

Centerville Elementary School

Mission Statement

The mission of CES is to provide opportunities for knowledge to all students while nurturing the skills necessary for students to become lifelong learners and better understand their role as a citizen.

Vision Statement

The vision of CES is to inspire the love of learning to create self-motivated, productive, and responsible citizens.

Beliefs

- ❖ *students learn in different ways and plan our instruction to support this belief.*
- ❖ *that a safe and physically comfortable environment promotes student learning and positive assessment results;*
- ❖ *that each student is a valued individual with unique physical, social emotional, and intellectual needs;*
- ❖ *that a student's self-esteem is enhanced by positive relationships, participating in decision making opportunities and mutual respect among and between students and staff;*
- ❖ *that teachers, parents, stakeholders, and community share the responsibility for the support of the school's mission and school policies*

School Hours of Operation

7:30 AM -3:30 PM

**The doors open at 7:00 to accommodate parents who need an early drop off time. Students will go to the cafe where they will be supervised by a CES staff member.*

Breakfast is served from 7:30-7:55AM

**Please bring your child by 7:45 if you are wanting your child to eat breakfast at school ensure they do not miss instructional time. Instruction begins at 8:00AM. All students arriving at school after 8:00 AM or leaving prior to 2:50 PM must be signed in/out through the school office by a parent or guardian.*

**When signing out a child please have a photo ID ready.*

Car Riders are dismissed at 2:45PM

Please obtain a car rider pick up pass from the school office.

If you are picking your child up in the car rider line it is very important that you stay in your car and wait for your child's name to be called. This is for the safety of all the children at car rider time. Coming into the building to pickup your child is strongly discouraged between 2:45-3:00 as this disrupts traffic flow at CES.

Centerville Elementary School



Building a strong foundation one student at a time.

Dear Parents,

My name is Jill Hunt! I am the principal of Centerville Elementary School! I am very excited to begin my second year as principal at CES! We had a fabulous year last year and I know this year we will only improve! I am a former Centerville Elementary School teacher who once attended elementary school here at CES. I am thrilled to help you and your child reach their fullest potential in school all while inspiring a love of learning from an early age. I also have experience at the intermediate school level having served as an assistant principal there. I have high expectations for our students to set them up for success in the future. It is my hope that CES will become both you and your child's happy place! I want you to know that I have an open door policy so please don't hesitate to call the school and ask for myself or the assistant principal, Joey Chilton, if you have any concerns or just need more information. We believe it is critical that we get to know each other this year! Education is a team effort and it takes parents, teachers and administrators working together to get the job done! I am encouraging teachers to contact you frequently with both praises and concerns about your child so that together we can do what is best for your child. 2016-2017 is going to be a great year at CES!!!!

Sincerely,

Jill Hunt
Principal

Email: jill.hunt@hickmank12.org
Phone: 729-2212



Aimsweb

Baseline, benchmarking, and progress monitoring data will be completed through the Aimsweb platform. Fortunately these are short tests to quickly assess and diagnose skill deficits allowing our educators to intervene when necessary. Not all tests are given to all students. Specific tests are given in specific grades at specific times based on basic skills grade level expectations. The list below is a list of each test and a brief description.

Letter Naming- one minute timed test given individually where students name as many upper and lower case letters as they can
Letter Sounds- one minute timed test given individually where students name as many letter sounds as they can
Phoneme Segmentation- one minute timed test given individually where students break apart words
Nonsense Words- one minute timed test given individually where students sound out or decode as many nonsense words as you can
Oral Counting- one minute timed test given individually where students count as high as they can in one minute.
Number Identification- one minute timed test given individually where students name as many numbers 0-20 in a mixed up order
Quantity Discrimination- one minute timed test given individually where students decide which number is worth more between two numbers (numbers are not greater than 20)
Missing Number - one minute timed test where students determine which number comes next in a number sequence (numbers are not greater than 20)
Math Computation- assess basic math addition, subtraction, of one and two digit problems. It is a 8 minute timed test.
Math Concepts and Applications - assess more complex math skills. It is an 8 minute timed test.

Attendance

School begins promptly at 8:00 AM and dismisses at 3:00 PM. Students will be counted tardy if they arrive after 8:00 AM. Tardies do add up and once multiple tardies are acquired they eventually can be counted as a whole day absent. If your child leaves before 2:45 this will be recorded and also counted towards instructional time lost in the form of a tardy. Good attendance in school begins in elementary school. It is vital to your child's educational success in the future that he or she begins now exhibiting good attendance. If at any point in time your child does not want to come to school for reasons of lack of interest in school please contact your child's teacher. Here at Centerville Elementary we want to instill a love of school in each and every child that will stay with them throughout their educational journey.

Per board policy students who miss more than 5 days without adequate excuse will be reported to the Director of Schools. Note that parents will be notified prior to this to hopefully to remediate the problem. After a child is absent 10 days without adequate excuse the principal will attempt to meet with the parents to discuss how to improve the child's attendance. Be aware that the school will turn in any cases of excessive absences and or tardies as defined above to Anthony Brown who is over the school system's accountability of attendance director.

Communication and Parent Involvement

Parents are strongly encouraged to communicate with their child's teacher throughout the year. Centerville Elementary believes that parents are children's' first teachers; therefore it is vital that lines of communication remain open and are frequently used. Please communicate both concerns and praise to your child's teacher through notes, phone calls, and or emails. Teachers will communicate with you daily your child's behavior and or assignments through a folder or binder.

Please sign off on this daily. We value parental input here a Centerville Elementary. Let us know if you have any suggestions and or concerns to help us improve our school!

Channels of Communications

- School website <http://hickmank12.org/centerville-elementary-school-2/>
- School Facebook Page <http://www.facebook.com/CESisthebest/>
 - Weekly Teacher Newsletters
 - Behavior Passport
 - Monthly Principal Newsletters
 - SkyAlert Calls from Principal
 - Notes /Emails
 - Phone Calls

Confidentiality

Centerville Elementary School has established written educational and discipline records. These policies ensure privacy of student information and are in compliance with state and federal guidelines. Records are maintained in various offices on the school campus and are available ONLY to teachers and staff members working directly with the students. Records are not released to anyone without prior consent from the parent or guardian of the child. Parents of special education students are advised of confidentiality of records during IEP meetings.

Grading Policy

Grades are given at the end of each (9) nine week period will be determined from daily work, homework, written assignments, and tests. The teacher will weight the value of grades given for various assignments and tests. This procedure will enable the teacher to allow for individual student differences in the grading process. Keep in mind while we teachers plan together and for the most part give common assessments there will be some differences between classes; however all teachers must adhere to following stipulations: The final grade for the year will be determined by averaging the 6 six weeks grades.

Subject-area grades shall be expressed by the letters "A", "B", "C", "D", and "F", or with the following corresponding numerical values:

A	93- 100
B	85 -92
C	75 -84
D	70-74
F	Below 70

Enrichment Classes

CES offers a variety of enrichment classes.

Enrichment Class	Teacher	Special Activities in this Class
Art	Patricia Qualls	Painting, Creation of Variety of Art Pieces
Guidance	Beth Copley	Career Day, Check in Check Out, Counseling, Say No to Drugs Week, Career and College Readiness Curriculum
Library	Lori Cochran	AR Parade, Checking out Books, Exploring a Variety of Texts and Medias, Read Me Week
Music	Daniel Bey	Exploration of playing a variety of musical instruments
Physical Education	Chris Orton	Field Day, Curriculum in Variety of Sports,

Head Lice

School systems serve as a focal point for the transmission of various communicable conditions including head lice. Students will be screened randomly throughout the school year. It is the goal of the school system to diagnose these cases as quickly as possible and instruct parents in controlling head lice in the home and at school. A child should be absent from school no more than 1-2 days for the treatment of lice.

Homework

Centerville Elementary School believes that parents are our partners in education. Through a **shared responsibility** between the child, teacher, and parent students can reach their fullest potential. Students must complete their homework each night. Most teachers will only assign homework Monday through Thursday with a time limit not exceeding the Hickman County Board Policy limit. We believe it is vital to your child's educational success that good homework habits begin in elementary school to instill in your child responsibility and ownership in their own education. If at any point in time your child becomes frustrated with their homework please contact your child's teacher. Each nine weeks students will be rewarded for their exceptional behavior. If a child does not complete his or her homework three times within a 9 week period he or she will not be able to attend the planned rewards for that period. Note that the principal will have the discretion to waive any extenuating circumstances. If your child does not complete his or her homework repeatedly the teacher and or principal will be in touch to discuss how to remediate this issue.

Retention Guidelines

Retention of a student at CES is a last resort. It is our goal to get students on grade level prior to going to third grade. Retentions are made on case by case basis. Parent will be notified if their child is at risk for retention frequently throughout the year. Ultimately based on parental and teacher input the principal will make the final decision in retention cases. The principal will use the four square set by the district to make the decision to retain or pass on.

Permanent Records

According to the Family Rights and Privacy Act of 1974, the parent/ guardian or student age 18 or over, is permitted to inspect and review educational records relating to the student. Please give at least 48 hours notice if you would like copies of these records.

In cases where the parents are divorced or separated, the non-custodial parent has rights to records, notice of meetings, conferences, etc. upon notice to the building principal, unless denied by a court order.

Positive Behavior System

Centerville Elementary implements a school wide behavior matrix in accordance with a positive behavior system model. Students will be rewarded each nine weeks for exceptional behavior for including but not limited to behavior, attendance, and homework completion. The school will follow board policy when serious offenses occur. Note that the principal and or ast. principal will be in touch when students have repeated behavior problems in the classroom. During the 2015-2016 rewards day students enjoyed an inflatable slide, bounce house, face painting, zumba dancing, water day, popcorn and a movie, snow cones, and guest performance from the HCHS band! CES prides itself in rewarding students for making good choices.

Discipline Reports will be sent home when a severe behavior occurs or when a student repeatedly continues to disobey a rule. Obtaining a Discipline Report automatically results in a loss of the privilege for the PBS Reward Day for that time period. Discipline Reports are to be signed and returned to the school to keep on file.

Report Cards

Formal report cards containing an evaluation of student progress, and attendance are sent home each 9 weeks. Between report cards progress reports will be sent home. If your child has any outstanding balances with the school at the end of the year, the report card will be held in the front office until all debts are paid.

Report cards are designed to inform you of your child's level of instruction, academic progress and growth in desirable habits and attitudes. The report card provides a means of communication between you and the teacher. There will be two parent teacher conferences throughout the year, in the fall and the spring. Please take this time to meet with your child's teacher about your child's progress.

If additional conferences are needed please contact your child's teacher for a good time to meet.

Response To Intervention

Response to Intervention (RTI) is an assessment and intervention process for monitoring student progress and identifying students that are at risk for academic failure. The goal of RTI is to improve reading and math levels of struggling students early on in their educational journey. It addresses the prevention of reading and math difficulties using a series of effective classroom practices, progress monitoring, tiered instruction, and assessment. CES is fortunate to have

six experienced interventionist on staff who are committed to helping any student who is struggling.

Interventionist Teachers	Years of Experience
Dawn Mayberry	22 years teaching experience
Carol Anderson	15 years teaching experience
Janie Choate	23 years teaching experience
Mindy James	12 years teaching experience
Cary Wright	16 teaching experience
Jennifer Hudgins	21 years of experience

The Principal oversees RTI at CES. Every other month the principal, assistant principal, interventionist and teachers will meet to “dig into the data” and assess student progress, plan interventions, and set goals. When and if your child is placed in Tier II or Tier III you will be notified by a note being sent home after these meeting occur. CES has a 45 minute intervention block built into its' schedule for each grade to all for time for interventions to occur and also for enriching activities for all students.

Social Media

Here at CES we instill in students to be respectful, be responsible, and and be safe everyday. In today's society social media is a great way to keep up with what is going on at CES through our facebook page. Threats and slander made towards the school, staff or students of CES will not be allowed as it violates our no bully policy. We ask that you “pause” before you post and think about how it would feel to have someone post about you that way.

Student Information Form

During the first week of school your child's teacher will be sending home an information sheet for you to complete. This information is kept in the school office and with your child's teacher in case of an emergency. Please make sure all telephone numbers and addresses are current and available. Remember to put the name and telephone number of a person who can be contacted in case you can not be reached. Notify the school if you change addresses or telephone numbers during the year. IT IS VERY IMPORTANT THAT OUR RECORDS ARE KEPT UP TO DATE.

Title VI

The Hickman County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Transportation and Transportation Changes

Changes in transportation can be made by the parent or guardian by calling the school between the hours of 7:30 and 2:30 and letting them know or by note sent to the school. Keep in mind bus changes in transportation must include the address to the destination desired and a date on the note. Verbal changes in communication from students telling the teacher will not be accepted. Be sure each morning your child knows how he or she gets home to prevent stress and anxiety for you child.

If your child is a car rider be sure you have your car rider pass sheet plainly displayed in our window for us to see.

Visitors

Children are our most precious gifts; therefore please be understanding when we ask to verify who you are by asking for a state issued id upon entrance into Centerville Elementary. Each id is run through a registry before allowing you to enter the building. While in the building you must wear a visitor's pass. You must also check out prior to leaving the building. Visitors are strongly encouraged during lunch and other fun events at school where parents are invited; however visitors will not be allowed to interrupt classroom instructional time during a regular day unless under extenuating circumstances per approval of the principal.

Each year we celebrate "Independence Day" on September 1st to promote independence and responsibility in our students. This practice has also been made procedure to promote a safe environment in our school. Beginning this day students will need to walk themselves to class. During the first week after "Independence Day" additional staff will be in the front hall to walk any child who needs extra support to class. If at any point after this day a parent needs to speak to a teacher in the morning between 7:30-8:00 the front office staff will happily cover that teacher's class and allow the parent and teacher to meet.

Withdrawal of Students

If you are moving or withdrawing your child from school, please come by the school to properly withdraw your child. Please remember to return all school items and be sure your child's lunch is paid in full.

CES School Counseling Program

The Centerville Elementary School counseling program is designed to ensure that each student receives the benefits of having a full time school counselor. The program focuses on what students should know, understand, and be able to do based on their developmental level in 3 areas: academic, career, and personal/social. Most of the school counselor's time is spent in direct contact with students; however, the counselor is available to parents and staff for consultation any time it is needed. One aspect of the consultation is behavioral intervention services using a check in/out program, which supports the school's mission of a safe learning environment. As part of school services, each student attends guidance class weekly, where topics on academic, career, and personal/social success are taught.

As needed, individual counseling is offered as part of your child's school experience, and it is a component of Tennessee's comprehensive school counseling program. Individual counseling is a responsive service in which I seek to meet the students' immediate needs and concerns. Individual counseling is offered throughout the school year to students in a confidential setting. The parent/guardian(s) of a child, a teacher, or an administrator may refer a student for individual counseling based on a need or concern. Students may also request counseling themselves by asking their teacher or the counselor. Counselors are mandated reporters and if students report unsafe conditions or situations, counselors are not allowed to keep that information confidential.

School counseling is goal-oriented and generally short-term in nature, though exceptions are made. If a student needs extensive ongoing counseling, the school counselor can provide contact information for community counselors in our area.

It is my pleasure to help meet the needs of your child. Classroom and individual counseling are offered as part of your child's educational experience, but if there is a concern or multiple counseling sessions seem necessary, the counselor will notify parents to discuss the child's needs. If you have any concerns or questions, please contact the school at (931) 729-2212 and ask for Beth Copley. Thank you for sharing your child with us!

Beth Copley School Counselor beth.copley@hickmank12.org



CES Calendar of Events for 2016-2017 School Year

August-

August 1-First day of school: 8:00-10:00AM *kindergarten will be on staggered schedule from August 2-11th (they will sign up for their days on August 1st
August 2- First full day of school
August 12- First day for all kindergarten students

September

September 1 Independence Day
September 2 First PBS Rally/Reward Day
September 5 Labor Day School Closes

October

October 10-14 Fall Break
October 24 Students do not report - Parent Teacher Conferences 1:00-7:00PM
October 28 PBS Rally/Reward Day

November

November 23-25 Thanksgiving Break

December

December 1 Gingerbread Run
December 3 Holly Jolly Carnival
December 9 PBS Rally Reward Day
December 16 8:00-10:00 Holiday Parties
December 19 January 2nd NO SCHOOL- WINTER BREAK

January

January 3- First day of school after WINTER BREAK
January 16- Professional Development

February

February 16 PBS Rally/ Reward Day
February 17 Professional Development (Teachers report/ Students do not report)
February 20 Schools Closed

March

March 27-March 31 Spring Break! No School!

April

April 28 Reward Day

May

May 1,2,3,4 Park Days
May 5 Field Day/ RALLY
May 11 Celebration Day
May 15 Last Full Day of School
May 16 No School for Students (Teachers' Administrative Day)
May 17 Report Card Day from 8:00-10:00

Centerville Elementary Behavior Matrix 2016-2017

	Classroom/ Enrichment	Hallways	Playground	Cafeteria	Restroom	Technology	Assemblies
Respectful	<ul style="list-style-type: none"> -Look and listen when others are talking -Work quietly -Use kind words -Follow directions -Raise your hand to speak 	<ul style="list-style-type: none"> -Quiet -Walk on the right side of the hallway -Hands to side/ do not touch walls -Follow directions 	<ul style="list-style-type: none"> -Invite others to play with you -Share -Take turns -Use only kind words -Be a good sport -Help each other 	<ul style="list-style-type: none"> -Let anyone sit by you -Listen to all directions -Say please, thank you, and chew with mouth closed -Quiet in lines 	<ul style="list-style-type: none"> -Stay inside your stall -One person in each stall -Be very quiet -Keep eyes to yourself -Wait patiently in line 	<ul style="list-style-type: none"> -Be gentle with the device and handle with care -Only use when it is your turn and with teacher permission 	<ul style="list-style-type: none"> -Enter and leave quietly -Clap and cheer at appropriate times -Sit quietly -Listen to and watch person performing
Responsible	<ul style="list-style-type: none"> -Do your homework -Do your classwork when asked -Keep your area (desk) neat and clean 	<ul style="list-style-type: none"> -Walk quietly in a straight line 	<ul style="list-style-type: none"> -Leave all outside items outside -Take care of toys and equipment -Play by rules -Control temper 	<ul style="list-style-type: none"> -Get everything you need in line -Talk quietly to people sitting around you -Clean up your space -Eat your food 	<ul style="list-style-type: none"> -Flush the toilet -Wash hands -Use water only for handwashing -Let teacher know of any mess or problem 	<ul style="list-style-type: none"> -Keep up with username and password -Do only what you are told to do on the websites you are told to use 	<ul style="list-style-type: none"> -Sit on your bottom -Keep your eyes on the performance -Watch for your teacher to help you leave
Safe	<ul style="list-style-type: none"> -Keep hands, feet, and things to yourself -Walk -Put trash in trashcan -Stay in your spot -Follow adult directions 	<ul style="list-style-type: none"> -Keep hands and feet to self/ hands to side -Walk facing forward 	<ul style="list-style-type: none"> -Keep hands, feet, and things to yourself -Stay where teacher can see you -Use all equipment the way you should -Listen for teacher 	<ul style="list-style-type: none"> -Walk at all times -Clean up anything you spill -Raise your hand for questions or to leave seat -Sit on bottom/ legs under table 	<ul style="list-style-type: none"> -Keep your feet on the floor and hands to yourself -Keep bathroom clean/ paper towels in trash and toilet paper in toilet 	<ul style="list-style-type: none"> -If holding, use two hands and walk carefully 	<ul style="list-style-type: none"> -Keep feet on the floor without stomping them -Keep your hands to yourself

