-1994. This recording will tell whether school will open or be closed in the event of bad weather. There may also be an InTouch message on your phone message system.
- D. When schools are to re-open following weather closing, the same information procedures will be followed. This decision will be made as early as possible.

### 2. SCHOOL CLOSES BEFORE REGULAR TIME

- A. The Director of Schools will have on file telephone numbers where all bus drivers can be reached during the day. The Director, in consultation with people in all parts of the county, determines that roads are or will be hazardous before regular closing time.
- B. Director of School’s office will notify all bus drivers to assemble at the schools.
- C. Radio and TV stations will be notified of the time school will close. Parents should listen to an appropriate station if it appears school may close early. The school is notified at the same time the radio and TV stations are notified.
- D. Parents who want children to go to a place other than the regular bus stop should leave instructions with the school. This is particularly important for small children. These plans should be made in advance rather than calling the school on that day.

## 25. TITLE I and SPECIAL EDUCATION

Title I is a federally funded education program designed to provide additional resources for students who may have trouble meeting high academic standards in reading and/or math. Each year a committee made up of Centennial teachers, administrators, and parents meet to decide how best to use the Title 1 resources available to the school. Title I funds are used at Centennial to provide trained teachers and assistants for one-on-one and small group assistance so that all students can be successful.

Special education provides remedial and enrichment help for children who have been referred, tested and certified as disabled in an area which qualifies them for the program. Children may receive help in many areas: reading, math, spelling, visual and auditory perception, etc. The special education teacher designs and implements an Individual Educational Plan for each identified child.

Both special programs include short-term and long-term goals and stress individualized instruction. The goal of both programs is the same: to help children function more independently and successfully in a regular classroom setting. Cooperation and communication are essential between the classroom teacher and the special education teacher or interventionist. Children in these programs shall not be penalized because they do not have as much time in the classroom as other students. They are not required to finish assignments before they leave for their special class or to accomplish any more than their time and ability will allow in the regular classroom. Children shall not be disciplined by withholding their remedial or resource time. Special education teacher along with the regular education teacher will determine grades for students with an IEP.

The Title I staff members do not give grades.

RTI – Response to Intervention is a program mandated by the state where all students are to get extra help, when needed. We address this mandate through a Power Learning Block (PLB). For 30, 45 or 60 minutes daily students are grouped according to need for instruction. At this time, students may have a regular education teacher, Title I teacher, special education teacher or a teacher assistant. We utilize all available help in order to form smaller groups for intensive, specific instruction.

## 26. ASSIGNMENT TO SCHOOLS

Students, including kindergarten, are required to register and attend the school to which they are assigned by virtue of their residence (in-zone school) unless the parents of the students have made proper application and the students have been approved to attend an out-of-zone school which is a school other than their in-zone school.

This policy specifies the procedure to be followed in the event parents desire to enroll their child or children to attend an out-of-zone school.

If the student is presently attending school in Dickson County or if the child is starting school and the parents live in Dickson County, an application must be made to the principal of the desired out-of-zone school.

If the student is approved for attendance at the out-of-zone school, it shall be the responsibility of the parent to provide transportation for the student to and from school. Any student who is directed by M-Team or by other directive to attend an out-of-zone school shall be provided transportation by the school system.

In order for out-of-zone attendance to be approved, space must be available at the out-of-zone school. For this purpose a class is considered filled and space not available when enrollment reaches the legal limit without wavier. Further, space is not available for out-of-zone students in any school where it is necessary that a room or rooms not intended for classroom use be used as a classroom.

All elective enrollments shall be approved for one (1) school year only and must be reconsidered each succeeding year. The parent's willingness to cooperate and the child's discipline and attendance/tardy records will also be considered when a student is being reconsidered for the following year.

Placement of students in school shall be based on the following priorities:

Students of actively employed faculty/staff;  
Safe and Drug Free Schools Act;  
McKinney-Vento Homeless Education Act;  
Required accommodations for IDEA identified students (determined by SPED Staff);  
Students pursuing a high school course of study not offered in another county school;  
Recommendation initiated by the District Administration determined to be in the best interest of the student.

The parent of a student approved for out-of-zone attendance shall be given a copy of this policy at the time out-of-zone attendance is approved and shall be required to acknowledge its receipt and agree to comply with it fully.

Transfers during the school year shall be limited to cases in which students change residence or if a school employee is transferred.

## 27. DAYCARE

Daycare is available to students at Centennial Elementary School. The program opens at 6:00 a.m., and closes at 6:00 p.m. Daycare is available for only school age children and it is available during the summers and other vacation days. If you are interested in this program, contact our child care Site Director, Luci Gentry, at 740-5821 after 3:00 p.m.

## 28. VISITOR PASS

**All outside school doors are locked from 8:00 till 3:00 each school day.** We have this policy for the safety of all our children and to comply with state recommendations. Any time you enter the building, go immediately to the office to receive a visitor's pass. Please do not go to a teacher's door without a visitor's pass. Also, please do not ask a teacher to have a conference with you when they have a class. There are times each day they can talk with you, if you call ahead and make arrangements. This is in place for the safety and well-being of all our students.

## 29. SCHOOL CALENDAR

Aug.1	First Day of School
Aug. 8	Kindergarten Students begin on full-time basis
Sept. 3	Labor Day (No School)
Sept. 4	Staff Development - No school for students
Sept. 5	Progress Reports
Sept. 21	½ Day for Students due to Homecoming at DCHS
Oct. 1 - 12	Fall Break
Oct. 26	Report Cards
Oct. 29	Staff Development Day – No school for students
Nov. 5	Fall Parent-Teacher Conferences 11:00 – 7:00 (No School)
Nov. 16	Progress Reports
Nov. 21 – 23	Thanksgiving Holidays
Dec. 20	End of first semester, ½ Day
Dec. 21 - Jan. 4	Christmas Vacation
Jan. 7	Staff Development - No school for students
Jan. 8	Return to School for Third Nine Weeks
Jan. 14	MLK Day (Holiday)
Jan. 18	Report Cards
Feb. 7	Spring Parent-Teacher Conferences 3:30 – 6:30
Feb. 11	Progress Report
Feb. 18	President's Day (Holiday)
Mar. 18 – 22	Spring Break
Mar. 29	Report Cards
Apr. 19	School Break - No School
Apr. 22	Progress Reports
May 25	Pick-up Report Cards (Buses will not run.)