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# We are the Centennial Falcons...

We learn

We apologize

We do second chances

We encourage one

another

We forgive

We keep our promises

We hever give up

We never give up

We respect each other

# PARENT HANDBOOK

2020-2021



WHERE STUDENTS SOAR

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# Dear Students and PWIShEAR HEathers

Welcome to a new school year! A special welcome to any stud with the miles you recomminate the most remained by the mission of Centennial Elementary is, "Ensuring High Levels of Lauring High Levels of Lauri

that your student pears before 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 Adividual 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 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,

Ç

Bruce Guymon

Principal

Lorem & Ipsum

Students may not bring peer visitors to school. refuse school visits at times that may alter the effectiveness of the the other areas of the school. The administration reserves the right to visitors are required to sign in with the school office prior to going into in the education of our children are encouraged to visit the school. All and get an admit slip. This will allow the office to check attendance and educational process. When a student is tardy he/she will go to the office parents because of illness is an acceptable reason to use the school phone. instruction process. be brought to the attention of parents and the proper authorities. help the teacher document the student's tardiness. Excessive tardies will Tardiness: Tardiness is discouraged because of the impact it has on the permission. home prior to school. Classroom phones are to be used only with teacher's Arrangements for after school activities and play dates should be made at Phone Use: Use of the school phone by students will be limited. Calling Visitors: Parents, guardians, grandparents, and other persons interested

Lorem & Ipsum

[Insert Date \ Issue]

### 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

Be Safe

Be Kind

Be Responsible

Be a Learner

<u>prescription and nonprescription medications under the following conditions:</u>
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 "<u>Asthma Self-Administration"</u> 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

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.

 The student has engaged in conduct which would otherwise warrant suspension or removal for a nonhandicapped student.

<u>Special Note:</u> 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.

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Tonya Tucker	Julie Fox-Lapalme	Stonell Socress
Mandy Powell	Nichelle Richins	Secretaries
	<b>Amber Thacker</b>	School Counselor
	Bruce Guymon	Principal

Rebecca Glines	Xoci Sanchez-Burrola	Sue Collins	Julie Fox-Lapalme
Heather Hansen		Lena Hafen	Tonya Tucker

Food Service

Custodial

Cami Olsen	Kayla Gatherum	Kathie Guthrie	Shalina Hatch
Sarah Rogers	Valerie Anderson		Katie Porter

1st Grade

Kindergarten

2<sup>nd</sup> Grade

Jamie Taggart Lacee Bradshaw

Ally Mangum **Amber Gordon** 

Jessica Evans

Cassie White

Sherry Teagle

3rd Grade

Glenda Huber	Sydnee Kunz	Loni Costello	Stephanie Hyder

4th Grade

Stephanie Mecham

Jackie Anderson

Amanda Moynier

**Brooke Stevens** 

Rachelle Cook Tara Maylett 5<sup>th</sup> Grade

Theater-BTS

Intervention Aides		Intervention		Speech/Language
	Jamee Averett	Mandy Burton	Kim Labrum	Mindy Larsen

Deena	Kayci	Bill G
a Win	e Allr	oodri
tertor	ed	5

Anitra Duncan

Physical Education

Computers

Library/Media

Music

any school sponsored activity, or is directed against another student or a school property, or within one thousand (1,000) feet of and in conjunction with school building, in or on school property, within one thousand (1,000) feet of participation in any of the following prohibited conduct when it occurs in a 5.0810.07 MANDATORY EXPULSION/SUSPENSION district employee. 18 USC § 921 (25) Non-disabled students must be suspended/expelled from school for

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

# 5.0810.08 SUSPENSION/EXPULSION OF HANDICAPPED/CHALLENGED

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

### HANDICAPPED/CHALLENGED 5.0810.09 SHORT-TERM SUSPENSION OF

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

- 1. Continued willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
   Behavior, or threatened behavior which poses an
- 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.
- Sale, gift, delivery, transfer, possession, control or distribution of tobacco products within one thousand (1,000) feet of school property or school-sponsored event.
- 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

## DUCHESNE COUNTY SCHOOL DISTRICT CALENDAR JULY 2020 - JUNE 2021

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	Sept. 4, 2020 Feb. 3, 2021 Mar. 2, 2021 Trimester 1 Trimester 2 Trimester 3	Numbe Nanth Angust September October November Downber January February Herbraary March April May 180 days Adult Ed Traboora Altamota Dochesne	Sept 7 S S S Sept 7 S S S S S S S S S S S S S S S S S S
Symbols Contract Days (No students) School Holidays (No students) 12 Menth Employee Holidays First and Last Days of School Traiting Days (Contract Days No students)	Deadline Dates Proof of Lanc Change and License Completion to Distract Office Subbasical Leave Requests to Distract Office Lanc Change and Ently Redicament Requests to Distract Office Trimesters	Number of Days In Months & Quarters           Days         Qtr. Fands         D           bays         Qtr. Fands         D           cer         21         30th           cer         18         18           cer         19         18th           y         19         19th           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20         20           20         20	School Holidays/Evenis September - October 2020 Labor Day Fall Break Training Day No Students November - December 2020 Thanksysting L Crismass Break January - February 2021 Martin Luder King Day Training Day No Students Presidents Day Training Day No Students President Conference Dist. Pacent Teacher Conference Dist. Pacent Teacher Conference
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# Centennial Elementary Bell Schedule

Monday - Thursday

First Bell: 8:10

School Starts: 8:15

AM Kindergarten Ends: 11:10

Extended Day Kindergarten Begins: 11:15

Extended Day Kindergarten Ends: 11:50

PM Kindergarten Begins: 11:55

School Ends: 2:55

Friday

First Bell: 8:10

School Starts: 8:15

AM Kindergarten Ends: 10:25

PM Kindergarten Begins: 11:00

School Ends: 1:15

## Extended Day Kindergarten

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

# **Duchesne County School District Safe Schools Policy**

5.0810.01 SAFE SCHOOLS

Issue Date: 12/20/94

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

## 5.0810.02 DELEGATION OF AUTHORITY

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

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

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

# 5.0810.03 PUBLICATION OF SAFE SCHOOLS POLICY

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

### 5.0810.04 CONDUCT ON OR NEAR CAMPUS RESULTING IN SUSPENSION/EXPULSION

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

## Management & Discipline Plan

## Centennial Elementary Expectations

Be RESPONSIBLE Be RESPECTFUL

## Consequences of not following expectations

are behaviors that are dealt with first in the classroom behavior, defiance, inappropriate language, put-downs/name calling, Level 1 Behaviors: Talking out, not following directions, disruptive, etc. Level 2 Behaviors: Students are sent to refocus for repetitions of level 1

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

an in school or out of school suspension will be enforced.

## Centennial Elementary Bully Guidelines

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

### Definition of a Bully:

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

- Making them feel uncomfortable
- pinching, biting etc.) Physically hurting them (kicking, hitting, pushing, tripping,
- 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:

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

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

### **School Policies**

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

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

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

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

invitations have become a source of class disruptions and hurt feelings. social interactions between students outside the school day, birthday party especially a challenge for students in grade K-3. Please arrange invitation distribution outside of the school day. This is Birthday Party Invitations: While the school supports and encourages

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

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.

<u>Donations</u>: 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:

- 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
- 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:

1<sup>st</sup> time – device given to the teacher, who will return it at the end of the day.

2<sup>nd</sup> time – device will be taken to the office and return to a parent.

3<sup>rd</sup> time – device will be kept in the school office until the end of the school year and then returned.

<u>Food and Drink at School</u>: 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 <u>two lunches</u>. 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, <u>parents may request homework and pick up the homework at the end of the school day.</u>

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.

### Centennial Elementary School

Home of the Falcons, Where Students Soar

### Our Mission

Ensuring High Levels of Learning for all Students and Adults

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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 social capacity, emotional health, resiliency, knowledge, and skills essential to pursuing their goals and dreams throughout their lives.

### Our Schoolwide Commitments

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

\*We will create a system of supports where all of our students will be able to acquire and effectively apply the knowledge, attitudes, and skills to understand and manage/self-regulate emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

\*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 that all 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.

### Our Goals for the 2020-2021 School Year

1. Each student will show an increase in their social and emotional capacity.

2. Level 2 and 3 behavior incidents will decrease by at least 25%.

3. At least 65% of our students will be at or above benchmark on all district benchmark assessments.

4. At least 85% of our students will be proficient in reading as measured by the Dibels End of Year assessment.

### 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

### Our Falcon Feathers

What do we commit to do to ensure that our students learn at high levels?

### Administration

The administration of Centennial Elementary School commits to:

- Facilitate the development, articulation, implementation, and stewardship of our shared mission, vision, and commitments throughout the school community.
  - Work collaboratively with the Centennial Community to develop and promote a system of interventions and extensions, which allow each student an opportunity to learn essential standards as well as extend their learning in a meaningful way.
  - Expect, promote, and provide professional development on varied instructional strategies that effectively promote learning for ALL students.
- Provide sufficient time for staff to collaborate and plan as part of the overall PLC/RTI system in the school.
- Promote high academic and behavioral expectations for ALL students while implementing school
  wide improvements and opportunities for individual students who do not initially meet these
  expectations.
- Facilitate and expect ongoing collaborative interactions between staff members that focus on student learning.
  - Seek to promote the leadership capabilities of students, staff, and community members.
  - Streamline the management of our school's operations, resources, and finances to provide a safe, healthy, and well-organized environment whose primary focus is student learning.
  - Develop understandings about and improve connections with families and community members.
    - Work to develop and maintain respectful, cooperative, and caring relationships with others.

### **Teachers**

The teachers of Centennial Elementary School commit to:

### Staff

The staff of Centennial Elementary School commits to:

### **Parents**

The parents of Centennial Elementary School commit to:

### Students

The students of Centennial Elementary School commit to: