Dear Students and Parents:

Welcome to another wonderful school year in Anderson School District Five. I am thrilled and blessed beyond measure to be the new principal of Centerville Academy of 21st Century Learning! Under Mr. Kory Roberts’ leadership, Centerville has maintained a tradition of excellence. My vision for Centerville is to take what has made it good and make it GREAT! I look forward to working with our students, parents, teachers, businesses, colleges and universities, as well as other community members to take Centerville to new heights.

Our school focuses on teaching the core academic standards by providing students everyday opportunities for creativity, collaboration, communication and critical thinking. These “4C’s,” known as 21st Century learning skills, are necessary for life in today’s highly competitive, global society. Mastering these skills and building the foundation for future success is not our hope, but rather our expectation for ALL students!

I am extremely excited about this school year and all of the opportunities that lie before us at Centerville and in Anderson School District 5! Achieving our goals for Centerville cannot be done without your support. I look forward to meeting each of you and developing the trusting and committed relationships that will ultimately help us reach the top!

“We 4C Brighter Futures!”

Sincerely,

Travis A. Chapman
Principal
CENTERVILLE ACADEMY of 21st CENTURY LEARNING

MISSION STATEMENT
Centerville Academy of 21st Century Learning will prepare life-long learners for the 21st century by engaging every student in meaningful learning experiences through critical thinking, communication, collaboration, and creativity in partnership with families, the community, and higher education.

Vision
Every student will achieve at his or her maximum potential by acquiring 21st Century skills in a thriving, dynamic, and inspiring educational environment.

SCHOOL IMPROVEMENT PLAN

Last year we developed action plans to address each of the following four goals for student learning identified as priorities for our school improvement plan:

1. Increase the percentage of students scoring Exemplary on the SC state assessment in ELA, Writing, Math, Science, and SS.
2. Retain highly qualified teachers for every classroom as determined by the SC certification standards.
3. Continue to increase the percentage of parents who are satisfied with school-home relations as defined by the SC State Report Card.
4. Continue to increase the percentage of stakeholders included in the decision making at Centerville Academy of 21st Century Learning.

Each of the action plans was reviewed by the school’s steering committee to ensure that they were consistent with the school’s profile, beliefs, mission, desired results for student learning, and analysis of instructional and organizational effectiveness.

CENTERVILLE ACADEMY OF 21ST CENTURY LEARNING

School Mascot: Tiger

Teacher of the Year: Mrs. Janet Madden

School Colors: Blue and Gold

School Motto: “We 4C Brighter Futures!”

Business Partners: Wachovia Bank, Eye Care Associates, Papa John’s Pizza, Milliken, Chili’s, Kuk Sool Won, McDonalds, Carolina Mortgage Inc., Prudential C. Dan Joyner, West Small Business Services, Sonic, Fatz Café, Bi-Lo, First Citizens Bank, BB&T, EL Patron, Dance Warehouse
DAILY SCHEDULE

STUDENT SCHEDULE

Students should not arrive at school before 7:00 a.m. Supervision is not provided until 7:00 a.m.

7:00 - 7:45 Car riders will enter the building through the back door. No car riders should enter through the front or through the gym door. Bus riders will enter through the main school entrance. All students will then report to their assigned hallway and wait until their grade level is called for breakfast. After eating breakfast, students will report directly to their assigned hallway.

7:45 Students and teachers go to their classroom.

8:00 School begins. Students should be in classrooms and ready to begin the school day. Students who arrive after 8:00 must check in at the office in order to be admitted to their classrooms. Parents are required to accompany tardy students to the office and sign them in on the late arrival sheet.

2:30 Daily Dismissal of Students

3:00 All students not picked up by 3:00 p.m. can be picked up in the office. Parents must sign them out.

TEACHER SCHEDULE

7:45 a.m. - 3:00 p.m. Monday, Wednesday, Thursday

7:45 a.m. - 3:45 p.m. Tuesday (faculty and professional development meetings required)

7:45 a.m. - 2:45 p.m. Friday

SCHOOL CLOSING (DUE TO WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on the local radio and television stations. You will also be notified by the District Office calling system. In case of an emergency situation during the school day, parents are asked not to call the school for information. The school has detailed plans for all emergency situations that provide safety of all students. In an emergency, it is vital that the phone be available for use.
HELP US AVOID CLASSROOM INTERRUPTIONS

- Teachers have many tasks before and after school in addition to their responsibilities to their students during the school day. If you have a question or want to have a conference with a teacher, send a note with your child or call the school to arrange this. The secretary will assist you in contacting the teacher.

- Students are encouraged to be responsible for coming to school with all necessary materials. If, however, you want to bring a forgotten lunch or medicine, please bring it to the office. This item will be given to your child at a time that is least disruptive to the learning process.

- For your child’s safety, we will not allow transportation changes to be made over the telephone. In the past this has created a great deal of confusion. If you must make a change, please send a note with your child that morning. If we do not receive a note, your child will go home as usual.

- The school day begins promptly at 8:00 a.m. If you drive your child to school, please arrive by 7:45. This will allow ample time for him/her to get settled in the room before the start of school. Students who plan to eat breakfast in the school cafeteria should arrive by 7:40. Students will not be allowed to eat breakfast after 7:50 a.m. All students are expected to be in their room by 7:50. Students should not arrive at school before 7:00 a.m. Supervision is not provided until 7:00 a.m.

- Students coming to school late puts them at a disadvantage and is disruptive to the classroom learning environment. There are many tasks that must be completed in those first ten minutes of the day. Please help us get off to a good start each day by making sure your child is not tardy to the classroom. If a student is tardy to school five times, you will be notified and a parent conference with the principal/assistant principal will be necessary. Parents are required to accompany tardy students to the office and sign them in. Any student who has THREE or more unexcused tardies and/or THREE or more unexcused early dismissals (medical excuse is needed) in any nine week period WILL NOT receive a Perfect Attendance Award.

IF YOU HAVE A PROBLEM

The proper and requested method of resolving problems is to begin with the party directly involved. If the problem remains unresolved, the person with the complaint should proceed to the next level of authority.

For example: First, talk to the teacher.
Second, talk with the assistant principal.
Third, talk with the principal.
PARENT TEACHER ORGANIZATION

The Centerville Academy of 21st Century Learning Parent Teacher Organization (PTO) is a strong and viable organization. All parents and faculty members are encouraged to join and participate in an active way. We had roughly 20% membership last year and our target goal for 2014-2015 is 50% membership.

Centerville PTO sponsors many activities such as:

- Instructional Materials for Classrooms
- Funds for Classroom Teachers
- New Playground Equipment
- Holiday Fair
- Computer Lab Software
- Academic/Awards programs
- Copier Lease
- Funds for Health Room
- Movie Nights
- Skate Nights
- School Dances
- Easter Egg Hunt
- Fall Festival
- Family Fitness Night
- School Open Houses
- Teacher Appreciation Activities
- Field Trips
- Running Club
- Student Birthdays
- Donuts for Dads
- Muffins for Moms
- Elf Shop
- Aquarium Maintenance
- Rock Climbing Wall

Our PTO also has an on-going grocery program which benefits our school. You can support this program by using your Publix, Bi-Lo and Ingles cards when you shop. Need a card? Let us know.

OBJECTIVES OF THE PTO

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
PARENT-TEACHER CONFERENCES

There will be one scheduled conference near the beginning of the school year. All parents are expected to attend this conference to receive other information from the teacher regarding the student’s progress. Parents are encouraged to schedule other conferences as needed by sending a note to the teacher, emailing the teacher, or calling the school office for an appointment with the teacher. When teachers see the need for additional conferences, they will request parents to come in for special conferences.

8 POWERFUL TIPS FOR PARENTS

1. **BE INVOLVED.** Parental involvement helps students learn, improves schools, builds stronger communities and makes teachers’ jobs more effective.

2. **PROVIDE RESOURCES AT HOME FOR LEARNING.** Ask someone if you are not sure how to do this. We are here to help!

3. **SET A GOOD EXAMPLE.** Our children are always watching us to learn how to act and react. Attitude reflects our leadership. Children need good parents, not another friend. Avoid the “parent/friend” relationship. Your children will one day thank you for it!

4. **ENCOURAGE STUDENTS TO DO THEIR BEST IN SCHOOL.** Parents who stress the importance of education to their children provide students with the high expectations and motivation needed for them to succeed at the highest level.

5. **EMPHASIZE DOING YOUR BEST.** All students can learn. They learn in different ways and at different rates, but regardless of the area (academics, athletics, behavior, etc.) expect them to do their best!

6. **SUPPORT SCHOOL RULES AND GOALS.** Students will experience greater success in life if they understand that their school and their parents are working together with the same high expectations and consequences rather than against one another.

7. **TEACH “EVERYTHING COMES WITH A CONSEQUENCE.”** Have frequent conversations with your child to explain that everything we do has a consequence, good or bad. Reward your child for doing well and reprimand when they make poor choices on a consistent basis. Consistency matters!

8. **NOTIFY TEACHERS EARLY IF THERE IS A CONCERN.** Early intervention is KEY!
Definition of Academically Gifted Population

Gifted and talented students are those who are identified in grades 1-12 as possessing demonstrated or potential abilities for high performance in academic or artistic areas and who therefore require services or programs not ordinarily provided by the regular school program. (From State Regulations)

Gifted and talented students may be found within any racial, ethnic, or socio-economic group; within any nationality, within both genders; and within populations with disabilities.

Identification is a multi-step process consisting of referral, screening, and assessment of eligibility by a district evaluation/placement team. Students must meet the eligibility criteria in two of the following three dimensions: Reasoning Ability, Achievement, and Academic Performance.

In providing services to meet the needs of the gifted students, the district ensures compliance with all South Carolina state regulations governing the identification procedures of potentially gifted students. Curriculum and instruction is consistent with that defined by current South Carolina regulations governing the operation of state-funded gifted and talented programs and the South Carolina Best Practices Manual.

Purpose

To provide appropriate educational services to students from all cultural and ethnic groups across all economic strata who perform or show the potential for performing at high levels of accomplishment when compared with others of their same age, experience, and environment. Emphasis is placed on equity of access for all students.

Curriculum

The curriculum is interdisciplinary and theme-based. Modifications are made to provide a faster pace, greater depth, sophistication, and complexity, with earlier introduction to skills and advanced content. Curriculum experiences and activities are designed to reinforce student strengths. At all levels, instruction meets and exceeds South Carolina standards and provides challenging experiences relevant to real-life.

Service/Delivery Models

Elementary - Grades 3-5
Site-Based Programs (pull-out)
Middle School - Grades 6-8
  Daily classes in Challenge Science
High School - Grades 9-12
  Honors and Advanced Placement Programs

Referral

Students are continuously reviewed for possible inclusion in the gifted academic program and may enter the program at any year from grades 3-12. Parents, teachers or other parties knowledgeable of the student’s abilities may refer a student or appeal a placement decision at any time during the year.

Criteria for Placement

Automatic Eligibility for Placement in Grades 3-12: A composite score of 96th national age percentile or higher on a nationally normed aptitude/reasoning ability test.

Eligibility for Placement via Two of Three Dimensions

To qualify for placement in services for gifted, students must meet minimum scores in two of the following three dimensions:

- **Dimension A: Reasoning Ability**
  Score of 93rd national age percentile or higher on verbal/linguistic, quantitative/mathematical, non-verbal or composite on a nationally normed aptitude or intelligence test.

- **Dimension B: Achievement**
  Score of 94th national percentile or higher in reading or math as measured by a nationally-normed achievement test or
  A score of 3 (Advanced) on state criterion-referenced test (PASS) in Total Reading or Total Math

- **Dimension C: Performance**
  A qualifying score on the South Carolina STAR Performance Tasks (rising grades 3-6) or
  A cumulative end-of-year grade point average of 3.75 in the core subjects (rising grades 7-12)

Private test results cannot be used for determining student eligibility, although they may be considered for referral purposes (24 S.C. Code Ann. Regs. 43-220.2 (B) (7) (b).

Academic Screening and Identification Timeline

Note: Initial Screening does not in itself guarantee placement.

**August – June**

- All Grades: Continuous review of each student’s eligibility status.
- Grades 3-8: Reasoning Ability testing as necessary

**November**

- Grade 2: Census administration of nationally-normed Reasoning Ability and Achievement tests

**December – February**

- Grades 2-8: Reasoning Ability Testing as indicated

**February**

- Grade 2: Reasoning Ability/Achievement Test results returned to district. Written notification to parents of student eligibility status

**March**

- Grades 2-5: STAR Performance Testing

**May**

- Grades 3-8: PASS testing
- Grades 7-10: End-of-year GPA screening as indicated

**June – August**

- STAR and PASS results returned to district. Written notification to parents of student eligibility status.

Placement will be made upon determination of eligibility throughout the school year.

**Appeal**

Individuals may appeal assessment decisions by calling the Project Challenge coordinator at 864-260-5000 and ask for Sherry Martin.
LUNCH PROGRAM

Each child will be assigned a serving number. When the child comes through the line, the assigned serving number will be entered on a key pad and the child’s account is brought up. This assigned number also allows a child that receives free lunch to get it without anyone but the clerk knowing.

Because of the computer system, the following policy is established for meal payment. A child can now pay for their lunch as they come through the line on a daily basis or you can continue to prepay for your child’s meals by the week or month using a debit or credit card by going to www.lunchprepay.com. Once registered, you can apply payments and monitor your child’s lunch account. You can also send lunch money to your child’s teacher and it will be turned in to the lunch clerk.

***COMMERICIALLY PREPARED (FAST FOOD) IS NOT ALLOWED IN THE LUNCHROOM.***

If you have any questions or need for a free/reduced lunch application, please call Centerville at 260-5100 or go to www.lunchapplication.com.

2014-2015 Meal Prices

Student Lunch—$1.80  (reduced lunch charge - $.40)
Universal Student Breakfast— Free for Students
Guest Adult Lunch—$4.00
Guest Child Lunch—$3.45
STUDENT EXPECTATIONS

- To be present each day unless he/she is sick or there is an emergency
- To be present in the classroom by **7:45 A.M.** each day
- To have all needed materials (books, paper, pencil, homework, etc.)
- To complete all assigned tasks on time
- To abide by all school rules
- To cooperate with all school personnel
- To be appropriately dressed for school
- To be friendly, courteous, and to respect the rights, property and feelings of others
- To ask teachers for help and assistance as needed
- To achieve in all areas and to attain mastery of grade level standards.

GRADING

Students receive daily, weekly or other periodic grades from the teacher.

*Kindergarten* students will be evaluated with a checklist report card which will be explained to parents during orientation and in individual conferences after school begins.

Pluses and minuses may be used with certain grades.

The grading for students in grade 1:

- **E**  Excellent Progress
- **S**  Satisfactory Progress
- **N**  Needs to Improve
- **U**  Unsatisfactory

The grading scale for grades 2-5 is as follows:

- **A**  93-100  (Excellent Work)
- **B**  85-92  (Above Average Work)
- **C**  77-84  (Average Work)
- **D**  70-76  (Below Average/Poor Work)
- **F**  69 or below  (Failing)
POLICIES AND PROCEDURES

POLICIES OF THE SCHOOL DISTRICT
The official policies of the school district are kept in policy manuals in the principal’s office. They are available to the faculty, staff, parents, etc.

ATTENDANCE
The Education Improvement Act of 1984 amended Section 59-65-90 of the 1976 Code of Laws of South Carolina to read:
The State Board of Education shall establish regulations defining lawful and unlawful absences beyond those specifically named in this article and additional regulations as are necessary for the orderly enrollment of pupils so as to provide for uniform dates of entrance. These regulations shall require: (1) that school officials shall immediately intervene to encourage the student’s future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences, and (2) that the district board of trustees or its designee shall promptly approve or disapprove any student absence in excess of ten days. As used in this section, “intervene” means to identify the reasons for the child’s continued absence and to develop a plan in conjunction with the student and his parent or guardian to improve his future attendance. Provided, however, that nothing within this section will interfere with the Board’s authority to at any time refer a child to a truancy prevention program or to the court pursuant to Section 59-65-50.

A. LAWFUL ABSENCES
- Students who are ill and whose attendance in school would endanger their health may be temporarily excused from attendance.
- Students who are ill with a contagious disease or infection may be temporarily excused from attendance.
- A student in whose immediate family there is a serious illness or death may be temporarily excused from attendance.
- Students may be excused from attendance in school for recognized religious holidays of their faith.
- Students may be excused from attendance in school for a doctor or dentist appointment. The beginning and ending time of the appointment must be verified in writing by the doctor or dentist upon the return of the student to school.

B. UNLAWFUL ABSENCES
- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parents.

C. ATTENDANCE INTERVENTION
- The state mandates that schools implement intervention initiatives once a child has accumulated three unlawful absences or a total of five or more unexcused absences. Interventions can include conferences, a written intervention plan, and/or referral to the Office of Student Management.
Policies and Procedures continued...

D. EXCUSES FOR STUDENT ABSENCES

Students shall be required to bring a written excuse from one of their parents/guardians to their homeroom teacher on the first day back to school after an absence. Absences for which a valid excuse is not presented by the second day back to school after an absence shall be considered unlawful. Valid excuses shall include:

- the student’s name
- the date(s) of the absence(s)
- the reason for the absence
- a parent/guardian’s signature
- a telephone number where the parent/guardian can be reached

E. TARDINESS

STUDENTS SHALL BE EXPECTED TO ARRIVE AT SCHOOL IN TIME TO BE IN THEIR SEATS BY 8:00 A.M. Students who enter classrooms late are disruptive to the instructional program and may be subject to disciplinary actions. Parents who bring students to school causing them to be tardy will be contacted by the administration for the purpose of alleviating the problem. Continual tardiness may result in the implementation of attendance interventions and/or referral to the Office of Student Management.

*** PARENTS ARE REQUIRED TO ACCOMPANY TARDY STUDENTS TO THE OFFICE.

F. MAKING UP SCHOOL WORK

Students will be allowed to make up school work missed during a lawful absence. It will be the responsibility of the student to make up the missed work within three school days, unless other arrangements are agreed upon by the teacher.

G. PERMISSION TO LEAVE SCHOOL

Students will not be released to anyone except their parents or their legal guardians. If parents must take a child from school before the close of the day, they must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. If someone other than the parent or guardian is to pick up the student, a signed note must be sent that morning stating who will be picking up the child. PHONE CALLS WILL NOT BE ACCEPTED. This is for the child’s protection. Parents must sign the student out in the school office if the child is being dismissed before 2:30 p.m. Teachers will only dismiss students if they are called from the office. Please do not walk to the classroom and get your child.

Whenever possible, medical and dental appointments should be made after school hours.
Policies and Procedures continued...

H. CHANGE OF ADDRESS

It is necessary that the school have your current home address, e-mail address, and phone number at all times. Please notify the school immediately if there are any changes.

I. TELEPHONE

- The school telephone number is 260-5100. The use of the school telephone is limited to school related and emergency situations. Neither students nor teachers will be called to the telephone except in an emergency. In emergency cases, messages will be delivered through the office. In order to utilize the phone effectively, parents are urged to plan afternoon activities with their child prior to the start of a school day.
- The school will not release the telephone number of any faculty or staff member or student. However, if faculty or staff members wish to give their number to parents, they may do so.
- Many persons now have unlisted telephone numbers. However, the school must have a active number at which parents can be located. The school will not release any telephone numbers.

J. VISITATION IN SCHOOL

Visitors are always welcome at Centerville Elementary. If you wish to visit a class, the following rules must be followed in order to assure each child’s safety and non-interruption of the instructional program.

1. Notify the teacher or administration of your desire to sit in the classroom.
2. Sign in using the LobbyGuard Kiosk in the front office on the day of your visit.
3. Enter the classroom quietly without interrupting the teacher or students and find a seat.
4. Leave the classroom quietly without interrupting. It is suggested that you limit your visit to no more then (30) minutes.
5. Schedule a teacher conference, if desired, through the school secretary as you leave the building.
6. Sign out in the office using the LobbyGuard Kiosk before leaving. We appreciate your support and concern.

ALL VISITORS ARE TO SIGN IN AND WEAR A VISITOR BADGE. THIS IS ESSENTIAL TO PROVIDE FOR THE SAFETY OF THE STUDENTS.

PURSUANT TO STATE LAW (ACT 373 OF 1994), ALL PERSONS ENTERING SCHOOL PROPERTY ARE DEEMED TO HAVE CONSENTED TO A SEARCH OF THEIR PERSON AND PROPERTY.
K. **SCHOOL PARTIES**

There are three scheduled school parties each year. These will be Winter Holidays, Valentine’s Day, and End of the Year. They are held in the classroom after lunch and refreshments are planned by the grade parents. Parents wanting to celebrate their child’s birthday may do so by serving refreshments during the lunch period, letting this be dessert. Please make sure the dessert is **nut free**. We have many students with peanut allergies. Individual birthday parties are not allowed. Invitations to birthday parties may only be distributed before or after school. If invitations are given out at school, there must be an invitation for every student in the class. No student addresses or telephone numbers will be released.

L. **TEXTBOOKS**

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, parents will be responsible for paying the assessed fine in accordance with the State Textbook Depository.

M. **ACCIDENTS AND EMERGENCIES**

Every effort is made to prevent accidents. However, in case of an accident, first aid is given by authorized school personnel or the school nurse. In all cases of serious accidents or illness, every effort is made to contact the parents. The school will follow your direction on the information sheet and enrollment form if the school is unable to reach you and your child needs more than first aid. The school personnel will exercise extreme care and caution if a decision involving the health or safety of your child must be made following an accident or other emergency.

N. **DRESS CODE**

*See adjacent page from Anderson Five’s District Policy concerning Student Dress Code. Parents of 4th and 5th grade students should be aware of the dress code policies that pertain specifically to students in these two grades, as they are different from the lower grades.*
Purpose: To promote generally accepted standards of decency, decorum, health, safety, and cleanliness among the students in the schools of Anderson School District Five. Anderson School District Five students are expected to observe the basic standards of cleanliness and good grooming and dress in such a way not to distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

This code is designed as a guide and is by no means all-inclusive. An item of dress, article of clothing, or accessory should not be deemed “approved” simply because it is not listed herein. The student dress code does not apply to students in kindergarten, first, second, and third grades. In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

**Grades four and five**

Items that can be worn:

1. Pants, shorts and skirts that are worn at the waist.
2. Dresses, skirts, shorts or pants that show no visible skin above the knee. Clothing should not touch the floor. Exceptions to length of shorts may be made for Special Olympics, field days, etc.
3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home.
4. Pants that are worn with equal pant lengths.
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement.
6. Shoes or sandals.
7. Accessories or clothing that does not pose a safety threat to self or others.
8. Clothing that is not see-through.
9. Items that do not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
10. Leggings, jeggings, yoga or exercise pants may be worn with a blouse, sweater or top that comes to the mid-thigh.

* Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.

**Prohibited Items:**

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings.
2. Items advertising alcoholic beverages, tobacco, narcotics profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
4. The wearing of any item(s) displaying any gang symbols.
5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also to include oversized clothing of any type or garments that may be determined could conceal dangerous articles or items.
7. Clothing that is see-through.
8. Provocative and suggestive clothing.

**General Dress Code Statements:**

1. Sagging pants will not be tolerated.
2. Pajamas and bedroom shoes may not be worn.
3. The school administration reserves the right to prohibit any item of clothing or symbols that are inappropriate or disruptive to the daily operation of the school.
4. Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.
Policies and Procedures continued...

O. IMMUNIZATION

All students must have an immunization card from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary shots.

P. GUIDELINES AND PROCEDURES IN HANDLING LICE

Head lice are a common school problem. We are told that over (10) million American children and their parents are affected by head lice yearly. Lice are not the result of poor health habits and are not a social disgrace. However, lack of adequate attention to the problem would indicate neglect.

- Inspect any child with observable signs and symptoms promptly and any child requesting to be checked. The main symptom or complaint is itching of the scalp. The child is to be checked by the nurse or his/her designee in a designated area away from other students and in a CONFIDENTIAL AND CARING MANNER. Siblings who also attend school should be checked in the same manner. The school staff member who identifies lice/nits should be responsible for notifying the schools where siblings are in attendance and document.

- At this point, the Standard District Letter will be sent home with each student who is in class with the infested child/children.

- When a staff member has identified two or more infested students in two or more classes, a letter should be sent to the entire student body to alert parents. These classes where infested students are assigned will be checked as well as close contacts (sibling, best friends, car-poolers, seat sharers on bus, etc.) Other school personnel (custodial staff, computer lab, itinerant teachers, etc.) should be alerted so they might take appropriate action.

- A child with lice and/or nits will be sent home. The child’s parent/guardian will be asked to come to school and pick up the child. At this time, the parent/guardian will be shown how to identify the presence of lice and/or nits if necessary. The parent will also be given both verbal and written instructions on how to treat the scalp and the home to prevent recurrences and to ensure that the child returns to school promptly.

- Re-admission will require parent/guardian to bring student to school with evidence of treatment such as box top or label. The student will be checked by the nurse/designee and if lice/nit-free, student may return to class. The principal will determine if further consecutive absences will be excused or unexcused.

- If the student(s) ride the bus, the principal or principal’s designee is responsible for notifying the Transportation Department that the student is infested with lice/nits and will not be allowed to ride the bus until the child and proof of treatment are presented to the school office and cleared for re-admission. Once cleared for school re-admission, the principal/designee will notify the Transportation Department of clearance.

- All documentation regarding presence and treatment of head lice/nits will be confidential and maintained in the school office.
Policies and Procedures continued...

Q. SCHOOL SAFETY PATROL AND SCHOOL SAFETY

A school safety patrol composed of fifth grade boys and girls will be selected. These students are selected on merit, based on teacher recommendations. No child may serve as a member of the school safety patrol unless nominated by his teacher, and the members serve at the pleasure of the principal. Permission will be secured from parents before a student is appointed to the patrol. These patrol members are available to assist with safety and should be obeyed at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol.

The following guidelines are for the purpose of ensuring the safety of the students and facilitating the flow of traffic. Your cooperation is needed.

WALKERS
⇒ Children should not arrive at school before 7:00 a.m.
⇒ When walking to school, children should cross streets only at cross walks and then with extreme caution.
⇒ Parents should plan the route with the child if the child is going to walk to school.

CAR RIDERS
⇒ When bringing children to school each morning, drivers should use the designated entrance only. The main entrance in front of the school is for BUS STUDENTS ONLY.
⇒ Parents should not bring their children before 7:00 a.m.
⇒ Children must get out of cars on the school side of the car and directly against the curb. At dismissal time, children must enter the car with assistance from teachers on duty or a safety patrol member.
⇒ Please use extreme caution and observe traffic before pulling away from the curb.
⇒ Please do not be on your cell phone while on campus for the safety of all children.
⇒ Children who are picked up by one of the commercial vans from a private child care facility have been designated a location in front of the school where they are to meet the van.
⇒ Supervision cannot be provided for students after school. Parents should make arrangements to pick their children up promptly each afternoon. All children should be picked up by 3:00 p.m.
⇒ AFTER 3:00 P.M., PARENTS WILL BE REQUIRED TO SIGN THEIR CHILD OUT IN THE OFFICE.

DISMISSAL PROCEDURES
All students dismiss behind the school at the end of the first grade hallway. Students remain seated in the hallway until their name is called to exit the building. Please do not walk to your child’s classroom to pick him/her up in the afternoon. ALL students need to adhere to the same dismissal procedures.
Policies and Procedures continued...

R. DISCIPLINE POLICY—(Citizenship)

Centerville Academy of 21st Century Learning will be an orderly, disciplined school where students are responsible and accountable for their actions. Our students will learn and put into practice good citizenship qualities and conduct themselves at all times in a manner that will be in the best interest of the school. The philosophy of Centerville Academy of 21st Century Learning assumes that effective discipline will be handled between the teacher, child, and parent in a calm, reasonable manner. All disciplinary actions will be consistent with and in accordance with district policy.

In order to have a systematic, consistent way in which to deal with discipline problems throughout the school, and to create a positive and orderly environment so that students will have a maximum opportunity to learn, the discipline committee has made the following recommendations:

GOALS
Centerville students will:
• Be good listeners and follow directions
• Let curiosity and honesty be their guides to learning
• Work to solve problems and create happiness for themselves and all Centerville students

SCHOOLWIDE DISCIPLINE RULES

General Rules
Centerville students will:
• Respect their school, themselves and others.
• Keep hands, feet, and objects to themselves.
• Follow directions the first time they are given.
• Stay in assigned areas.
• LEAVE CANDY, GUM, TOYS, CARDS, AND ALL GAMES AT HOME. Students should only bring items to school that are needed for instruction.

Hallway
Centerville students will:
• Walk quietly on the right side of hall.
• Avoid touching walls or any materials on display by walking an arm’s length away from the wall.
• Show courtesy to all students and adults

Lunchroom
Centerville students will:
• Go to tables by designated aisles
• Walk quietly in line
• Eat first and then talk softly to those on either side of them
• Use good table manners, including pleasant conversation
• Obey the colored cups on the table and know what each color means
Policies and Procedures continued... (Discipline Policy)

Multi-Purpose Room
Centerville students will:
- Give their complete attention to the program
- Remain quiet throughout the program
- Follow teacher directions and signals

Playground
Centerville students will:
- Stay in designated areas
- Show good sportsmanship and fair play
- Avoid rough play
- Use playground equipment safely
- Use equipment only under the supervision of the PE teacher during school hours
- Not engage in physical contact sports
- Not throw any object except balls

Restroom
Centerville students will:
- Use the facilities quickly, quietly, and correctly
- Not carry any materials into the restroom
- Use the restrooms in a responsible way and help keep them as clean as possible

Morning Hall Behavior
Centerville students will:
- Sit in lines silently in the morning
- Have acceptable reading material with them and be expected to use it
- Be dismissed at 7:45 a.m. to their classrooms

CONSEQUENCES
Below is a typical progression for disciplinary consequences. However, based on the severity and/or number of offenses, the administration has disciplinary discretion:
- Verbal Warning
- Recess/detention (Recess shortened or eliminated for a designated period of time)
- Parent Contact
- Parent Conferences
- Principal/Parent Conferences
- Suspension

SEVERE Offense OFFICE REFERRAL
Fighting, stealing, or disrespect to any adult (verbal or physical) are grounds for immediate suspension. When a child has been suspended, there must be a conference with parents before that child is allowed back in class. That child must have regular counseling sessions with the guidance counselor.
HARASSMENT, INTIMIDATION OR BULLYING

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student’s ability to learn and the school’s responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student on the basis of race, gender, sexual orientation or disability.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student’s property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet, web-based, or cellphone or text-based resources, including videoing other students and/or posting such videos on sites such as, but not limited to, Facebook, MySpace, YouTube, Twitter, if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy. The superintendent will also ensure that a process is established for discussing the district policy with students.
HEALTH ROOM
Centerville has a full-time licensed practical nurse on staff. Any child who is not feeling well or has been hurt will be sent to the Health Room by the teacher.

Nurse Ruthie will keep a record of the child’s visit and will take his/her temperature or perform any minor first-aid necessary, depending upon the symptoms. The Health Room does not have aspirin or any other medications, and the nurse cannot administer any medicine without permission from the parent.

MEDICATION

Long Term Prescribed Medication
If a child must take a prescription drug or other medication during the school day, a medication form must be completed by the parent/guardian before the medication can be dispensed. This form is available from the school nurse. The medication should be in its original container and should be labeled with the child’s name, the time the medication is to be administered, and the dosage amount.

Short term “As Needed” Medication
If a child must take a prescribed drug or other medication over a short period of time, i.e. several days to two weeks, a medication form will not be necessary. The parent must send to the nurse the MEDICATION IN THE ORIGINAL CONTAINER along with a note that includes the student’s name, the time the medication is to be administered, and the dosage amount.

All medication should be brought to the health room for safekeeping. All medications will be dispensed in the health room.

The school reserves the right to refuse to administer any medication which may be unsafe or inappropriate in dosage.

No aspirin will be administered without a doctor’s statement. Studies have shown that using aspirin to treat the symptoms of viral illnesses increases the chances of developing Reye’s Syndrome.

Insurance
Information about student insurance is given out at the beginning of the school year. There is usually a plan for school hour coverage and another for 24-hour coverage.
**BUS TRANSPORTATION**

Bus transportation is provided to all students who live more than 1 1/2 miles from the school. Students should only ride the bus to which they have been assigned. Students will get on and off the bus at the same location each day. **Students in grades K-3 can not get off the bus without a parent at the bus stop.** A note from the parent is required for a change in bus transportation. Any changes must be cleared with the office ahead of time.

To ensure the safety of all students to and from the school, it is important that every student obey the following rules:

- Board and leave the bus in a quiet, orderly manner.
- While on the bus, students will talk at an acceptable volume level; yelling and making other loud noise is not acceptable.
- Students must remain seated at all times.
- Obey all other safety rules that the bus driver has listed.

**SCHOOL SAFETY ACT OF 1997**

A. Creates a new criminal offense. “Assault and Battery Against School Personnel,” which is an assault and battery that occurs on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity; it is a misdemeanor.

B. Amends current law to permit detention of a child in a juvenile detention facility if charged with assault and battery against school personnel as described in Paragraph “A”.

C. Allows magistrates authority to exceed stated penalties for assault and battery when offense committed against school personnel from $500/30 days to $1000/1 year.

D. Notification and Inclusion in Permanent Record. If a student is convicted of assault and battery against school personnel, or of a violent crime, the following is required:

1. If sentenced to either the Departments of Juvenile Justice, Corrections, or Probation, Parole and Pardon Services, the agency will immediately notify the school where the student was enrolled or plans to enroll.
2. If not sentenced to an agency previously mentioned, the judge will order the clerk of court to notify the school within ten (10) days of conviction.
3. The school administrator must notify each of the student’s teachers of the conviction, every year the student is in school.
4. The conviction must be noted in the student’s permanent record, and must be forwarded to the new school if the student transfers.

E. Provides school officials immunity from civil and criminal prosecution when making a school crime report in good faith.

F. Requires school to annually include summary of law in student handbook.