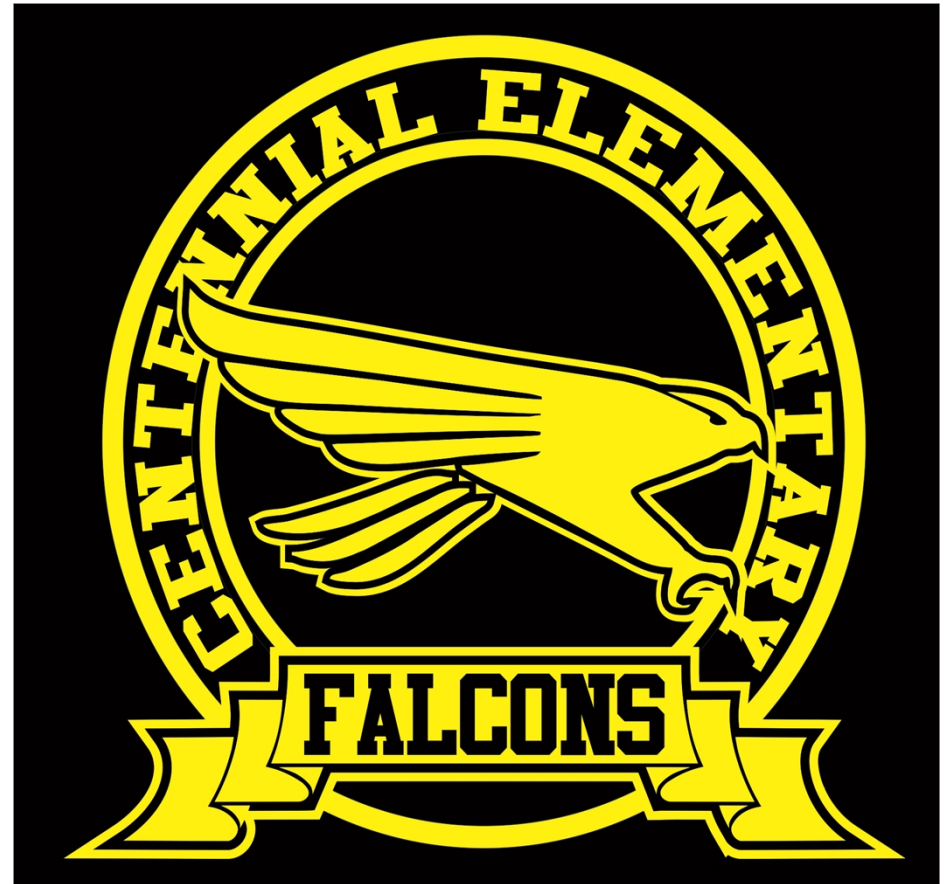


We are the
Centennial Falcons...

We learn
We apologize
We do second
chances
We encourage one
another
We forgive
We keep our promises
We laugh often
We never give up
We respect each other
We belong

PARENT HANDBOOK

2021-2022



WHERE STUDENTS SOAR

2021-2022

CONTENTS

Principals Message
Page 2

School Mission and Vision
Page 3

School Goals
Page 4

Faculty & Staff
Page 5

School District Calendar
Page 6

School Schedule
Page 7

Falcon After School Clubs
Page 8

School Policies
Pages 9-17

Your Commitments
Page 18

Dear Students and Parents/Guardians,

My Falcon Feathers

Welcome to a new school year! A special welcome to any students/families who are new to Centennial Elementary. The mission of Centennial Elementary is, “Ensuring High Levels of Learning for ALL Students and Adults.”

At Centennial Elementary, this mission is more than just words. We have high expectations for every student, no matter their initial abilities when they first enter our doors. We also have high expectations for each and every staff member and volunteer in our school. If you ever see that we are not living up to our mission, please contact your child’s teacher or myself.

Thank you in advance for all of your support. Centennial Elementary School will become one of the greatest schools in our state and nation. We are creating a system that will provide each individual student the additional time and support that they require to accomplish their individual dreams and your goals for them. It will take parents, teachers and students working together to accomplish this goal. I hope that you will take advantage of coming and seeing what we do. I also hope that you will take time to become involved in what we do through volunteering in your child’s class. You can also volunteer with our PTO, as a reading volunteer, or in many other ways. Please drop in, email, or call with any questions or concerns.

My goal for your child is that they will leave Centennial Elementary School with the confidence and ability to succeed at the highest levels as they progress through their education experience and beyond. Please make sure that you and your children who attend Centennial are familiar with the following guidelines and expectations.

Sincerely,

Bruce Guymon
Principal

Phone Use: Use of the school phone by students will be limited. Calling parents because of illness is an acceptable reason to use the school phone. Arrangements for after school activities and play dates should be made at home prior to school. Classroom phones are to be used only with teacher's permission.

Tardiness: Tardiness is discouraged because of the impact it has on the educational process. When a student is tardy he/she will go to the office and get an admit slip. This will allow the office to check attendance and help the teacher document the student's tardiness. Excessive tardies will be brought to the attention of parents and the proper authorities.

Visitors: Parents, guardians, grandparents, and other persons interested in the education of our children are encouraged to visit the school. **All visitors are required to sign in with the school office prior to going into the other areas of the school. The administration reserves the right to refuse school visits at times that may alter the effectiveness of the instruction process.**

Students may not bring peer visitors to school.

Our Mission

Ensuring High Levels of Learning
for all Students and Adults

Our Vision

We recognize that the fundamental purpose of our school is to ensure high levels of learning for all students and adults. If, through our collective effort, we are able to fulfill that purpose, our students will have the knowledge, skills, and dispositions essential to pursuing their goals and dreams throughout their lives.

Our Expectations

S.O.A.R. TO SUCCESS

As A Centennial Falcon

S. I Control MySELF

O. I Care For OTHERS

A. I Show APPRECIATION

R. I Accept RESPONSIBILITY

Medicine at School: Due to Utah Law (53A-11-601), we can only administer **prescription and nonprescription medications** under the following conditions:

1. The student's parent or legal guardian must file a current "Authorization to Administer Prescribed Medication" form with the school secretary. The child's physician with specific doses, times and method of administration, must fill out this form. The form must also be signed by the parent and submitted to the school. These forms are available in the school office and must be renewed yearly. Medication must be kept in the original container. No medicines, prescription or non-prescription, are to be kept by students at school.
2. The student's parent or legal guardian must file a current "Asthma Self-Administration" form with the school secretary. This form provides authorizations from both the parent/guardian and health care provider. Students with asthma may carry and self-administer an asthma inhaler while on the school grounds.

Motorist/Bus Safety Rules: Parents should LOAD & UNLOAD students on the **EAST or SOUTH SIDE** of the school using the pick up & drop off loop. If you need to enter the school to pick up your child, please park in a designated parking stall. Please DO NOT drop off or pick up students on west or south side of school. This interferes w/buses and jeopardizes the safety of students. It is ILLEGAL for a child to enter a car that is parked inside the bus-loading zone.

Personal Property: The school is **not** responsible for any personal property which is lost, stolen, or vandalized or which may have been entrusted for storage or safekeeping by school personnel. Bringing toys, electronic devices, and excessive amounts of money from home is strongly discouraged.

Recess: Students are expected to go outside during recesses, except during severe inclement weather. Students with health problems or students recuperating from illness may be excused from outside activities for a day or two by the parent making arrangements with the teacher. A doctor's note is required after 2 days. School personnel determine severe weather days when the weather is too cold or wet for students to safely play outside wherein students will remain inside.

- a. Maintaining the student in a current placement is substantially likely to result in injury to self or to other persons; or
- b. The student has engaged in conduct which would otherwise warrant suspension or removal for a non-handicapped student.

Special Note: The maximum number of ten day's suspension is considered on a cumulative basis, within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with a disabled student. Any suspension should consider the least restrictive environment.

Long-term suspension. Any expulsion/suspension of a student, with disabilities for more than ten days, constitutes a change in placement. Prior to a change-in-placement, parents or the student must be notified of the proposed change and the Special Education Committee must first determine whether the alleged behavior is related to a handicapping condition. If the parent contests the proposed change, notice of due process rights must be given to the parent or guardian and the student must "stay put" in the present educational environment unless the parent or guardian agrees otherwise, pending resolution of the hearing

Our Goals

***We will create a system where teachers, parents, students and other staff partner to help each student reach their full potential.**

***We will create a school climate where leadership and other positive behavior is taught, expected and celebrated on a daily basis.**

***We will create a system of supports, where student performance in language arts, math and science is monitored on a weekly basis with intervention and extension developed and implemented to ensure students reach proficiency on state end of level assessments.**

***We will continually show growth in the learning and positive behavior of our students using school, district and state developed assessments.**

Faculty & Staff		
Principal	Bruce Guymon	
School Counselor	Amber Thacker	
Secretaries	Nichelle Richins	Mandy Powell
Student Success		
Coaches	Julie Fox-Lapalme	Tonya Tucker
Food Service	Susan Collins	Lena Hafen
	Sandy Ames	Jenifer Jensen
Custodial	Rebecca Glines	Heather Hansen
Kindergarten	Kathie Guthrie	Katie Ivie
1 st Grade	Kayla Gatherum	Valerie Anderson
	Cami Olsen	Sarah Rogers
2 nd Grade	Lacee Bradshaw	Amber Gordon
	Jamie Taggart	Ally Mangum
3 rd Grade	Cassie White	Jessica Evans
	Stephanie Hyder	Sherry Teagle
	Lori Olson	
4 th Grade	Jackie Anderson	
	Glenda Huber	Amanda Moynier
5 th Grade	Sydnee Kunz	Stephanie Mecham
	Liza Chischillie	
Theater-BTS	Sara Butterfield	
Speech/Language	Mindy Larsen	Brooke Stevens
	Kim Labrum	Jessica Jensen
Intervention	Mandy Burton	Tara Maylett
	Jamee Averett	Rachelle Cook
Intervention Aides		
Computers	Carsten Timothy	
Library/Media	Bill Goodrich	Anitra Duncan
Music	Aspen Simms	
Physical Education	Sandy Chatwin	

5.0810.07 MANDATORY EXPULSION/ SUSPENSION

Non-disabled students must be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, within one thousand (1,000) feet of school property, or within one thousand (1,000) feet of and in conjunction with any school sponsored activity, or is directed against another student or a district employee. **18 USC § 921 (25)**

1. Possession, control, or actual or threatened use of a real, look alike or pretend weapon, explosive, noxious or flammable material. *18 USC § 3351*
2. Sale, control, delivery, transfer, or distribution of a drug or controlled substance or drug paraphernalia as defined in Utah Code § 58-37-2 or by 21 USC § 801;
3. Sale, control, distribution, delivery or transfer of imitation controlled substances defined in Utah Code § 58-37b-2 or by 21 USC § 801;
4. Sale, control, or distribution of drug paraphernalia as defined in Utah Code § 58-37a-3;
5. Commission of an act involving the use of force or the threatened use of force which, if committed by an adult would be a felony or a class A misdemeanor;
6. Assault of a teacher or other individual. *Utah Code § 53A-3-502*

5.0810.08 SUSPENSION/EXPULSION OF HANDICAPPED/CHALLENGED

Students identified as disabled under the Individuals with Disabilities and Education Act (I.D.E.A.), or under § 504 of the Rehabilitation Act of 1973 must be given special considerations. Expulsion of a student for misbehavior that is related to a disability may constitute discrimination.

5.0810.09 SHORT-TERM SUSPENSION OF HANDICAPPED/CHALLENGED

1. The District may suspend students with handicaps for a period not to exceed ten (10) school days if it is determined that:

1. Continued willful disobedience or open and persistent defiance of proper authority;
2. Willful destruction or defacing of school property;
3. Behavior, or threatened behavior which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel, or to the operation of the school;
4. Behavior which unreasonably disrupts or interferes with the educational process for other students;
5. Possession control or use of an alcoholic beverage within one thousand (1,000) feet of school property or any school-sponsored event.
6. Sale, gift, delivery, transfer, possession, control or distribution of tobacco products within one thousand (1,000) feet of school property or school-sponsored event.
7. Being under the influence of an alcoholic beverage or of other controlled substances within one thousand (1,000) feet of any school-sponsored event.

5.0810.05 HABITUALLY DISRUPTIVE BEHAVIOR

A student may be suspended/expelled when s/he is habitually disruptive and has failed or refused to comply with his/her remedial discipline plan.

1. When a student has caused his/her first serious, willful or overt disruption, the student's principal/designee shall develop a remedial discipline plan to assist the student in altering his/her conduct to avoid the occurrence of another disruption. The principal/designee will review the plan with the student at the time it is implemented. *Utah Code § 53A-11-904*

2. A "habitually disruptive student" is one who has caused disruption in a classroom on school grounds, in a school vehicle, or at school sponsored activities or events more than five (5) times during a school year and whose behavior was willful and overt and required the attention of school employees.

5.0810.06 EXPULSION FOR CONDUCT OFF SCHOOL PROPERTY

A student may be expelled, as provided in this policy, for conduct off school premises that threatens harm or does harm to the school, school property, a person associated with the school, or property of a person

DUCHESE COUNTY SCHOOL DISTRICT CALENDAR

JULY 2021 - JUNE 2022

First Day of School August 25

School Holidays/Events

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	T	F	S
	QB1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September - October 2021

Sept. 6	Labor Day
Oct. 14 - 15	Fall Break
Oct. 18	Training Day/No Students
Oct. 29	Training Day/No Students

November - December 2021

Nov. 24 - 26	Thanksgiving
Dec. 22 - Jan 2	Christmas Break

January - February 2022

Jan. 17	Martin Luther King Day
Jan. 18	Training Day/No Students
Feb. 21	Presidents Day
Feb. 22	Training Day/No Students

March - April 2022

March 18	Training Day/No Students
April 11	Dist. Parent/Teacher Conference
April 12	Dist. Parent/Teacher Conference
April 13 - 15	Spring Break

Number of Days In Months & Quarters

Month	Days	Qtr. Ends	Days
August	6		
September	21		
October	19	29th	46
November	19		
December	15		
January	20	14th	44
February	19		
March	23	18th	43
April	18		
May	20	27th	47
180 days	1st semester 90	2nd semester 90	

Graduation Days

Adult Ed	Wednesday	May 25
Tabiona	Thursday	May 26
Altamont	Friday	May 27
Duchesne	Friday	May 27
Union	Friday	May 27

Deadline Dates

Sept. 3, 2021	Proof of Lane Change and License Completion to District Office
Feb. 4, 2022	Sabbatical Leave Requests to District Office
Mar. 4, 2022	Lane Change and Early Retirement Requests to District Office

Trimesters

Trimester 1
Trimester 2
Trimester 3

Symbols

◇	Contract Days (No students)
□	School Holidays (No students)
■	12 Month Employee Holidays
■	First and Last Days of School
○	Training Days (Contract Days/No students)

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	QE14	15
16	17	QB18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	QE18	19
20	QB21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	PT11	PT12	13	14	15	16
17E	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Centennial Elementary Bell Schedule

Monday – Thursday

First Bell: 8:15

School Starts: 8:20

AM Kindergarten Ends: 11:15

Extended Day Kindergarten Begins: 11:20

Extended Day Kindergarten Ends: 11:55

PM Kindergarten Begins: 12:00

School Ends: 3:00

Friday

First Bell: 8:15

School Starts: 8:20

AM Kindergarten Ends: 10:30

PM Kindergarten Begins: 11:05

School Ends: 1:20

Extended Day Kindergarten

To ensure that all of our kindergarten students learn essential literacy skills, Centennial Elementary will maintain an extended day kindergarten schedule for students who require this extra instruction. As seen in the schedule above, AM kindergarten students in our extended day intervention will stay for an additional 40 minutes on Monday through Thursday. PM kindergarten students will start school each day 40 minutes early. Students will be found eligible for this program through classroom assessment of essential skills. The teacher will notify the parents/guardians of eligible students. Once a student has learned the identified skills, they will no longer be eligible for the extended kindergarten program.

Duchesne County School District Safe Schools Policy

5.0810.01 SAFE SCHOOLS

Issue Date: 12/20/94

This policy is adopted by the Board of the District pursuant to Utah Code § 53A-11-901 through 907 and Gun Free School Act 18 USC § 3351. It is the intent of the Board to provide every student in the District with the opportunity to learn in an environment, which is safe, conducive to the learning process, and free from unnecessary disruption. The Board has invited and received input from District employees, students and the community. The Board now adopts this policy based on the principle that every student is expected to follow rules of conduct, to show respect for others and to obey persons in authority at the school.

5.0810.02 DELEGATION OF AUTHORITY

Students should be aware that certain behavior outlined herein and in other policies of the District, are unacceptable and will result in disciplinary action. The Superintendent/designees will enforce District policies in order to make students and their parents/guardians understand that unacceptable behavior will be dealt with in accordance with the Board's discipline policies and will not be tolerated.

Utah Code § 53A-11-901 18 USC § 3351 (1)

The Board hereby delegates, to principals and assistant-principals in each school, the authority to expel/suspend students in the District for up to ten (10) days.

5.0810.03 PUBLICATION OF SAFE SCHOOLS POLICY

A copy of this policy shall be given to each student upon enrollment in the school. Each student transferring to a school from another district shall receive a copy of this policy.

5.0810.04 CONDUCT ON OR NEAR CAMPUS RESULTING IN SUSPENSION/EXPULSION

A student may be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, in conjunction with any school sponsored activity, or when it occurs in the presence of or is directed against another student or a District employee and persistent defiance of proper authority.

Management & Discipline Plan

Centennial Elementary Expectations

Be SAFE

Be RESPECTFUL

Be RESPONSIBLE

Consequences of not following expectations

Level 1 Behaviors: Talking out, not following directions, disruptive, etc. are behaviors that are dealt with first in the classroom.

Level 2 Behaviors: Students are sent to refocus for repetitions of level 1 behavior, defiance, inappropriate language, put-downs/name calling, screaming/yelling, etc. Parents will be notified.

Level 3 Behaviors: Students are immediately sent to refocus and principal is notified in cases of serious aggression, fighting, safe school violations, bullying, threats, sexually inappropriate behavior, property damage and multiple repetitions of level 2 behaviors. Parents will be notified and either an in school or out of school suspension will be enforced.

Centennial Elementary Bully Guidelines

Interactive Bully Prevention Education Plan- Intended to define bully behaviors, provide opportunity to teach students how to respond to bullies, and establish clear, fair and appropriate consequences for bully behaviors.

Definition of a Bully:

A bully is a person who purposely and repeatedly tries to hurt others by:

- Making them feel uncomfortable
- Physically hurting them (kicking, hitting, pushing, tripping, pinching, biting etc.)
- Name calling
- Saying rude or negative things about them
- Teasing (If it is not fun for both it is bullying)
- Not allowing them to be with a group
- Hurting the other person over and over

Acceptable Responses to a bully:

- Ask politely to stop two times
- Walk away
- Tell a trusted adult
- Accept and include others (Get a buddy & be a buddy)
- Ignore & Avoid the bully
- Stay calm- don't react
- Don't bully back

Consequences for bully behaviors:

According to number of offenses reported to the office (office referrals are at the discretion of the teacher).

1. Think-Time with a teacher.
2. Re-Focus and parent contact.
3. Suspension from school.

School Policies

Access to Student Information: Parents or students may access grades, attendance, missing assignments, lunch balance and a weekly CES bulletin through Power School. Call the office for ID and Password.

Arrival at School: The building will be open at approximately 7:30 AM. Students who arrive earlier will not be allowed in the building.

Attendance Policy: Students are expected to be at school regularly and on time. Students should not be allowed to stay home from school unless they are ill. Parents should call the school when your child is absent, so we can specify 'parent excused' or 'medical absence' on his/her records. 'No Child Left Behind' Legislation require that students be in attendance 93% of the school year. (This allows for only 13 absences per year.) Duchesne County School District's guidelines for attendance will follow this mandate. Excessive absences and/or tardies are a great concern and will be brought to the attention of parents and the proper authorities.

Behavior: All students are expected to behave in a courteous and pleasant manner. Appropriate behaviors are expected in the classroom, on the playground, on buses, walking to and from school, and at all school activities. Disruptions and abusive behaviors will not be allowed. The Utah Safe Schools Policy/Duchesne School District Safe Schools Policy will be utilized as conduct warrants. A copy of this policy and the school's bully guidelines are provided.

Birthday Party Invitations: While the school supports and encourages social interactions between students outside the school day, birthday party invitations have become a source of class disruptions and hurt feelings.

Please arrange invitation distribution outside of the school day. This is especially a challenge for students in grade K-3.

Bus Notes: To ensure safety, student riding a different bus or getting off at a different stop must obtain a bus note from the office. Bus notes can be issued to students only by parents sending a written note to school, in person or calling the office.

Computer Access: Students using computers will be required, along with their parents, to agree to the DCSD Acceptable Use Policy. The policy will be sent home during the first week of school and will require parent and child signatures before students may use the computers.

Donations: There are no fees for the basic program during the regular school day. A volunteer donation of \$5.00 per student is accepted to help support special programs.

Dress Code:

1. All students are required to wear clean clothing. Clothing which is so conspicuous, extreme or odd that it may draw undue attention, disrupt, or interfere with the learning atmosphere at the school will not be allowed.
2. Students will not be allowed to wear clothing that is mutilated, cut off or immodest. Tank tops, spaghetti straps or muscle shirts are not allowed.
Knee length clothing is acceptable.
3. In the interest of good hygiene and safety, proper footwear (shoes) will be worn. Shoes with rollers are not acceptable.
4. Clothing with vulgar words, profane or obscene slogans, demeaning phrases, and advertisements for alcohol, tobacco, and drugs will not be allowed.
5. Students are not to wear hats of any kind within the building.
6. Gang related colors; clothing and paraphernalia will not be allowed in school.
7. Hair must be clean and styled so that it does not interfere with the student's vision, safety or create a situation that contributes to distracting from the educational process. No extreme styles or unnatural colors are allowed.

Drop off /Pick up policy and routine

For the safety of our students we ask that you only drop off and pick up students in one of the two designated drop off/pick up loops. Please do not leave vehicles unattended in these loops. You are also welcome to park in a designated parking spot, meet your child in or near the building and walk with them to your parked vehicle.

Electronics: Cell phones, pagers or beepers, CD players, I-pods or other **communication devices cannot be used during class time.** If any of these items are brought to school and used during class time the policy is:
1st time – device given to the teacher, who will return it at the end of the day.
2nd time – device will be taken to the office and return to a parent.
3rd time – device will be kept in the school office until the end of the school year and then returned.

Food and Drink at School: Duchesne County School District offers a nutritious breakfast and lunch each day. The breakfast price is \$1.00 lunch is \$1.90. Confidential Reduced and Free school food services are available. Students bringing lunches from home will eat in the school cafeteria with their classmates. Students will be able to purchase milk at \$0.35 per carton. School breakfasts and lunches may be purchased in advance by the week or month. Lunch money is collected in the office in the envelope provided. School district policy states that a student may charge only two lunches. A guest lunch costs \$4.00, breakfast costs \$3.00.

Head Lice: Please don't panic if you suspect your child may have head lice. **If a head louse is found on your child, treatment is required before the child is permitted to return to school.** All treatments need careful attention to directions to decrease any risk of side effects and to ensure elimination of the infestation. After shampooing the hair, follow up with a thorough house cleaning. Vacuum the carpets, furniture, between mattresses, under beds, and the car.

Homework: Homework is a valuable part of learning. All students can expect to have some homework to complete in order to fulfill class requirements. The amount will vary according to the age of the student, the subject, and type of task, amount of study time allowed, and how the student uses time provided at school. Homework should provide practice of skills previously learned at school.

A student missing school for one or two days can usually take care of missing assignments when they return. After they miss three or more days, parents may request homework and pick up the homework at the end of the school day.

Leaving School During School Hours: Students will not be released to anyone except the child's parent or guardian or to persons designated by the legal guardian. Persons picking up students are required to complete the sign-out sheet located in the school office and obtain a signature from office personnel before taking their student from school.