

Centennial ELEMENTARY SCHOOL



Student and Parent Handbook 2025-2026

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 7:15 a.m. - 3:15 p.m.): 720-972-5280

BASE Program: 720-972-5296

Cafeteria: 720-972-5289

Library: 720-972-5292

Attendance Line (available 24 hours a day): 720-972-5298

Attendance - Reporting Absences

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.

School Hours

Preschool

Tuesday - Friday

AM session 7:40am - 10:40am

PM session 11:35am - 2:35pm

Kindergarten – Grade 5

First Bell: 7:50 a.m.

Tardy Bell: 7:55 a.m.

If you arrive after 7:55 a.m., you are considered tardy.

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 2:35 p.m. at the designated pick up location.

Be sure to use the crosswalks every day. This helps to keep everyone safe during times where traffic can be busy.

Please drop off your students in front of the school in the cul-de-sac on W. 132nd Ct, on Westlake Dr., or behind the school on W. 132nd Ave. You may not drop off from the middle of the street. Please drop off next to a sidewalk.

Staff is present to assist with the supervision of our students starting at 7:35 a.m. each morning. Staff will be available to assist with dismissal and the supervision of our students from 2:35 to 2:50 p.m.

School Meals

Breakfast is served in our cafeteria daily from 7:35 a.m. to 8:05 a.m. Centennial students will receive breakfast at no charge. Breakfast students should enter the cafeteria doors on the north side of the school at 7:35a.m. Students arriving after 7:55 will receive a partial breakfast to take to class, so that they do not miss any instruction.

Lunch is served in our cafeteria daily. Centennial students will receive lunch at no charge.

B.A.S.E. HOURS

Before School 6:30 a.m. – 7:50 a.m.

After School (M, T, W, Th, F) 2:35 p.m. – 6:00 p.m.

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.

Health Office

Here are some important reminders about the difference between a health aide and a school nurse.

- **Health Aide:** Full-time classified staff hired and evaluated at building level, trained and monitored by a School Nurse, must maintain current certifications in Medication Administration, Diabetes Management, and CPR/First Aid.
- **School Nurse:** Full-time, certified staff hired and evaluated at district level with a Bachelor's of Science in Nursing, and CDE Special Service Provider license. School Nurses serve 2-3 schools. The title "Nurse" is protected. [Learn more here.](#)
- **Health Office:** The Health Aide works in the Health Office providing care to students with the 8 Bs or daily or emergency medical care orders. Additionally, please see [this document](#) for information about what we can and cannot do at the school health office.

Bicycles and Scooters

Students riding a bike or scooter to school must store them at 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 on school grounds. 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 strongly encouraged a “Non-food birthday treats” policy. 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.

School Wide Communication

A Family newsletter will be emailed monthly and posted on the school website to remind parents of important dates and events. Important reminders or information will also be posted on the new Adams 12 District App or emailed via School Messenger. 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.
- Call the office, and they will deliver messages to your student’s teacher as soon as they can.

You may also reach your student’s teacher via email or on the new Adams 12 App. You may expect to hear back from them within one business day, so please do not use this pathway for urgent messages. You can also expect for your student to bring home a Friday Folder every Friday. School fliers and graded assignments will be located in the folder.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or authorized adult. ***Students may NOT be released to any adult who is not on the Student Authorization Pick Up Form and does not have proper identification.***

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.

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.

Chaperone Policy

- RAPTOR checks are REQUIRED on all chaperones whether they are riding on the bus or driving themselves.
- Chaperones who are in charge of a group of students must agree to be fully present by not bringing additional family members.
- The number and gender of chaperones shall depend on the size, age, and composition of the group and the activity planned.
- Chaperones must be at least 21 years of age and be a District employee or a parent or legal guardian registered in Infinite Campus under the name of the student participant.

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 checking the District website: www.adams12.org. You may also opt in to receive text messages by texting text YES to 67587.

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.

Students should not bring valuables and/or 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. If you need help accessing Infinite Campus Parent Portal, please contact the front office for support. Friday Folders will also contain graded assignments.

Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:35 a.m. and picked up by 2:50 p.m. Adult supervision is only available during these times before and after school.

Student Safety- Please help us keep students safe by:

- Picking up and dropping off students from the perimeter of the school and along the curb **only**, so the student doesn't have to cross traffic other than at the crosswalk.
- Avoiding parking within 15 feet of school crosswalks.
- Reminding your child to use sidewalks and crosswalks.
- Encouraging children to adhere to all safety rules established for pedestrians.
- Respecting 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, additional security measures have been implemented:

- ALL exterior doors will be locked at all times.
- Doors will not be propped open or held open for others who are entering the building.

- Upon entering the vestibule, adults and students 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.
- All adults will be directed to wait for their students outside before and after school.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. and sign in before 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.

Student Behavior

Centennial explicitly teaches the importance of Accountability, Belonging, and Courage, our Centennial values. When a student exhibits a behavior that is unsafe or impacts learning, we following the following protocol: [Behavior Flow Chart](#)

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools is available on the District's [website](#).

Additional district policies on the [website](#) includes information on topics such as:

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