

# ***CENTENNIAL SCHOOL***

## ***District R-1***

### ***Student Handbook***



#### **PRINCIPAL'S MESSAGE**

Dear Parents, Guardians and Centennial Students,

I am honored to enter the role of principal for our district. For nine years, I was Centennial's High School English teacher, and I learned the value of ensuring all students are treated with dignity, the importance of honoring and sustaining our local culture, and improving communication. I believe that each student in our community has the right to a rigorous, high-quality education in a supportive and nurturing environment. Guaranteeing access to learning experiences that grow students' critical and creative thinking requires high expectations of ourselves, our instruction, and our school community. We should expect four things from our community school:

1. Access to high quality content through grade-appropriate assignments
2. Strong Instruction that let's students do most of the thinking in a lesson
3. A sense of deep engagement in what students are learning
4. Teachers who hold high expectations for students and truly believe they can meet grade-level standards

As your principal, I will create and support the conditions for meaningful learning for our students, our staff, and our families. Together, we can do great things. Let's draw on each other's strengths to meet the goals and values of our District's mission.

Respectfully,

Kimba Rael  
Pk-12 Principal, Centennial School District R-1

*On behalf of our school board, administration, faculty and staff, we would like to take this opportunity to invite parents, guardians and community members, to visit the school at any time. We simply ask that check in at the front office and obtain a visitor's pass. This is for everyone's protection and helps us get to know the names of all of our parents, guardians and community members. If visiting classrooms, please pre-arrange your visit with the teacher. This will enable us to not only meet your needs as a parent, but also will allow us to utilize your support and presence for the benefit of our students.*

*This handbook was designed to help you become familiar with the rules and policies and enable us to provide the best possible education for all of our students. Many of the policies have been revised to fit our needs based on feedback from teachers and students. I encourage you to take a moment to review its contents and take note of key changes from last year.*

#### **PHONE NUMBERS**

Centennial School Office	672-3322
School District Bookkeeper	672-3406
Superintendent's Office	672-3403
PK-12 Principal's Office	672-3421
Counselor's Office	672-3407
Attendance Clerk	672-3415
Costilla County Nursing	672-3332
San Luis Clinic	672-3352
Mental Health	672-0331
Social Services	672-4131

#### **School and Building Hours**

School is in session from 8:00a- 4:05p each day of the academic calendar year. To ensure student safety, the building opens at 7:45 am. Students should not be on school grounds without a parent or guardian prior to this time. After-school, the building closes to all students not involved in sports or tutoring at 4:20 pm. Students should

**MISSION STATEMENT**  
We will provide the best education for all students utilizing a variety of research-based curricula and cultural resources; effective communication among parents, community and staff; and collaboration to create a safe learning environment that provides opportunities to our students for success in a global society.

not be in the building without parent or adult supervision through an extra-curricular program after this time. There is no faculty supervision before or after these hours.

office and signs him/her out. **All students are expected to remain on campus at lunch.**

**DAILY SCHEDULE**  
**PRESCHOOL & KINDERGARTEN**

Breakfast	7:45-8:05 A.M.
First Bell	8:05 A.M.
Dismissal	4:05 P.M.

**DAILY SCHEDULE**  
**1<sup>st</sup>-4<sup>th</sup> GRADES**

Breakfast	7:45 -8:05 A.M.
First Bell	8:05 A.M.
Dismissal	4:05 P.M.

**DAILY SCHEDULE**  
**MIDDLE SCHOOL (5-8)**

First Bell	7:55A.M.
1 <sup>st</sup> Period	8:00-9:05
2 <sup>nd</sup> Period	9:10-10:15
3 <sup>rd</sup> Period	10:20-11:25
Lunch	11:25-11:55
Homeroom/Recess	12:00-12:20
4 <sup>th</sup> Period	12:25-1:35
5 <sup>th</sup> Period	1:40-2:50
6 <sup>th</sup> Period	2:55-4:05

**DAILY SCHEDULE**  
**HIGH SCHOOL**

First Bell	7:55 A.M.
1 <sup>st</sup> Period	8:00-9:20
2 <sup>nd</sup> Period	9:25-10:35
3 <sup>rd</sup> Period	10:40-11:50
Lunch	11:50-12:20
4 <sup>th</sup> Period	12:25-1:35
5 <sup>th</sup> Period	1:40-2:50
6 <sup>th</sup> Period	2:55-4:05

**Please note that the District and Staff are not responsible for any students on campus before 7:45AM and after 4:20PM.**

**Closed Campus**

Centennial is a closed-campus facility. This means that once a student sets foot on the school grounds, he/she is not to leave campus unless an authorized person comes into the

**Grading System K – 2nd Grade**

Advanced	E	100-90%
Above Standard	S+	89-80%
At Standard	S	79-70%
Below Standard	S-	69-60%
Unsatisfactory	U	Below 60%



**Grading System 3rd-12<sup>th</sup>**

Advanced	A+	4.3/4.0	100-99%
	A	4.0/3.7	98-93%
	A-	3.7/3.5	92-90%
Above Standard	B+	3.3/3.0	89-88%
	B	3.0/2.7	87-83%
	B-	2.7/2.5	82-80%
At Standard	C+	2.3/2.0	79-78%
	C	2.0/1.7	77-73%
	C-	1.7/1.5	72-70%
Below Standard	D+	1.3/1.0	69-68%
	D	1.0/0.7	67-63%
	D-	0.7/0.5	62-60%
Unsatisfactory	F	0.0	59% and under

Students earn grades based upon the demonstration of their knowledge of the course's standards. Official grading period final grades become part of a student's permanent record.

Incompletes may be given at the end of an official grading period only in extreme cases at the discretion of the instructor and principal. Students may have up to 7 calendar days to make up the work. If the incomplete has not been changed within this time, a failing grade will be posted in its place. All incompletes will be counted as failures when determining sports eligibility.

**Readiness Requirements for Promotion**

A student will be promoted to the next grade level when he/she fulfills the established readiness requirements. Parents will be notified of their child's credit status at midyear and at the end of each school year. A notification letter will be sent at the end of second quarter and the final notification at the end of the third quarter. Students unprepared for the next grade level will be retained when appropriate.

**Elementary Requirements for Promotion**

**WILL BE DRAFTED DURING THE 2019-20 SCHOOL YEAR**

### **Middle School Requirements for Promotion**

In order to continue on to the next grade students must obtain 5.5 credits during the school year.

#### **Specific Coursework**

**English:** Students will complete one unit of English each year of middle school.

**Math:** Students will complete one unit of math each year of middle school.

**Science:** Students will complete one unit of science each year of middle school.

**Social Studies:** Students will complete one unit of Social Studies each year of middle school.

**Optional: Humanities:** Students *may* complete one unit of humanities as a combined version of English and Social Studies in early middle school grades.

**Elective Classes:** Students will complete elective credit for each class in which they enroll.

**\*\*Please Note: Elective classes will be needed in order to fulfill all course work.**

### **High School Requirements for Promotion**

Students are determined to be members of their individual classes based upon an appropriate accumulation of completed credits. In order to move from a freshman to a sophomore, students must successfully complete all credits for freshman year prior to the beginning of school their sophomore year. In order to move from a sophomore to a junior, students must successfully complete all credits for sophomore year prior to the beginning of their junior year. In order to move from a junior to a senior, students must complete all credits for junior year prior to the beginning of their senior year. If a student earns additional credits and can advance to a higher class, he/she can be considered a part of the class to which enough credit has been earned at the change of semester. Involvement in a class includes academic activities, scheduling, and coursework, as well as, any extra-curricular activities such as athletics, student council, homecoming, or prom.

### **Definition of a Member of a Graduating Class**

A student is deemed to be a member of the graduating class when he/she fulfills the graduation requirements. Parents will be notified of their child's credit status at the end of

his/her junior year. Parents of graduating seniors will receive a notification letter of their child's credit status at the end of the first quarter. A final notification will be sent after the third quarter to show if these seniors are lacking any credits. Any senior lacking credit(s) after March will forfeit graduation. (Board approved May 31, 2002)

### **Graduation**

There will only be two times during the academic year in which students can graduate either through regular commencement exercises or before the board. Students who have earned enough credit and met all district graduation requirements will graduate either in December or May.

### **Graduation Requirements**

Graduation requirements are based on units of credit earned in grades 9 through 12. A unit of credit is defined as the amount of credit given for the successful completion of a course in which the student has been enrolled. **The successful completion of a class requires a 70% (C-) or higher as a final grade for credit to be awarded. Note: this is a change from the prior practice of awarding credit for a 60% (D-) and began the 2017-2018 school year.** The revised graduation requirements for the graduating class of 2020 and beyond ensure a rigorous academic foundational program that will include time and opportunities for students demonstrate College and Career Readiness in time for graduation.

English	3
Math	3
Science	3
Social Studies	3 (1.0 credit must be Civics)
Foreign Language	2
PE	2
Vocational/Agricultural	1
Art/Music	1
General Electives	3
<b>Total Required</b>	<b>21</b>

In addition to the above required course mastery, all students will maintain a portfolio of authentic work products produced over the course of their base coursework. ***If a student should satisfactorily complete the base coursework but not achieve acceptable minimum scores in the two required areas of math and English by the end of their junior year then additional work products may be added to portfolio requirements AND successful completion of a District Capstone project must be completed to demonstrate Readiness. District Capstone projects are determined on an individual basis and will be submitted by the end of the third quarter of their senior year.***

### **Graduating With Honors**

Students graduating with honors will be those students who, based on cumulative 4 years, have a WGPA of 3.75 and above.

### Credit for Athletics

Any student athlete who participates in a full season of a sport will be eligible to receive .25 physical education credits per sport. These credits shall apply toward fulfilling the graduation requirements for PE only.

### Accelerated Courses

Certain rigorous academic courses are weighted and contribute more GPA points than regular academic courses, which carry up to 4.3 GPA points. Pre-Calculus, Chemistry, Physics, Economics, AP Literature and Composition, AP Language and Composition, Communication Arts I, Communication Arts II and Concurrent Enrollment courses carry an additional 1.0 GPA point for a possible maximum 5.3 GPA points.

### Credit Recovery – Beginning with the Class of 2019

Students must pass failed courses prior to moving to the next core course progression. This may be accomplished via prescribed Centennial District Summer School or by retaking the course the next year. Distance learning, computer delivered, or transfer credit recovery courses may not be accepted.

### State Proficiency Requirements

**Beginning with the class of 2021**, students must demonstrate college or career readiness in English and math in order to graduate in Colorado regardless of credit completion. Students will demonstrate proficiency through reaching the minimum score or above in both English and math based on at least one measure from the menu of options below.

### Menu of Options

This menu lists the minimum scores required for each CDE approved demonstration of College-Career Readiness.

These are the menu options provided by Centennial:

SAT	
English	Math
430	460
The <u>SAT</u> is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	

Advanced Placement (AP)	
English	Math
2	2

AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).

ASVAB	
English	Math
31	31
The <u>Armed Services Vocational Aptitude Battery (ASVAB)</u> is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	

Concurrent Enrollment	
English	Math
Passing grade of a 70% and higher	Passing grade of a 70% and higher
Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit. A passing grade is determined by district and higher education policy for concurrent enrollment. An eligible concurrent enrollment course is 1) the pre-requisite directly prior to a credit-bearing course or 2) a credit-bearing course.	

Industry Certificate	
English	English
Individualized	Individualized
An <u>industry certificate</u> is a credential recognized by business and industry. Industry certificates are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.	

Centennial School District - Academic Portfolio:
<i>The portfolio will be submitted at the end of first semester junior year. High school teaching staff will collaboratively score the portfolios using double-blind scoring during the third quarter. Results will be provided to students and families during the fourth quarter.</i>
English
District-wide holistic average score of 3 or higher applied across the five writing products will demonstrate readiness. The product types are provided below:
<ul style="list-style-type: none"> <li>• 2 informational/explanatory</li> <li>• 1 narrative</li> <li>• 2 argumentation</li> </ul>
At least one product each is required for Science, English, and Social Studies <u>AND</u> One writing product selected from the areas of Vocational/Agricultural, Physical Education, Art, Spanish or Music. The remaining writing product will be student selected, showcasing their best work.

<b>Math</b>
<p>A collection of artifacts (problem solving, real world applications, individual projects, etc.) that represent substantial mastery as approved by the secondary math instructor and the building principal in the following domains:</p> <ul style="list-style-type: none"> <li>• Number and Quantity</li> <li>• Algebra</li> <li>• Functions</li> <li>• Modeling</li> <li>• Geometry</li> <li>• Statistics and Probability</li> </ul> <p>Three substantial artifacts are required for each area but may be from any content area of the high school curriculum. Artifacts are subject to approval of the High School Teaching Staff.</p>

<b>District Capstone</b>	
<b>English</b>	<b>Math</b>
<p>A <u>capstone</u> is the culminating exhibition of a student’s project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student’s best work.</p>	

**Additional Menu Items Accepted but Not Offered by Centennial:**

<b>ACT</b>	
<b>English</b>	<b>Math</b>
18 on ACT English	19 on ACT Math
<p><u>ACT</u> is a national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.</p>	

<b>ACCUPLACER</b>	
<b>English</b>	<b>Math</b>
62 on Reading Comprehension	19 on ACT Math
<p><u>ACCUPLACER</u> is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student’s academic background, goals and interests, are used by academic advisors and counselors to place students in a college courses that match their skill levels.</p>	

<b>International Baccalaureate® (IB)</b>	
<b>English</b>	<b>English</b>
4	4
<p><u>IB</u> exams assess students enrolled in the official IB Diploma Program. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).</p>	

**Concurrent Enrollment**

The Board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education.

This policy and accompanying regulation do not apply to students seeking to enroll in postsecondary courses pursuant to the Accelerating Students through Concurrent Enrollment (ASCENT) program. Students seeking to enroll in the ASCENT program shall work with district administrators and meet the applicable requirements of the Concurrent Enrollment Programs Act (the Act).

Any student wishing to investigate the possibility of college enrollment may be granted the opportunity to take college classes while enrolled in high school, if the criteria listed below are met. The counselor shall meet with students and parents to discuss the enrollment policy, criteria, and expectations.

Any concurrent program a student pursues will be subject to the following:

- High school WGPA must be 3.75 or above.
- An accepted college entrance exam score for the institution attending or a minimum ACCUPLACER score necessary for enrollment in a college level course (special exemption may be granted in consultation with the counselor and principal).
- Only core courses that are 100 level or above and in English, Math, Science & Social Studies will be weighted.
- Each college course taken will be reflected on the student’s high school transcript.
- Classes must be passed with a grade of “C” or above in order to receive district reimbursement. (See Board Policy)
- Students will adhere to all Centennial student policies.

The school district shall pay for up to twelve (12) credit hours of post-secondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. A qualified student must be enrolled full time either in twelve college credits or in a combination of college and Centennial High School credits that total the equivalent of 12 credits (or full time student status) each semester. (Board Policy: IHEDA Concurrent Enrollment)

**Transfer of College Credits**

Only pre-approved college course credits will be allowed. Credits from other programs may not be accepted.

**Valedictorian/Salutatorian**

The Valedictorian and Salutatorian represent academic achievement and esteem. This honor will be determined on the summation of all semester grades and the number of weighted classes taken during the four years of high

school. The Valedictorian and Salutatorian must have a 3.75 WGPA in order to be considered for this award. He/she must also uphold standards of academic integrity throughout high school and shall be disqualified from this honor if he/she engages in dishonest activity including but not limited to cheating and plagiarism. Should a tie occur regarding WGPA, the SAT composite score will be the default factor. Selection of Valedictorian and Salutatorian will be made at the end of the 1<sup>st</sup> semester of the senior year based on the above criteria. This determination is final.

## **Academic Policies**

### **Course Syllabus**

At the beginning of each year, each teacher will provide a syllabus and a classroom management plan outlining class expectations, criteria for passing the class, grading criteria, and consequences for classroom misbehavior. A copy of the course syllabi and classroom management plan will be on file in the main office.

### **Eligibility for Athletics and Extra-Curricular Activities**

#### **Middle School and High School Eligibility**

- Eligibility will be done on a weekly basis.
- To be eligible, an athlete **cannot have one D of any kind or be failing in any subject.**
- A student may also be ruled ineligible for disciplinary reasons that do not comply with the Code of Ethics (Conduct) in this handbook. This includes, but is not limited to students serving ISS.
- An eligibility list must be turned-in to the Principal by 9:00 a.m. each Monday. This list will determine who is and is not eligible on any given week.
- All participants must represent the school's ideals in matters of conduct, sportsmanship and citizenship on or off campus.

Consequences of Ineligibility: The athlete/participant will not be able to participate in events for the week.

All participants must represent the school's ideals in matters of conduct, sportsmanship and citizenship on or off campus.

### **Schedule Changes**

Any student seeking to change his/her schedule to fit graduation requirements more accurately must submit a schedule change request form during the first week of any quarter. All requests must be made through the counseling office. Once teachers, parents, the counselor, and the principal have approved and signed off on the request, the principal will make the final decision to either approve or not approve the student's request. Please note that students are scheduled for courses based upon their graduation

needs *only*. Centennial will not accommodate schedule changes for any other reason, unless deemed necessary by the principal.

### **Homework**

All students should expect to have homework every day. Students will receive credit for late homework turned in within 7 calendar days, at the teacher's discretion. (See Absence Policy) This includes major projects for which due dates have been established well in advance.

### **Honor Roll**

Students will be recognized for outstanding scholastic achievement by being placed on one of the following honored lists.

Scholastic Honor Roll	3.00-3.49
Principal's Honor Roll	3.50-3.99
Superintendent's Honor Roll	3.99 and above

### **Academic Awards**

In order for a Centennial student to qualify for the Academic banquet the student must earn a 3.0 GPA for all 3 quarters (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>).

### **National Honor Society**

Students are invited for membership in NHS during the second semester of their sophomore year if their cumulative grade point average is 3.5 or above. Students are selected based on scholarship, leadership, service, and character. These high standards must be maintained in order to retain membership. Instances of cheating, plagiarism or other forms of academic dishonesty shall warrant a revocation of membership in NHS.

### **Work Transition**

Any senior who maintains a 3.5 and above WGPA may be allowed to participate in work transition. Exceptions may be granted under extenuating circumstances according to the discretion of the principal.

### **Special Education**

Special Education is an individualized program offered to qualifying students. Curriculum options vary by content and student need.

### **Counseling Center**

Counseling services are available for every student in the school. These services include, but are not limited to, assistance with personal development, study skill

strategies, social concerns and adjusting to school at all the levels.

### Other Services

Mentoring, Mental Health Counseling, Special Education, Peer Mediation and Upward Bound are some of the many services provided by the district. Please contact the counselor or principal for more information on programs that meet your specific needs.

### Computer Policies

The technology hardware and software at Centennial School District is intended for educational use. Students are, therefore, asked to use technology as educational tools. Students using the school computers as well as the Internet must adhere to all building and classroom expectations. ***Food or beverages are not allowed in or around computers/computer labs.***

Students may not download, install or use any software or data from the Internet that is unauthorized (i.e. pornography, e-mail, chat or games). Violations will result in a probationary loss of computer privileges. Such restrictions will be set forth by the principal or his/her designee and repeat violations will result in computer usage being revoked. Plagiarism via computer use is a serious offense, see code of conduct for possible consequences.

### ATTENDANCE

At Centennial, we believe that there is a direct relationship between good attendance and high achievement. Students with good attendance achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their personal and occupational achievement. Because of this, we promote the value of attendance and want to work with families to have each student consistently in school, learning all they can each day.

### ATTENDANCE POLICY JEA\*

Every child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years is required to attend public school with such exception as provided by law. It is the parents' responsibility to ensure attendance. The courts may issue orders against the child, the child's parents, or both, compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. A court order may require the parent, child, or both to follow an appropriate treatment plan that addresses the problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

The compulsory school attendance laws also apply to a six year old child who has been enrolled in a public school in the first grade or in a higher grade level, unless the parent or legal/guardian chooses to withdraw the child.

\*(Adopted: June 1998)

Legal Refs: CRS 22-33-104  
CRS 22-33-104.5

### Absence Notification

When a student is absent, it is the responsibility of the parent or legal/guardian to contact the school within 24 hours of the day of the absence (by phone or by written notification). Students not reported and/or excused (as absent) will be considered unexcused until proper notification is provided. **Parents and guardians may provide excuses for absences up to 3 times per year without documentation.**

Pre-arranged absences may be approved for circumstances of a serious nature, which cannot be accommodated outside normal school hours. Additionally, other pre-arranged absences may be excused if the principal can establish an educational value and advanced arrangements are made with the student's instructors.

Any homework requests called in by parents/guardians can only be picked up at the end of the school day to allow teachers the opportunity to send homework to the front office. **The work sent home must be turned in on the day that the student returns to class unless approved by the teacher.**

If siblings of athletes are pulled from school to attend athletic events, they will only be excused if they leave the campus simultaneously or after the activity bus. Written notification must be provided by the parent/guardian in such cases. **An athletic notice with pre-authorization form should be submitted at least 48 hours before the athletic event.**

Centennial School District reserves the right to call a parent/legal guardian to confirm any signature whose validity appears in question.

### Attendance Responsibilities

Attendance is the responsibility of the student and parent/legal guardian; therefore, students who are absent from school are asked to do the following:

1. Request that the parents notify the school to report the absence(s) as specified under "Excused Absences" listed below.
2. Check into the front office for an Admit Slip, upon returning to school.
3. Drop off doctor's excuses or notes from home to the Front Office to receive a Homework Make-up Assignment Form. This will serve as your reentry pass back to class.

If a student knows of an absence in advance, he/she may secure a Homework Make-up Assignment Form from the office on which teachers may list the required make-up work. Colorado law provides the principal or his/her designee the authority to count an absence as excused or unexcused.

## Excused Absences

**A student may be excused by his/her parent up to 3 times each year without documentation.** Once those 3 absences have been exhausted, absences need to be excused following the guidelines below or they will be considered unexcused absences and will be treated accordingly.

Absences will be excused *only* when the parent legal/guardian provides documentation in advance, calls the Parent/Family Liaison **before the end of the day of the student's absence and/or provides written documentation when the student returns to school.**

Such written confirmation must clearly state the following: the date and times of the absence, reason for absence, and parent/guardian signature. The excuse is not considered valid if any one of these is left out.

Absences may be excused for the following:

- student illness and/or injury,
- emergency medical appointments,
- family emergencies (must have some kind of accompanying documentation that states nature of emergency if all three parental/guardian excuses have been used),
- death in the family, and
- court appointments.

**The school reserves the right to require medical verification or documentation if there is a pattern of excessive absenteeism. It is the responsibility of the parent/guardian and student to obtain a written excuse when attending medical, dental or court appointments.**

We strongly encourage parents to schedule appointments on Fridays.

All absences due to a school-sponsored activity in which the child is a direct participant will be excused. However, since participation in a school related activity is a privilege, a student who will be missing class is responsible for making the arrangements to make-up missed assignments.

The Attendance Office's telephone number is: 672-3322. If you cannot reach the Attendance Office, please leave a message with the School Secretary at 672-3322.

Absences due to Out-of-School-Suspension or Expulsion of a child shall be considered excused absences. (3) (22-33-107).

## Unexcused Absences

The following reasons are considered unexcused **once all parental excuses (3/year) have been exhausted.** *Note: Ditching, leaving school premises without permission, being 15 minutes late or more to a class without permission, and refusing to go to class/return to class are*

*always considered unexcused.* Reasons for unexcused absences include **but are not limited to:**

- Leaving school premises without permission.
- Students requesting parent/guardians to pick them up without valid reason.
- Shopping for the day.
- Ditching class.
- Being 15 minutes or more late for class (without permission).
- Not getting up in time for school/overslept
- Missing the bus.
- Refusing to return to go to/return to class
- Attending activities that are not school sponsored or which do not directly involve the student (i.e. field trips with siblings, or friends)

These reasons are considered unexcused once all parental excuses have been exhausted, except for instances of ditching, leaving school premises without permission, being 15 minutes late or more to a class without permission, and refusing to go to class/return to class.

## Interventions for Unexcused Classroom Absences

- 1<sup>st</sup> Unexcused Classroom Absence: A phone call to the parent/legal guardian from the Parent/Family Liaison and/or building principal.
- 2<sup>nd</sup> Unexcused Classroom Absence in a month: A phone call to the parent/legal guardian from the Parent/Family Liaison. Parent must meet with the Parent/Family Liaison to develop an attendance agreement stating that he/she will take steps to ensure that child will no longer have an unexcused absence. If a parent misses this meeting, a home visit may be conducted by Parent/Family Liaison and school official.
- 3<sup>rd</sup> Unexcused Classroom Absence in a month: A phone call to the parent/legal guardian from the principal or his/her designee to notify that a referral to the Costilla County Department of Social Services Child Welfare Unit may be made following any additional absences. A home visit will be made by principal and Parent/Family Liaison.
- 4<sup>th</sup> Unexcused Classroom Absence in a month: Possible loss of course credit for the semester. Attendance hearing with the district administration and proper authorities will be called. At the attendance hearing, the committee will determine what steps will need to be taken to ensure that student remains in school and if a credit recovery plan will be established.

Excused Absences will not be counted when implementing the Interventions for Classroom Absences listed above or below.



**\*\*\* Please note that being 15 minutes or more late to class without a valid excuse is considered an absence.**

### **Class Absence Limit – Before Mandatory Friday School**

Daily attendance and active participation in each class are vital to a comprehensive education. Therefore, in any semester, when a student accumulates 5 absences, excluding absences for religious observances, court appointments, medical absences accompanied by a valid doctor's excuse, suspensions, or school activities, the student and parent/guardian will be notified that the student needs to attend a Friday school to maintain the seat time necessary for credit. Each absence beyond the five will accumulate a Friday school for each absence.

### **Truancy**

If a student is absent or leaves the school grounds or class without permission of the teacher or administrator, the student shall be considered unexcused and "truant" and will receive the consequences spelled out in the Code of Discipline beginning on page 14.

A "habitual truant" shall be defined as a student, who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years, having **four (4) unexcused absences from public school in any one month or ten (10) unexcused absences from public school during any school year.** Additional truancies shall be grounds for escalated consequences, which may include suspension, expulsion, and possible referral to Social Services.

### **Truancy Prevention Program**

If a student is absent or leaves the school grounds or class without permission of the teacher or administrator, the student shall be considered unexcused and "truant" and will receive the consequences spelled out in the Code of Discipline

The Truancy Prevention Program seeks to address challenges to student success early on. Each time a student is absent **3 or more days from school (excused or unexcused)** or has accumulated **excessive tardies** (i.e., **more than 6 in a quarter**), parents/guardians will receive a letter inviting them to a meeting with the Restorative Practices Program Coordinator and school officials. The Program Coordinator works to identify any challenges families and students face, particularly those affecting attendance and ensures all voices are heard as all parties work to create resolutions.

A "habitual truant" shall be defined as a student, who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years, having **four (4) unexcused absences from public school in any one month or ten (10) unexcused absences from public school during any school year.** Additional truancies shall be grounds for escalated consequences,

which may include suspension, expulsion, and possible referral to Social Services and/or Costilla County Court.

### **Rewards for Perfect Attendance**

If a student has perfect attendance throughout the quarter (9 week period), they qualify for our School Spirit Rewards Program. This program will have a four-step rewards progression. In this program, each student that has perfect attendance for their 1<sup>st</sup> quarter will receive the 1<sup>st</sup> step rewards. This could be a school spirit t-shirt, hat, gift certificate, etc. For each perfect attendance quarter thereafter, the rewards will increase in value and significance. Perfect attendance is only achieved when both parent and child work together towards the same goal. Without parent involvement (getting students to school on time, making appointments on Fridays, etc.), the student will fail to meet the goal of having perfect attendance.

### **Procedure for Early Departure from School (Parents must follow these procedures to avoid having students being counted as truant).**

- Go to front office staff to request student to be pulled from classroom.
- Front Office Staff MUST fill out a Permit to Leave slip on student.
- Indicate destination and reason.
- Indicate time leaving.
- Request authorization from front office staff or principal.
- If a student returns to school on the same day, for any reason, the student is required to check back into school through the front office staff.

All students **MUST** check out with the front office before leaving school for any reason. Those who fail to check out in this manner will be considered truant and unexcused and will be subject to disciplinary action. **Only parent/legal guardians (or designee of the parent/legal guardian) can sign out students.**

### **Check-In Return**

- Report to Front Office Staff prior to 8:00 a.m., with a written note from parents/legal guardians and/or a doctor's excuse.
- Extenuating circumstances will be considered on an individual basis by the administrator.

### **Tardiness**

An unexcused tardy will be given if a student is under 15 minutes late to class. Any student who comes to class beyond 15 minutes will be given an unexcused absence.

Students must be in their classrooms by the last tardy bell, or they will be considered tardy (unexcused).

**Interventions for Unexcused Tardies**  
**(Unexcused Tardies are not accumulated per class period, they are accumulated per tardy)**

**1<sup>st</sup> Classroom Tardy:** A warning from the classroom teacher.

**2<sup>nd</sup> Classroom Tardy:** A phone call with the parent/legal guardian from the Parent/Family Liaison. Student must serve 1 day of lunch detention in ISS.

**3<sup>rd</sup> or more Classroom Tardy:** A meeting between the student and the Parent/Family Liaison is required to establish a written attendance contract to improve classroom attendance. A copy of the contract will be mailed home to the parent/legal guardian to inform them of the actions the student will take to avoid further tardies.

**AND Student will receive an unexcused absence in the class.** A notice will be sent to the parent/legal guardian as per the district policy on unexcused absences

### **Hall Passes**

Students who are out of class for any reason are required to have a hall pass that has been signed by their classroom teacher. Students who are in the hallway without a pass or not where they have been given permission to be, will be considered truant and disciplined as per the truancy policy.

### **Make-Up Assignments**

Make-up assignments will be allowed for all absences unless otherwise determined by the principal.

It is the responsibility of the student to get make-up assignments prior to or on the day that he/she returns to class. Students who are absent for less than a week have one day for each day absence to make-up missed assignments for a maximum of seven calendar days. Failure to make-up work will result in a grade of zero for the assignment missed.

When the student has a test assigned by a teacher and the student is absent on the test date, the student is expected to take the assigned test on the first day he/she returns to school unless other arrangements are made with the teacher.

Any homework requests called in by parents can only be picked up at the end of the school day to allow teachers the opportunity to send homework to the front office. The work sent home must be turned in on the day that the student returns to class unless approved by the teacher.

If a student misses school due to a school activity, it shall be the responsibility of the student to meet ahead of time with the teacher and determine a reasonable due date for make-up work.

## **GENERAL REGULATIONS FOR CENTENNIAL SCHOOLS**

### **Pledge of Allegiance**

As per section 22-1-106 of the Colorado Revised Statutes, "Each school district shall provide an opportunity each

school day for willing students to recite the pledge of allegiance in public elementary and secondary educational institutions. Any person not wishing to participate in the recitation of the pledge of allegiance shall be exempt from reciting the pledge of allegiance and need not participate."

Centennial students will begin each day by reciting aloud the Pledge of Allegiance to the U.S. flag.

Students or teachers are not required to recite the pledge if they object on religious grounds. Students can also be exempt from saying the pledge for any other reason if the parent objects, in writing to the principal. This new law does not apply to teachers and students who are not U.S. citizens.

### **Articles Prohibited on School Grounds**

Items prohibited on school grounds include, but are not limited to the following: toy guns, water guns/pistols, weapons, guns, knives (real or play), lighters, and firecrackers as stated in C.R.S. HB 1203.

A student caught with a prohibited item is expected to relinquish it to any staff or faculty member requesting such action. Refusal to comply will constitute defiance/insubordination as per the Code of Conduct. Certain items may be picked up at the end of the day unless Law Enforcement is needed (based on the item confiscated from student). Disciplinary actions will apply depending on the item confiscated.

### **Loss of Item**

- 1<sup>st</sup> Offense—Students may pick up non-weapon items at the end of the day from the front office.
- Repeated Offenses—A parent/guardian will be required to pick up the item from the front office. Students will be assigned Lunch Detention and/ISS based on the number of offenses.

*Items that are legal—Students will be allowed and encouraged to check in their electronic devices to the front office if needed after school.*

### **School Closing**

In the event of inclement weather, mechanical breakdown, or other emergency, school may be closed or the starting time delayed. School closings will be announced over the radio station KXMT-FM (Taos radio station), KGIW-AM, KSPK-FM, KSLV-FM, and KRZA-FM, between 6:00-8:00 a.m. A message will also be sent using our automated School Reach System and will be posted on the district's Facebook page. Information on school closings and delays can also be obtained from the school website at [www.centennialschool.net](http://www.centennialschool.net) or on our Facebook page.

### **School Drop-Off and Pick-Up**

When dropping-off or picking-up your child from the school, please DO NOT PARK IN THE FRONT OF THE SCHOOL BUILDING. The buses will be loading in the front of the building and children should not be walking between the buses. Follow the arrows in the parking lot to drop off and pick up your child at the island marked as drop-off and pick-up.

### **Early Dismissal**

In the event of a scheduled early dismissal, regular school dismissal procedures will be followed. In the event of an unexpected early dismissal (bad weather, emergency, etc.), Centennial School District will make every effort to contact parents. Students will be allowed to use front office and classroom phones to contact parents/legal guardians.

### **Closed Campus**

Centennial is a closed-campus facility. This means that once a student sets foot on the school grounds, he/she is not to leave campus unless an authorized person comes into the office and signs him/her out.

**All students are expected to remain on campus at lunch.**

### **Lost and Found**

Articles found in and around the school should be turned-in to the front office where the owners may claim their property by identifying it. All items left at the end of the year will be donated to an appropriate charity.

### **Planned Sponsored Group, Club, or Class Activities**

All club/class activities or any activities within the school must be presented to the principal in a proposal format with a sponsor's endorsement, in addition to student council. All activities need student council and final principal approval. Once approved, activities will be officially entered into the school calendar of events. **(Two week notice is required.)** In addition, any senior trips must be planned as a non-school sponsored activity. Centennial School District is not responsible for planning, coordinating or sponsoring such trips. The school is only responsible for processing submitted purchase orders.

### **PK-5 Class Parties**

**On special occasions, class parties may be approved as an incentive or to celebrate accomplishments are for enrolled Centennial students that are in full attendance the entire day of the event.** Students from other schools are not allowed to attend school parties; however, siblings of the PK-5<sup>th</sup> grader that is not enrolled in school may attend their sibling's party if supervised by a parent or guardian. Notices, rules and expectations will be sent home by the classroom teacher before each party. **Failure to comply with school or classroom rules or failure to**

**do homework may result in a student missing scheduled party activities.** The classroom teacher has the right to relinquish this privilege.

### **Outside Rules and Regulations**

In general, all students are expected to follow the SMART expectations in the school-wide behavior matrix. In addition, students shall:

1. Respect and courtesy will be maintained at all times. The teacher on duty will have the authority to follow-through on all disciplinary issues with the full support of the principal.
2. Throwing dirt, rocks, sticks, and snowballs is prohibited.
3. Engaging in any activity, which could be harmful to others, is prohibited.
4. Students must have the permission from a staff member to leave the area.
5. Physical conduct which endangers the well-being of others is prohibited.
6. During regular school hours, students must stay within the limits of the school grounds.
7. Students are to be in those outside areas specifically assigned to them.
8. Students are to report to their classrooms after they hear the passing bell.
9. During rain, snow and muddy weather, the outside area will be off-limits to the students until it is reasonably dry. It will be up to the discretion of the teacher as to whether the outside area is suitable for use.
10. Students are to immediately report any damaged or faulty equipment to the teacher on duty.

Violations of the outside rules and regulations will result in consequences as described in the Discipline Policy.

### **School Pictures**

School pictures are scheduled in the fall and spring. Participating students are responsible to ensure that the proper paperwork and funds are turned in on or before Picture Day.

### **Solicitations**

Students, parents or others are not allowed to sell items on school property unless sales are connected to a school-sponsored activity. (All sales must be pre-approved by principal and student council)

### **School Visitations**

Parents are encouraged to visit the school frequently and actively participate in the education of their child(ren). However, please note that in the interest of student safety, any contact with students must be pre-arranged with the classroom teacher. Parents/Legal Guardians, or any approved visitor, must obtain a visitor pass from the Front Office by submitting their state issued ID or driver's license

prior to entering the school building. Upon leaving, visitors must check out and pick up their ID/license in the Front Office. **Parents are allowed in classrooms to quietly observe or assist the teacher during pre-arranged visits. Any questions or concerns parents would like to discuss with a teacher are best handled through a pre-arranged meeting time either before school, after school or during the teacher's plan.** If students are needed by parents/legal guardians, please have them called to the front office. **Unscheduled visitors are not permitted to go directly to the classroom as this disrupts the learning environment.**

**Non-Centennial students may not visit during school hours.** Other adults that are not immediate family members, 18 and over, are not allowed to visit during school hours unless they have made arrangements through the principal or his/her designee and have legitimate business at the school.

### **Student Use of School Phones**

Students can only use classroom phones in the event of an emergency. Students are allowed to use the front office phone to call parents before school, during lunch, and after school only. Tardies due to using the front office phones are considered **unexcused**.

### **Student Use of Personal Cell Phones and iPods/Music Devices**

Possession and use of a cell phone, iPod/MP3 player or other electronic device is allowed only during non-instructional times.

We believe technology is part of students' lives, and students need opportunities to learn appropriate use of such items and etiquette in professional settings. Therefore, technology policies are based upon classroom teacher's individual protocols based upon his/her instructional approaches. If students violate teacher's classroom policies, leave instructional time to use a device, or use devices to commit acts of bullying or harassment, the same rules apply as Loss of Item and other disciplinary action. Students are expected to relinquish the item to any staff or faculty member requesting such action and the following will apply:

- 1<sup>st</sup> Offense—Student may pick up the item at the end of the day from the front office. Offense will be logged by the front office.
- Repeated Offenses—A parent/guardian will be required to pick up the item from the front office. Students will be assigned Lunch Detention and/or ISS based on the number of offenses.

### **Cafeteria**

Our School should be respected and taken care of including the cafeteria. Abuse of the cafeteria will result in detention or other disciplinary action. Violations include but are not limited to: littering, throwing food, destruction of or any other abuse of cafeteria equipment.

### **Food or Drink Outside of Mealtimes**

**No energy drinks are allowed on campus.** Only drinks in a clear bottled, with a lid will be allowed in classrooms, computer labs, or the library. Students with medical conditions will be handled on a case-by-case basis.

**No Food or drink is allowed in the gym! Water will be allowed for athletes during practice and games/events.**

### **Textbooks:**

Textbooks are to be issued by numbers corresponding with the student's name in the teacher's grade book. Textbooks are to be collected before final tests are administered, checked carefully, and then placed in their assigned area. Books that are in need of rebinding should be turned in to the office and fines collected from student for damage, misuse or lost books. Book fines should be assessed as:

Book new this year. . . . .90% of original cost  
Book two years old. . . . .80% of original cost  
Book three years old. . . . .60% of original cost  
Book four or more years old . . 50% of original cost

### **Search of School Property**

School lockers, desks and other storage areas are the property of the school and may be subject to inspection and search pursuant to school policy. Students are advised to not share locker combinations with **anyone** and are responsible for maintaining proper care of the lockers.

### **Student Vehicles**

Students who possess a valid, state-issued driver's license are allowed to bring vehicles on campus; however, a copy of the driver's license and proof of insurance must be on file with the front office before this privilege will be granted. Keep in mind that driving is a privilege, not a right. Parking on school grounds can be revoked at any time.

### **Parking Lot Searches**

Routine patrolling of student parking lots and inspection of student automobiles shall be permitted at all times. Refusal by a student, parent, and/or guardian shall be cause for termination of parking privilege.

### **Hall Posters**

Any poster or display placed in the school requires the pre-approval of the principal. In all cases, posters should be designed to communicate necessary information in a positive way. The organization is responsible for removing posters or displays once the event has been completed. Only approved homemade posters or banners are allowed in the gym.

### **Announcements**

Announcements pertaining to school or related activities should be submitted to the front office by 8:00 a.m. E-mail announcements are preferred. Please e-mail your announcements to announcements@centennial.k12.co.us.

### **Assemblies**

Assemblies are provided for educational value, as well as entertainment, for our students. Students are expected to act politely. Students are reminded that they are responsible for the impression made by our school to outside guests.

### **Child Abuse**

Colorado law and Centennial School Board Policy require that the district administrators and teachers must report all cases of suspected child abuse or neglect to the County Social Services immediately. The educator's duty is not to investigate or decide whether abuse has actually occurred, only to report. All reports will be handled confidentially.

### **Communicable Diseases**

By law, admission to school may be denied to any student suffering from a communicable disease whereby his/her attendance is harmful to the welfare of other pupils. This includes any communicable disease which poses an unacceptable risk of being communicated to others.

### **Potty Training/Toilet Learning**

It is the belief of Centennial School District that potty training or toilet learning should begin at home with the child's parents or caregivers. Therefore, it is expected that all children enrolled in Centennial School District be able to independently use the toilet facilities.

### **Emergency Procedures**

Centennial School District R-1 uses ALICE principles and the Standard Response Protocol to maintain safety. Fire and other safety drills will be held periodically during the year and are used to practice the orderly and safe evacuation of the building. Drill procedures are posted throughout the building. Quietly, leave the building following the directions of a teacher or staff member. Be sure you are at least 500 feet away from the building and rejoin your class for a roster check.

### **Immunization**

In order to attend Centennial school, students must meet the legal requirements for immunization against disease or must present a valid exemption for health, religious, personal or other reasons as provided by law. Students may not register unless their record is presented for proof of immunization.

### **Excuse from Participation**

Approved reasons for excusing a student from physical education classes are at the discretion of the principal or physical education teacher. In order to be excused from participating in physical education, students must provide a written notification, including the reason for the excuse and the timeframe of the excuse, by a medical doctor.

### **Medication**

It is recommended that every possible means be taken to give students medication at home. If it becomes necessary for a student to take any form of medication at school the following guidelines must be met:

**Prescription:** Written authorization is required from the physician for the school stating the student name, medication, dosage, time to be given, and duration. Medication must be properly identified and in its original pharmacy labeled container. Written permission by parents is also required to give the school the authorization to assist with medication. Students must notify the office if they are carrying inhalers.

**Non-prescription:** Over-the-counter medications will only be given with parent/guardian written request and permission.

Permission forms will be available from the school secretary. Medications must be kept in the school office and not by the student. Medication can only be legally given by a school nurse or by an appropriately trained person. All medications distributed to students are recorded in the main office.

### **Library**

The Centennial school library is a quiet area in which students may do research, find educational resources, check out materials, or complete assignments. No food or drink will be permitted in the library. The student who signs out materials is responsible for those materials. Any abuse of library materials may result in a loss of library privileges. Use of personal electronic devices, except laptops, are not allowed in the library and use of such items will be handled accordingly.

It is the student's responsibility to return books and other materials to the library by the due date. If a student has overdue books or materials, he/she will not be allowed to check out additional materials from the library until the overdue material is returned; however, students with overdue materials will be allowed to use materials in the library.

### **Videotaping**

The district, or its designees, may occasionally videotape students. Some types of videotaping are considered illegal and will be reported to law enforcement. For example, videotaping fights is illegal and will be handled as a violation of the code of discipline and will be reported to law enforcement.

## CODE OF CONDUCT

It is the intention of the Centennial Board of Education that the schools within the district help students develop individual knowledge, skills, competence, and behavior patterns which enable them to be responsible adults.

As a student of Centennial School District, you have certain rights and responsibilities. Behavior that infringes on the rights of others is detrimental to one's safety and is neither appropriate nor acceptable. Necessary actions will be taken.

### Reporting Problems

Students are encouraged to report any misbehavior, vandalism, or other misconduct, that violates any school policy to a teacher or an administrator. Anonymity will be granted.

## STUDENT CONDUCT

### Excessive Displays of Affection

We encourage all students to act in a mature, adult manner when representing the school. Companionship and friendship, in good taste, are encouraged. Behavior, which becomes offensive to others, in action or verbally, become violations of the Code of Discipline.

**Any other sexual acts will be considered violations and/or sexual harassment and will be treated accordingly.**

### Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment, even if the harasser and the student being harassed are the same sex. It is considered sexual harassment whether or not the student resists or submits to the harasser.

Sexual harassment has occurred if anyone feels offended by the behavior. Sexual acts occurring with a minor can be considered sexual harassment. Sexual harassment will be reported to law enforcement and/or social services as per the laws governing mandatory reporting.

Sexual harassment includes but is not limited to:

- Sex-oriented verbal kidding, abuse or harassment.
- Remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching, or constant brushing against the body of another.
- Participation in sexual acts.
- Suggesting or demanding sexual involvement that is accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students are encouraged to report all incidences of sexual harassment to a teacher, counselor or principal in their building and file a formal grievance.

### Leaving the Classroom

Class time is valuable to student learning and success. Students are permitted to leave the classroom only if requested by the office, counseling center, when accompanied by a teacher, or if a **hall pass** is issued by the classroom teacher. Students must have the signed hall pass on them and present it to other staff when requested in the hallways.

Students are not to be excused to leave campus, get snacks from their lockers, or loiter in hallways during class time. Students may use the restroom during class time only for emergencies. Students who are in the hallway without a pass or not where they have been given permission to be, will be considered truant and disciplined as per the truancy policy (See page 14).

### Drug and Alcohol Use by Students

It is a violation of Board Policy for any student to possess, use, sell, distribute or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol, controlled substances, or paraphernalia is wrong and harmful to students. If there is a legitimate suspicion that alcohol and/or drugs have been used by a student or a student possesses any forms of drugs, alcohol, or paraphernalia, parents will be called immediately to the school and law enforcement may be contacted.

Students violating this policy shall be subject to disciplinary actions, which may include suspension and/or expulsion from school. (See Centennial Code of Discipline) Confirmation of use or possession will result in referral to law enforcement.

### Tobacco and Vapor-Free Schools

Tobacco includes cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vape pens and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Tobacco also includes cloves or any other product packaged for smoking. In addition, e-cigarettes, vaporizers, hookah-pens and accompanying liquids and substances are prohibited. Any violation will result in consequences as per the Centennial School District discipline policy. (See Centennial Code of Discipline)

### Secret Societies/Gang Activity Policy

The Board prohibits the presence of the following on school premises, in school vehicles and at school-related activities: any apparel, jewelry, accessories, notebooks or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs. Anything that violates this policy advocates drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with

the superintendent or designee as the need arises at individual school sites.  
(Adopted August 15, 2000)

### **Buildings and Grounds**

Students at Centennial should have pride in their building and grounds at all times and attempt to keep them in the best possible condition. Writing on walls, bulletin boards, lockers, desks, bathroom stalls or other forms of vandalism or damage will not be tolerated. Consequences will be given as per the Centennial Code of Discipline.

### **Student Conduct on Bus**

A student who is misbehaving on the school bus may be denied the privilege of riding the bus. School buses are a privilege and not a right. Privileges can be lost. The bus driver is in charge of his/her bus and regulations must be followed. If verbal warnings are ignored, the following procedure will be followed:

1<sup>st</sup> Occurrence– Warning, bus citation sent home for parent signature and returned to school

2<sup>nd</sup> Occurrence – Warning, bus citation sent home for parental signature with notation from Director of action taken and notifying parent of potential bus suspension.

3<sup>rd</sup> Occurrence – Suspension from riding the bus for four (4) consecutive days, bus citation sent home for parent signature with notation from Director of action taken and notifying parent of potential two (2) week bus suspension.

4<sup>th</sup> Occurrence – Suspension from riding the bus for two (2) consecutive weeks, bus citation sent home for parent signature with notation from Director of action taken and notifying parent of potential removal from bus for remainder of school year.

5<sup>th</sup> Occurrence – Suspension from riding the bus for the remainder of the school year, bus citation sent home for parent signature with notation from Director of action taken and full letter explaining the suspension from bus.

Please note: If students are suspended from the bus for unacceptable and inappropriate behavior, it will be the responsibility of the parent(s) to bring their child/children to school on a daily basis. Failure to comply will result with the child receiving unexcused absences and court action may occur. Other disciplinary action may be incurred. **The above steps may be skipped for violations of a more serious nature.**

### **Cheating/Plagiarism**

Cheating, plagiarism, or forgery will not be tolerated. Copying of assignments is a form of cheating and you are considered to be cheating if it is your assignment that is being copied or if you are the one copying the assignment. Any such activities will result in disciplinary action. Disciplinary actions will include assigning a zero for the assignment, parent contact, loss of any extra-curricular and/or athletic activities (including practices) and

detention. Students will also be disqualified from consideration for Valedictorian/Salutatorian and National Honor Society.

### **Student Dress/Item Code**

Students shall not wear apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student in elementary, middle or high school deemed in violation of the dress code shall be required to change into appropriate clothing. If alternative clothing is not able to be obtained, school clothing will be provided to the student to be worn for the remainder of the school day. Inappropriate clothing of the student's will be kept in the front office until the student returns the school clothing to the front office staff for laundering.

On the second offense, parents/legal guardians shall be contacted and called in to meet with the principal or his/her designee and lunch detention or ISS will be given.

Any clothing, hats, paraphernalia, jewelry, accessories, slogans, patches or pictures that refer to the following items are unacceptable: drugs, sex, tobacco, alcohol, weapons or is obscene and vulgar as deemed by school staff/administration.

### **Dress/Items that are inappropriate**

1. Inappropriate sheer, tight, or low-cut clothing which is considered overly revealing by any staff or student. This includes but is not limited to: bare midriffs, halter tops, tube tops, low-cut tops or blouses, backless clothing, garments made out of fishnet, mesh or similar material, straps less than one-half inch wide (not including shoulder cut-outs or one armed blouses) that bare or expose traditionally private parts of the body including but not limited to stomach, buttocks, back and breasts. **A covering (coat/jacket) does not exempt you from the rules.**
2. Shorts, dresses, skirts or other similar clothing shorter than four inches from the buttocks line when measured down, which will be measured by a staff member of the same sex. No exposure of undergarments, male or female is allowed with the exception of straps.
3. Any items that promote any activity prohibited by the student code of conduct or items that otherwise disrupt the teaching/learning process, threatens the safety or welfare of any person. Any inappropriate accessories will be confiscated and held in the front office and can be picked up at the end of the day for a first offense. **Further violations will result in longer confiscation.**
4. Any items, by virtue of color, arrangements, trademarks, or other attributes denoting membership in gangs, which advocate drug use, violence or disruptive behavior. Because of this, hairnets, bandanas (this applies to both young

men and women); do-rags, of any color may not be worn in any fashion, in the building.

assignment of consequences that are not clearly addressed in this handbook.

Students are allowed to bring hats and sunglasses to school, however, ***hats and sunglasses must be removed during instructional or class time.*** If a student refuses to comply then the incident will be handled as a level I infraction.

**Delegation of Authority**

The Board of Education delegates to the principal(s) of the district to suspend a student for up to 5 days. The superintendent is given the authority to suspend the student for an additional 10 days, plus up to and including an additional 10 days in order to present the matter to the board in accordance to C.R.S. 22-33-105. The Superintendent retains the authority to deny admission to or expel for any period not extending beyond one calendar year in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes.

If anyone, staff or student, deems that a student’s clothing is inappropriate, that student will be sent to the front office for a determination.

**Principal Discretion:**

The building principal or his/her designee will have discretion in dealing with discipline issues and the

**CENTENNIAL SCHOOL DISTRICT  
CODE OF DISCIPLINE**

**Discipline Philosophy**

At Centennial, we believe that all students are SMART. This means that they are **S**afe, **M**otivated, **A**chievers who are **R**espectful and work as a **T**eam. All students are expected to behave according to the guidelines established in our school-wide behavior matrix at all times.

**Discipline Policy**

We want to emphasize that we are proud of the behavior of our students. The goal of our discipline plan is to improve communication between home and school, to define expectations for all students, and to spell out consequences for those students who choose not to follow school rules.

**The classroom teacher will manage the majority of the student behaviors.** Teachers will inform parents of disciplinary action and the severity of the infraction or the frequency of occurrence. Each teacher will follow the discipline plan, which consists of a progressive set of steps that may include actions such as warnings or removal of privileges. We will notify a parent, in writing and/or by the telephone, if a student is removed from the classroom for inappropriate behavior. A significant component of every plan is parent-contact and collaboration. If each phase of the process has been implemented with little or no improvement, then the student will be sent to the principal’s office only for more serious consequences.

Students will be sent to the principal’s office for repeated or severe infractions of school rules. Discipline methods are most successful when dealt with in a consistent, organized manner.

**Classroom Managed Infractions**

All classroom managed infractions are handled by staff and faculty in a timely manner, in the classroom, on the playground, in the cafeteria or any other areas of the school. Teachers and staff on duty will handle areas such as playground and cafeteria. Any teacher or staff member observing any infraction in the hallway must handle the situation immediately. If the situation escalates or needs further remediation, the student will be referred to the principal’s office.

**Examples of Level I (Classroom Managed) Infractions**

Name calling	Minor defiance	Not completing assignments
Inappropriate clothing	Tardiness	In hall without permission
Put downs	Not following directions	Littering



Obscene language	Blurting	Pushing
Off-task	Cheating	Disrupting class
Other types of classroom misconduct not covered specifically		

### All Other Infractions

All other infractions shall be referred to the ISS room or principal using a discipline referral form according to the following procedure:

1. If the student is NOT a danger to him/herself or others, the student will go to the In-School Suspension or ISS room Unless prevented by the immediate circumstances, the teacher shall call the ISS room to explain the circumstances and inform the ISS monitor the student is coming.
2. If the student IS a danger to him/herself or others, the teacher will notify administration and assure the safety of the class. The teacher shall inform the building principal or designee of the request to remove the student from class AND seek assistance from the main school office or other available staff.

The principal or his/her designee will then handle the infraction as per student handbook consequences.

#### Examples of Other Infractions

Destruction of property	Stealing	Physical violence
Harassment	Leaving school grounds	Threatening behaviors
Fighting	Swearing/Obscene language	Disrespect to adults/others
Defiance	Repeated minor infractions	Possession of tobacco products/ alcohol/drugs
Other types of misconduct not covered specifically		

The above policies can be amended at anytime

<b>Examples of Specific Levels For Disciplinary Issues</b>	<b><u>Level</u></b>	<b><u>Level</u></b>	<b><u>Level</u></b>	<b><u>Level</u></b>
Misconduct includes but is not limited to:	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>
Misuse of technology	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>
Misuse of school equipment	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>
Profanity	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>
Snowball throwing	<b><u>X</u></b>	<b><u>X</u></b>		
Loss of Items	<b><u>X</u></b>	<b><u>X</u></b>		
Water fights	<b><u>X</u></b>			
Water balloons	<b><u>X</u></b>			
Hall violations	<b><u>X</u></b>	<b><u>X</u></b>		
Absenteeism	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>
Classroom misconduct	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>
Theft – misdemeanor		<b><u>X</u></b>	<b><u>X</u></b>	
Theft – felony			<b><u>X</u></b>	<b><u>X</u></b>
Harassment/intimidation		<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>
Use of tobacco	<b><u>X</u></b>	<b><u>X</u></b>	<b><u>X</u></b>	

Insubordination in classroom, school grounds, extra-curricular activities	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Fighting		<u>X</u>	<u>X</u>	<u>X</u>
Assault			<u>X</u>	<u>X</u>
Bus misconduct	<u>X</u>	<u>X</u>		
Physical abuse, verbal abuse or other aggressive actions toward staff members	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Public displays of affection	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Sexual harassment		<u>X</u>	<u>X</u>	<u>X</u>
Destruction of school property	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Illegal trespass on school property	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Defiance of proper authority	<u>X</u>	<u>X</u>	<u>X</u>	
Truancy	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
Possession of alcohol, any controlled substance, or paraphernalia			<u>X</u>	<u>X</u>
Sale or distribution of alcohol or any controlled substance				<u>X</u>
Weapons-firearms, facsimiles, bb guns, spring action/compressed air devise, knife, regardless of size, slingshot facsimile, or device, instrument, material or substance animated or unanimated to inflict death or bodily injury.				<u>X</u>
Bullying behaviors: <b>Direct Bullying</b> – hitting, kicking, shoving, spitting, taunting, hurtful teasing, degrading racial or sexual comments, threatening, obscene gestures. <b>Indirect Bullying</b> – getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, cyber-bullying.	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>

\*Suspended or expelled students are not to be on Centennial School Property at any time without the approval of the principal.

\*Students may not return to school, when suspended, until a check in-conference with parents has occurred.

### Consequences for Infractions

**LEVEL – I** Under normal circumstances, lunch detention or cool down time in the ISS room will be assigned in the following manner:

**First Offense** – 2 days or 1 hour in the ISS room

**Second Offense** – 4 days or ½ day in the ISS room

**Third Offense and subsequent offenses** – ISS or OSS; Mandatory Behavior meeting with principal or his/her designee

The determination of appropriate consequences will be the responsibility of the Principal and/or Dean of Students, with lunch detention or cool down time in the ISS room being the usual method of discipline for minor infractions. In School or Out-of-school suspension will result for successive minor infractions and major infractions.

**LEVEL-II** **First Offense** – up to 2 days of lunch detention or ISS. Mandatory Behavior meeting with principal or his/her designee (May warrant Juvenile Citation with the Courts)

**Second Offense** – Up to 4 days of ISS or OSS (May warrant Juvenile Citation with the Courts);

**LEVEL-III**     **First Offense** – Up to 3 days of ISS. Mandatory Behavior meeting with principal or his/her designee (May warrant additional suspension days and Juvenile Citation with the Courts)  
**Second Offense** – Minimum 5 days of ISS or Out-Of-School Suspension (May warrant Juvenile Citation with the courts);

**LEVEL-IV**     **Immediate Out-Of-School Suspension** (amount of days to be determined), referral to Law Enforcement Authorities, set due process hearing, and Possible Expulsion for a minimum of one quarter and up to one (1) calendar year.

If students are a no-show for lunch detention, the amount of detention time doubles, and the student will have no special privileges for one calendar week. Two no-shows to lunch detention will result in 1 day of ISS and loss of privileges for 2 calendar weeks.

Students must serve all days of ISS assigned and follow all expectations before being allowed to return to class. Students are not allowed to eat lunch in the cafeteria while in ISS- lunch will be provided to students by the ISS coordinator. Students who violate ISS rules will receive an extra day of ISS.

Students that are suspended may not participate in any activities, including performances, games, dances, etc. for 1 week. Student may not attend practice during actual days of suspension. This includes In School Suspensions as well as Out of School Suspensions. The administration reserves the right to consider each case individually and to develop a disciplinary plan accordingly.

Steps can be increased or decreased based on the actual incident if deemed necessary by the principal or his/her designee.

## **BULLYING IN SCHOOL**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Some forms of bullying are listed below:

- Cyber-bullying
- Name-calling or mean teasing, comments about race or color
- Name-calling, mean comments, or gestures with a sexual meaning
- Physical bullying
- Rumor-spreading
- Social isolation/exclusion
- Taking another's property
- Threats/intimidation
- To be pushed, shoved, punched, kicked, hit
- To have clothing removed
- Being denied access to a location
- Gestures were made toward him/her
- Had possessions taken
- Had money taken
- Having general put downs, taunting, teasing directed toward him/her
- Insults directed toward race, gender, ethnic group membership, disability, home

language, national origin, religion, sexual orientation

- Had rumors spread about him/her
- Was isolated, intentionally excluded
- Was threatened/intimidated

### **Our adopted standards against bullying:**

- We will not bully others
- We will try to help students who are bullied
- We will include students who are easily left out
- When we know somebody is being bullied, we will tell an adult at school and an adult at home

## **Bullying will not be tolerated!**

### **Consequences of bullying may include but are not limited to:**

- Lunch detention
- After-school detention
- Friday school
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Juvenile Citations/Court
- Referral to Board of Education
- Referral to law enforcement

# Centennial School District

Signature Page  
Student Handbook  
2019-2020

Dear Parents:

Thanks for taking the time to review the publication, Centennial School District, School Policies Important to Students and Parents, 2019-20. We hope that it will help students and parents to be more aware of expectations, consequences, and due process procedures.

Please sign below and return this page to your child's teacher.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_ I have reviewed the Centennial School District's 2019-20 School Policies Handbook on the district web site [www.centennialschool.net](http://www.centennialschool.net)

\_\_\_\_\_ I have reviewed a hardcopy of the Centennial School District's 2019-20 School Policies Handbook.

I understand that policies are subject to revision during the school year.

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed name