Centennial
ELEMENTARY SCHOOL

Student and Parent Handbook 2022-2023

Centennial Elementary School
13200 Westlake Dr. Broomfield, Co 80020
720-972-5280
Attendance Line: 720-972-5298
Visit our website: centennial.adams12.org

SCHOOL INFORMATION

Important Phone Numbers
Main Office (Hours 7:30 a.m. - 3:30 p.m.): 720-972-5280
Attendance Line (available 24 hours a day): 720-972-5298
*Please call before 8:00 a.m. if your student will be absent or tardy.
BASE Program: 720-972-5296
Cafeteria: 720-972-5289
Library: 720-972-5292

School Hours
Kindergarten – Grade 5
First Bell: 8:00 a.m. Tardy Bell: 8:05 a.m.
M- F: 8:00 a.m. – 3:00 p.m.
Delayed Start due to weather: 10:00 am (end times remain the same)

If you arrive after 8:05 a.m., you are considered tardy.

Preschool
M, T, TH, F: AM: 8:05 a.m. - 11:10 a.m. PM: 11:55 a.m. - 3:00 p.m.
No Preschool on Wednesdays.

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 3:00pm at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 7:45 a.m. Staff will be available to assist with dismissal procedures at the end of each day for a period of 10 minutes. If it is prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child.

Breakfast is served in our cafeteria daily from 7:45 a.m. to 8:05 a.m.. Centennial students will receive breakfast at no charge. Breakfast students can enter the doors on the north side of the school at 7:45a.m.

B.A.S.E. HOURS
Before School 6:30 am – 8:05 a.m.
After School (M, T, W, Th, F) 3:00 pm – 6:00 pm
Delayed Start 9:30 am

Attendance - Reporting Absences **Attendance Line: 720-972-5298**

Absences must be reported on the school's attendance line, even if the teacher has been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy.

Before and After School Enrichment (BASE)

The BASE Program serves elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and there is often a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development. For more information about our school's BASE program, contact the BASE Site Director at 720-972-5296.For more information about the District's BASE programs, please visit the following link.

Bicycles and Scooters

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is required to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

Birthdays and Celebrations

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we have implemented a "Non-food birthday treats" policy. Classroom teachers will share their non-food birthday celebration information with parents. We appreciate your support in this matter!

Birthday Invitations

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

Communication

A newsletter will be emailed monthly and posted on the school website to remind parents of important dates and events. We try to send all communication home in Friday Folders each week, but on occasion, it may be necessary to send home other notes and memos. Please check with your child each day to see if there are any additional notes that came home that day. Important reminders or updates will also be posted on Centennial's Class Dojo School Story, emailed via School Messenger, or sent home via our automated tele dialer system. Please make sure to keep

your email address and phone numbers updated in Infinite Campus so you receive these important messages.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

Communication with your student's teacher

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.

You may also reach your student's teacher via email or Class Dojo. Your student's teacher will provide you with the teacher's email address or the Class Dojo classroom code, and you may message them at your convenience. You may expect to hear back from them within one business day, so please do not use this pathway for urgent messages.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after 8:05 a.m., a parent/guardian must sign them in at the front desk.

Field Trips

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip. Parents who are chaperoning are not allowed to bring other family members on the field trip.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: www.adams12.org. Please note that school is rarely canceled.

Indoor Recess will be called if:

- snow, rain or sleet is falling
- temperature with the wind chill is 20 degrees or less
- playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the main office. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Physical Education

Students will be provided opportunities to engage in physical education (P.E.) classes. If a student is unable to participate in P.E., the student must present to the principal or principal's designee a statement from a licensed health care practitioner stating the reason for the student's inability to participate. A licensed health care practitioner means a physician (MD, DO), nurse practitioner or physician assistant who has prescriptive authority and is licensed to practice in Colorado.

Reporting Student Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:45 a.m. and picked up by 3:15 p.m. Adult supervision is only available during these times before and after school.

Student Safety- Please help us keep students safe:

• Parents need to pick up and drop off students from the perimeter of the school.

• Drop off and pick up of students is along the curb **only**, so they don't have to cross traffic other than at the crosswalk.

• Avoid parking within 15 feet of school crosswalks.

• Remind your child to use sidewalks and crosswalks.

• Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.

• Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

School Security System - In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

● ALL exterior doors will be locked at all times.

● Please do not open the door or hold the door open for others.

● Upon entering the vestibule, you will need to press the button located on the left brick wall..

● BEFORE entering the school lobby, all visitors must show a valid ID and obtain a visitor's pass.

● If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time with a teacher, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent coming for lunch) you must call the office ahead of time to let us know.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's website. For complete information, please refer to the latest version of each District policy, available here.

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's website. For the most complete information, please refer to the latest version of each District policy (if applicable), available here.

"Commonly requested" information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's website.

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's website.

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions