

# Century Elementary School

## Student Handbook

### 2011-2012

#### **Regular School Day Schedule:**

First Bell:	8:05 a.m.
School Starts:	8:10 a.m.
Morning Recess:	9:50 a.m. - 10:00 a.m.
First Lunch:	11:30 a.m. - 12:05 p.m.
Second Lunch:	11:40 a.m. - 12:15 p.m.
Afternoon Recess:	1:30 p.m. - 1:40 p.m.
School Dismissed:	2:30 p.m.

#### **Kindergarten Schedule:**

Morning Kindergarten:	8:10 a. m. - 10:55 a.m.
Afternoon Kindergarten:	11:45 p.m. - 2:30 p.m.

**Early Out-Teacher Preparation Days will be held every Wednesday. That schedule is as follows:**

First through Fifth Grades:	8:10 a.m. - 1:30 p.m.
Morning Kindergarten:	8:10 a.m. - 10:25 a.m.
Afternoon Kindergarten:	11:15 a.m. - 1:30 p.m.

## *School Wide Rules 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*)
- I will use all materials and equipment properly. (*trustworthiness*)

**Teachers and students will discuss and establish these standards and rules during the first few days of school. Each class will have their own set of rules, consequences and rewards that support the school plan. Our goals as a staff are:**

- Teach students expectations for responsible behavior through modeling and relating actions to the school plan.
- Provide positive feedback to students when they meet our expectations and follow the guidelines for success.
- Respond to minor misbehaviors with calm, consistent, natural consequences.
- Work with parents when problems are chronic or severe in nature.

### *Century Elementary School Wide Discipline*

It is our expectation that Century Stars will follow the rules. Those students making good choices will be positively rewarded and recognized. They will feel more confident and happy. There are times, however, when students make poor choices and do not follow the rules. Therefore, the following plan has been established. Every six weeks (each term) every child's slate is wiped clean.

Students choosing not to follow the rules will be given a pink slip. A copy of the pink slip will be given to Mrs. Shaffer and the student's teacher. It is expected that the child take the pink slip home and have his/her parent sign the slip. This will provide the family with an opportunity to discuss appropriate school behavior.

**First Offense:** Warning

- Student conference with the principal

**Second Offense:** One Day In-School Suspension

- Student conference with the principal
- Parents notified by phone

**Third Offense:** Three Days In-School Suspension & Miss End-of-Term Activity

- Student conference with the principal
- Parents notified by phone

**Severe Clause:** In the event that a child violates the district's Safe Schools Policy, a parent contact will happen immediately. Consequences could include those listed in the policy. In addition, the student will be moved right to the consequences of the third offense.

## ***Important Information Every Star Should Know***

- 1. Attendance and Tardies:** Daily attendance is crucial. Century Stars 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 attendance. Any child arriving late must check in at the office before going to class.
- 2. Safe School Policy:** Century Elementary School adheres to the Box Elder School District Safe Schools Policy. This policy is printed in the school folder. Please take time to review this policy with your child.
- 3. 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.
- 4. PTA First:** 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 Century Stars!
- 5. Read 20 Minutes a Day:** Reading is the key to successful educational experiences and to a successful life. Please use our take-home library, our school library and the bookmobile! Please make reading a priority. We hope you'll also choose to participate in this year's Road to Success Program.
- 6. 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.
- 7. School Breakfast and Lunch:** Breakfast is served daily. We encourage those who wish to take part to do so. Lunch service offers two different entrée choices. *(Note: Applications for free/reduced lunch need to be completed by Kathy Hansen [734-4800] at the district office. **Any outstanding food accounts that are not promptly resolved will be sent to a collection agency.**)*

8. **Lost and Found:** Lost and found articles are kept for one trimester. Any remaining items will be donated to good will. Please label all coats, gloves, hats and backpacks with your child's name.
9. **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.
10. **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.
11. **Checking Students Out of School:** In order to ensure the safety of our Century Stars, 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.
12. **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.

### ***PTA and VOLUNTEERS***

Century's 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!

## *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.

1. No student will use abusive or obscene language or make obscene gestures.
2. Students will not engage in fighting, intimidating behavior, sexual harassment or racial comments.
3. Students will treat other children and adults with respect, courtesy and kindness.
4. Students will follow the school rules of conduct.
5. Radios, CD players, ipods, lasers, video games, toys or large amounts of money are not allowed at school. If these items are brought to school, they will be held by the teacher, or in the office, until a parent picks them up. Items such as these are easily lost, broken or stolen.
6. 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:
  - A. 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.
  - B. Extreme or bizarre styles, fads or painted hair which cause a distraction in the classroom or learning situation.
  - C. Any clothing or item which may cause injury to students or to the school building or grounds, including shoes with wheels in them.
  - D. Clothing or property which advertises drugs, alcohol, tobacco, pornography, or profane or obscene language.
  - E. 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.
  - F. 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, parent notification, due process and action in accordance with Utah State Law (House Bill 209, Learning Environments for Public School Students - July 1, 1994).

## ***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.

### **A. 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:**

1. 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.
2. 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.
3. Continually and willfully disobey and persistently defy proper authority.
4. Use language that is profane, vulgar, obscene, inflammatory or fraught with sexual connotations or overtones.

### **Students found violating this policy involving weapons:**

1. Following parent notification, the student will be immediately suspended until the parent is able to conference with administrators.
2. In extreme or dangerous situations, the student may be released to law enforcement personnel.
3. Due process procedures under Policy #5005 will be followed.

### **Students found violating this policy not involving weapons:**

1. The administrator will conference with the student.
2. 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.

As scheduling and weather permits, all students in grades 1 - 5 will be provided a minimum of 90 minutes of structured physical education per week outside of recess or free time.

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.)

***Internet Safety***

In addition to keeping our children healthy and strong physically, we want to keep them safe in today's technological world. As adults, we must do all we can to educate ourselves and our families about the dangers in our world around us.

We strongly encourage families to take time to register with the Utah Child Protection Registry at [www.kidsregistry.utah.gov](http://www.kidsregistry.utah.gov). This free Utah.gov service offers protection for email addresses, mobile phone numbers, instant messenger usernames and fax numbers. Under Utah law, marketers of adult-oriented products must remove registered addresses from their sending lists at least every thirty days. Registrations last two years and may be renewed at any time.

Utah's Attorney General, Mark Shurtleff, stated, "Regardless of the means by which adult messages are sent, parents should have the ability to keep them out of their homes. We are committed to enforcing the law against marketers who send unwanted, adult-oriented material into Utah's homes."

***Electronic Devices***

Although at 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. 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.

Cellular telephones and other devices that are confiscated for inappropriate use at school may be searched and information stored in the device may be used in disciplining students.

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 deeply hurting, frightening, threatening, or excluding someone on purpose.***

Examples of bullying include:

- Hurting someone physically
- Taking or damaging another person's belongings
- Ganging up on someone
- Teasing someone
- Using put-downs, such as insulting someone's race or gender
- Touching or showing private parts
- Spreading rumors or gossiping about someone
- Excluding someone or trying to get other kids not to play with him/her

Staff at Century will do the following things to prevent 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
- Provide immediate consequences for retaliation against students who report bullying

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!