

Century Elementary School Student Handbook 2018-2019

Regular School Day Schedule:

First Bell: 8:05 a.m. School Begins: 8:10 AM

Morning Break: 9:40 AM - 9:50 AM

First Lunch: 11:20 AM - 12:00 PM

Second Lunch: 11:50 AM - 12:30 PM

Afternoon Break: 1:25 PM - 1:35 PM

School Ends: 2:30 PM

Wednesday - Early Out - School Ends: 2:30 PM

Kindergarten Schedule: Monday, Tuesday, Thursday, and Friday

AM Kindergarten: 8:10 AM - 10:50 AM

PM Kindergarten: 11:50 AM - 2:30 PM

All Day: 8:10 AM - 2:30 PM

Wednesday

AM - 8:10 AM - 10:20 AM

PM - 11:20 AM - 1:30 PM

All Day - 8:10 AM - 10:20 AM

Century Mission Statement

Century school is a positive, welcoming place that challenges all students to achieve greatness. We believe that all students can learn and must learn at relatively high levels of achievement. We will provide a safe environment that fosters positive character, a community of lifelong learners, and will prepare students to become responsible, respectful, and productive individuals.

Teachers and students will discuss and establish classroom standards of conduct during the first few days of school. Each class will have their own set of rules, consequences and rewards that support the school mission statement

Century Elementary School Wide Discipline

It is our expectation that Century Students will follow the rules. Those students making good choices will be positively rewarded and recognized. They will feel more confident and happy.

Student Standards of Conduct:

I will follow directions the first time given. (fairness)

I will keep my hands, feet, mouth and objects to myself. (responsibility)

I will put people UP, not down. (caring)

I will always walk quietly in the building. (respect)

I will always be in the proper place at the proper time. (citizenship)

Staff Standards of Conduct:

We will teach students expectations for responsible behavior through modeling and instruction.

We will provide positive feedback to students when they meet our expectations.

We will respond to misbehaviors with empathy, be consistent, and utilize natural consequences.

Important Information Every Century Family Should Know

Attendance: Century students should be here everyday and on time! Please help your child arrive to school each day and teach them the importance of being punctual. Students will be recognized for their efforts in being punctual and in attendance. Any child arriving late must check in at the office before going to class.

School Visitors: We welcome visitors at Century, however, we do require all visitors to check in with the office to receive a visitor's badge. This badge will let students and staff know that you have checked in. You are encouraged to come and volunteer as often as possible, but we do please ask you to prearrange your visit with the teacher.

PTA Century's **PTA** is an excellent and supportive organization. We strongly encourage you to contact the PTA to join and help serve in any way possible. PTA is a critical part of our school and the more volunteers, the more opportunities we give our students. PTA is made up of parents who donate time, efforts, materials and money to our kids and our school. Countless hours of time in classrooms is also generously donated by members of our communities. We acknowledge their extra efforts and encourage everyone to find a way to serve! Your hard work is appreciated!

Read: Please Read 20 Minutes a Day: Reading is the key to successful educational experiences and to a successful life. Please use our take-home library, and our school library. **Please make reading a priority.**

Medications: Medications that are required to be taken during the school day must be administered according to Board Policy 5065. Parents/Guardians are required to fill out a Request for Administration of Medication form in the office. Please do not send medications with your child to school. We are happy to work with you individually to administer any medication.

Lost and Found: Lost and found articles are kept for one trimester. Any remaining items will be donated to goodwill. Please label all coats, gloves, hats and backpacks with your child's name.

Address/Telephone Changes: Please notify the school of address or phone changes as they occur. This helps the school in the event of an emergency and ensures that your child will always be able to contact home.

Phone Calls: Children may use the phone in emergencies. Calling home to see if he/she may go play at a friend's house is not an emergency. Please take care of after-school plans before school starts.

Checking Students Out of School: In order to ensure the safety of students, we are requiring all students to be checked out through the office. Our teachers will not release any child directly, even to a parent, without office notice. Anyone other than the child's custodial parent(s) must have their name on the child's ID card (to be completed at the beginning of the year) in order to check the child out of school. In the event of an emergency, the adult picking up the child must know the family password (listed on the ID card) and/or the parent will be contacted by phone. Thanks for your support in this matter! We want to keep each child at Century safe.

Bus Arrangements: Please make bus arrangements with your child before they come to school. Children need a permission note from a parent to ride a different bus or get off at a different stop. It is appreciated when you write a permission note for your child. This saves our secretary valuable time when you take care of this at home. We appreciate your helpfulness.

Century Educational Learning Environment Policy & Dress Code

The staff at Century is committed to providing the best potential learning environment for our students. Classrooms and other areas must be as free from distractions as possible. Students will be placed in the best possible atmosphere, and will be strongly encouraged to learn. Attitude and behavior are strongly correlated with the language and dress of children. Situations in which students are uncomfortable, distracted, or embarrassed by language, action, or dress of another student must be avoided. With these goals in mind, the following positive guidelines have been established to protect all students and to provide the proper learning environment.

No student will use abusive or obscene language or make obscene gestures. Students will not engage in fighting, intimidating behavior, sexual harassment or racial comments. Students will treat other children and adults with respect, courtesy and kindness. Students will follow the school rules of conduct. Students will dress in such a manner as to avoid being embarrassed and distracted. Hairstyles and personal cleanliness are left to the good judgment of parents. Items of apparel which must be avoided include: Clothing, symbols, decals, tattoos or facsimiles of these items that are used or perceived by others to be identified with gang membership or territorial ownership. Extreme or bizarre styles, fads or painted hair which cause a distraction in the classroom or learning situation. Any clothing or item which may cause injury to students or to the school building or grounds, **including shoes with wheels in them**. Clothing or property which advertises drugs, alcohol, tobacco, pornography, or profane or obscene language. Tank tops, sleeveless blouses, see-through clothing, bare midriffs, short shorts, low riding pants or any other clothing item which can cause embarrassment or disruption. Hats, caps, sunglasses, visors, bandanas or any other head coverings may not be worn in the building. Students who violate the above policy will be asked to correct the situation. The request for compliance will be courteous and as private as possible. Violators of a serious nature or repeat offenses will involve discipline, and parent notification.

Box Elder School District Safe Schools Policy

Box Elder School District is committed to fostering an environment in the public school for students, staff, community, neighbors and visitors which is safe, conducive to the learning process and free from unnecessary disruption. A safe school environment includes the school and grounds during school hours, district-provided transportation and school sponsored activities. The following policy and guidelines have been created for this purpose in accordance with Utah State Law.

Students shall:

1. Be given notice of applicable rules of conduct. 2. Comply with applicable rules of conduct as well as all federal, state and local laws and ordinances. 3. Show respect for other people and obey persons in authority. B. Students shall not, at any school or school sponsored activity: Possess, use, sell or attempt to possess, use or sell any firearm, weapon, knife, explosive, fireworks, chemical weapon, flammable material, martial arts weapon or other instrument including those which eject anything, or other material, including: illegal drugs, alcohol and other controlled substances, dangerous to persons or property, or any replica or facsimile of any of the above, regardless of intent whether functional or nonfunctional. Cause, attempt, threaten or conspire to cause damage to personal or real property, or cause, attempt, threaten to conspire to cause harm i.e., create a situation of imminent danger, to a person or persons, individual or in groups, through: arson, burglary, larceny or stealing, criminal mischief, battery assault, harassment, vandalism, hazing, participation in any activity which violates an applicable school rule or federal, state or local law or ordinance, or disrupts normal school proceedings or through threats of participation in any plan or conspiracy relating to the foregoing. Continually and willfully disobey and persistently defy proper authority. Use language that is profane, vulgar, obscene, inflammatory or fraught with sexual connotations or overtones. **Students found violating this policy involving weapons:** Following parent notification, the student will be immediately suspended until the parent is able to conference with administrators. In extreme or dangerous situations, the student may be released to law enforcement personnel. Due process procedures under Policy 5005 will be followed. **Students found violating this policy not involving weapons:** The administrator will conference with the student. Parents will be notified and invited to a conference. Appropriate action will be taken consistent with school and district policies, and state and federal laws, including laws specific to students with disabilities.

Box Elder School District Wellness Policy (Policy 5052)

Box Elder School District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. School personnel will not use physical activity or withhold on a regular basis opportunities for physical activity as punishment. Schools are encouraged to participate in local, state and national fitness programs. Measures will be taken to ensure that foods and beverages sold or served at school will meet federal and state nutrition recommendations and guidelines. Food will not be used on an ongoing or regular basis as a reward for academics or behavior. In special situations where food rewards are appropriate, the food used will be "healthy food." Parents and/or others who provide "treats" to students on special occasions will be asked to provide only "healthy foods" as treats. This policy does not apply to activities held outside the regular school day. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs and with related community services. (Entire policy can be viewed on the BESD website.)

Electronic Devices

Century, we strongly encourage elementary age children not to bring items such as cell phones to school, district policy states that students may possess these items while in school. All cell phones must be turned off and kept out of sight during class time, **unless invited by the teacher to use their cell phone in class**. Cameras and other devices with photography capabilities will not be in view of others while a student is in the restroom, or in any other location where photography may be inappropriate. Any inappropriate use of cellular telephones or other devices, or the use of these devices, to threaten or harass other students or school employees will result in the immediate confiscation of the device. Century Elementary School and Box Elder School District will not be responsible for lost or stolen electronic devices.

Century Elementary School Anti-Bullying Policy

Everyone at Century is committed to making our school (including school bus and all school-sponsored activities) a safe and caring place for all students. We will treat each other with respect, and we will not tolerate bullying in any form.

Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or excluding someone on purpose.

Staff at Century will do the following things to prevent bullying:

- Provide immediate consequences for retaliation against students who report bullying
- Supervise students in the school and playground
- Watch for signs of bullying and stop it when it happens
- Educate our children about violence prevention, anti-bullying practices and teach appropriate social/emotional skills (Prevention Dimensions, DARE)
- Respond quickly and sensitively to bullying reports
- Take seriously parents concerns about bullying
- Look into all reported bullying incidents
- Document all bullying incidents
- Assign consequences for bullying based on school discipline guidelines

Students at our school will do the following things to prevent bullying:

- Treat everyone respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult immediately

