



**PARENT/STUDENT
HANDBOOK**

MISSION STATEMENT

Within a challenging and joyful learning environment where relationships come first, Centennial Middle School will leverage quality teaching, character education and a rigorous curriculum to inspire a lifetime of learning.

SCHOOL COLORS: Maroon, Black, & Silver

SCHOOL MASCOT: Bears

SCHOOL ADDRESS: 1100 South 5th Street

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B. E. A. R. S. Rule!

B..Be on time and prepared.

E..Engage your brain.

A..Appropriate voice, language, and dress.

R..Respect others, self and property.

S..Stand up for self and others.

WHAT EVERY STUDENT NEEDS TO KNOW

ANNOUNCEMENTS & THE PLEDGE OF ALLEGIANCE

It has become a tradition at Centennial Middle School (CtMS) that immediately following the first bell each school day the morning announcements will be viewed. All students will stand and be led in reciting the Pledge of Allegiance.

CREW

“We are Crew, Not Passengers.” This metaphor conjures images of a group in a boat on a long voyage. On this voyage, no one can sit idly, all help is needed to pull an oar. Crew is part of the fabric of CtMS. It is a place to connect to others and be part of a team. At CtMS Crew is a school-wide structure and foundational to our mission.

Every student will be assigned to a Crew class. The purpose of a Crew class is to build strong connections to peers and the Crew teacher. Your Crew leader will help you with social and academic goal setting, home/school communication, as well as building team concepts and culture. We strive to create a community and culture that supports the development of strong character: To this end, we set positive expectations and provide peer support. Crew is more than a traditional homeroom.

LOST AND FOUND

Lost and found items should be turned in and claimed at the main office. To avoid problems, put your name on your possessions and do not bring valuable possessions to school. It is recommended that all expensive or electronic items be left at home. There are two lost and found locations: one in the cafeteria and a second near the main office. Phones, electronics, and glasses will be stored in a safe drawer in the main office. Unclaimed items will be donated quarterly. *We will do our best to help you recover lost or stolen items but the school is not responsible for them.*

COUNSELORS

The counselors will be available in the guidance office to work with individual students, groups of students, and families. This service can help students recognize the challenges of life and develop plans for success. Parent and family appointments may be made with our registrar. Students may fill out an, “I need to talk” form in the counseling office or via the CtMS app. Except in a crisis situation, students need a pass from the teacher to leave class and go to the counselor’s office.

TELEPHONE

If you need to use the telephone during school hours you may do so with permission from office staff in the front office. If a teacher requests that you call home for any reason, you will be allowed to use the telephone in the classroom. ***Students, you are not allowed to use your cell phone during school hours.*** Parents, if you need to contact your child, please call the front office. This includes texting with any device.

INSTRUCTIONAL MEDIA CENTER

We call our library the Instructional Media Center (IMC). IMC hours are 8:10 A.M. to 3:40 P.M. Passes for student access before school and during lunch should be obtained in advance

from our school librarian. Fiction and nonfiction materials may be checked out for a period of two weeks with renewal available. Reference materials may be checked out for one class period or overnight. Fines will be charged on overdue materials. Overdue notices are reminders only. Failure to receive a notice does not excuse students from their responsibility for overdue material.

WALL OF HONOR – Head Students

Students will be selected yearly, to be placed on the Wall of Honor. Two students will be selected unless a tie exists. In order to be eligible for the Wall of Honor a student must meet the following criteria:

- Be on the Honor Roll for 11 straight quarters.
- Have no office managed behavioral referrals.
- Have participated in a CtMS extra-curricular activity for at least two quarters.

THINGS WITH WHEELS

Lock your bicycle in the bike rack as soon as you arrive at school. It must remain there until you leave. Skateboards may not be stored in lockers. Lock your skateboard in the rack. For student safety during high traffic times we need students to walk their bicycles, skateboards or roller blades on school grounds. Aside from handicap access, transporting yourself in or around the school on wheels of any kind is not permitted.

STUDENT POLICIES FOR BEFORE AND AFTER SCHOOL

- The CtMS campus opens at 7:40 AM. Breakfast will be available in the cafeteria at that time.
- Unless you are eating breakfast you will need to stay outside until the morning bell.
- At the end of the day, you should leave the building unless you have a school-sponsored activity or are required to stay after school. Please clear the halls and vacate the building by 3:50 PM (2:50 PM Wednesdays).
- If you are a walker, you are expected to leave campus as soon as possible.
- If you ride the bus, you are expected to wait in the cafeteria at the table that is assigned to your bus number. When your bus arrives the number will be called by a staff member and your table will be dismissed to board the bus. Students that choose to wait at a location other than the cafeteria will likely miss their bus.
- If you get a ride from a family member, you need to be picked up in the big parking lot located off of Pythian and South 5th streets. You will wait on the blacktop adjacent to that parking lot. **The loop just outside the main office is reserved for buses from 7:30-8:10 am and 3:30-4:15 PM (2:30-3:15 on Wednesdays).**
- **Parents, please do not drop off or pick up your child in the bus loop.**

HALLWAYS BEFORE SCHOOL

Student use of the hallway prior to the first bell will be limited to short trips to place athletic or band equipment in their lockers. Unless a teacher has made an arrangement for a meeting. Meeting arrangements must be in writing and signed by the teacher. These can be on simple notebook paper or on a printed pass. The pass would be presented to the supervising duty teacher.

EXTENDED LEARNING NETWORK

CtMS offers a variety of before and after school programs. These programs vary by quarter please use the following link for more information or to register:

<https://sites.google.com/mcsd.org/extendedlearningnetwork/home>

CAFETERIA

You may either buy a meal from the cafeteria or bring your lunch from home. Credit can be added to your lunch account in the cafeteria daily before 10:00 AM. Credit can also be added through the Parent Portal.

- Pick up trash in the area where you eat.
- Remain seated until a supervisor dismisses your table.
- Deposit all waste in the trash containers.
- Return all utensils/trays to the dishwashing area.
- Cooperate with the cafeteria staff and supervisors.

STUDENT FOOD AND DRINK POLICY

Students will not be allowed to eat or drink in the halls or classrooms. Water is the only beverage allowed in classrooms for student use. The student food and drink policy is designed to keep all students safe from allergens in their classrooms. Celebration days will require store bought sealed food to be purchased by the teacher from a pre approved list.

PASSES

Students will be issued digital hall passes per quarter. Passes are to be used when a student needs to use the restroom or go to their locker during the class period. Passes will not be issued within ten minutes of a bell to initiate class. Staff will provide paper hall passes in some cases such as seeing the health tech as well. During class periods, every student in the hall needs a pass. Students without a pass need to be directed back to the class they came from so they may obtain a pass.

LOCKERS

Each year you attend Centennial we will provide you with a locker for storage of your possessions. All lockers are in good working condition at the beginning of the school year. Any locker damage or malfunctions should be reported to school personnel immediately. Locker problems are not excuses for poor punctuality. Keep your combination a secret. Students must stay in the locker assigned to them. If you wish to change lockers you must make a request through the front office.

Cold lunch may be stored in your locker but leftover food must be brought home daily to prevent attracting pests or emitting odors into our building. **Changing lockers is not allowed without permission.** Above all, **BE SURE TO LOCK UP ALL VALUABLE ITEMS IN YOUR LOCKER. The school is not responsible for lost or stolen property.** Lockers are school property and may be inspected periodically and without notice.

PE LOCKERS

The school will provide each student with a PE locker and padlock for a non-refundable \$5 fee.

OUTDOOR EQUIPMENT

Respect school property and understand that the use of the playground is a privilege and not a right. Please play on the school playground safely.

HEALTH TECHNICIAN

If you are injured or become ill and need to go home, go to the Health Office *with a signed and dated pass from your teacher.* Your parent/guardian will be contacted *by school officials* and

asked to pick you up. Students using their cell phone to report an illness are not permitted and will be disciplined per building policy.

INAPPROPRIATE ITEMS

Any item that may interfere with the learning environment should not be brought to class or be out during class time. This includes but is not limited to items that are addressed in the school district weapons policy, our dress code policy, or food and drink policy, and in the next section discussing cell phones. Each staff member has the responsibility to make judgment calls on a questionable item and the authority to collect the item or require it be put away. If you as the student do not want the item taken away by staff then keep the item safely tucked away in your backpack or locker.

CELL PHONE USE

Cell phones and other wireless devices such as smart watches are distracting and disruptive in the learning environment and must be turned on silent or off, and not used during school hours. Violation of this expectation will result in your device being collected by a staff member. Students and parents, please follow this rule. Parents, if you need to get a message to your child, please call the front office. Phones are not allowed during the school day after the 8:10 AM, morning bell rings.

If your phone or device is collected, you will be asked to power it down.

- 1st Offense – The student may claim your phone or device after school.
- 2nd Offense –The student may pick up the phone but will need to return a signed form from parents. Failure to return the form will result in lunch detention.
- 3rd Offense- Parents will need to pick up the phone and sign a cell phone violation form.
- 4th Offense- The student and parents will need to have a meeting with Administrators to develop a campus cell phone use plan which may result in the inability of the student to bring a cell phone on campus.

If you use your phone or device inappropriately, as described above, during the school day and post any of the contents on any social media/internet further discipline or consequences may follow. (See Disciplinary Actions)

Cyberbullying is the bullying of others through social media or via text. CtMS encourages students to use social media for positive means.

HEADPHONE/MUSIC DEVICES:

Students are encouraged to have headphones that plug into their iPad. The bluetooth function of iPads has been turned off. Bluetooth earbuds may not be worn in the ear from the time period of the first bell to the last bell of the school day. This policy is in accordance with the use of electronic devices during the school day. Headphones should be kept in lockers during the school day. Repeated offenses will involve a parent picking the device from the office, and/or denial of student privilege to bring the device on school grounds.

iPADS

Each student is issued an iPad for the school year. The iPad is a learning tool and should be treated as such. Students are responsible for the care and whereabouts of their iPad during the

school day and at home. Students should charge their iPad at home to be prepared for the school day. To keep iPads safe during the school day iPads will not be allowed at the lunch and recess block. iPads should be stored in lockers during this time.

Damage to your iPad should be reported immediately. You can report to a teacher or to the front office. All damage will be assigned a fee

PUBLIC DISPLAY OF AFFECTION

The overt public display of affection between any students is not appropriate in our school at any time and is a distraction to the learning environment. School is a professional environment.

STUDENT DRESS CODE [MCSD Board Policy JICA](#)

This dress code applies to each Centennial Middle School student while in school attendance and falls in accordance with the MCSD Board Policy Described above. The goal is to maximize the effectiveness of your working and learning environment.

- A. Shoes must be worn at all times.
- B. Shorts should be long enough to cover private parts and underwear while performing normal activities including PE. Shorts that expose traditionally private parts such as the buttocks will be deemed inappropriate.
- C. Students are allowed to wear ripped jeans unless the location and quantity of rips exposes too much flesh and or areas of the body traditionally considered private.
- D. Any clothing (or lack of clothing) which is distracting is inappropriate. Students may not wear hats or bandanas in the building between 8:10 and 3:40. Pants will be worn up around the waist and secured appropriately with no undergarments exposed. The end of belts may not hang below clothing. Sunglasses, bare midriffs, pajamas, tank tops, sleeveless shirts, spaghetti strap tops, tube tops, mesh shirts and exposed undergarments are considered inappropriate. All shirts must have a seam that goes over the shoulders.
- E. Pajamas, robes, and slippers are not meant to be worn at school. They are designed for wear at home and do not contribute to the professional school environment.
- F. Any clothing that displays alcohol, drugs, tobacco, weapons, gang insignia, racial dominance or sexual innuendos will not be permitted.
- G. Clothing or accessories that could be used as a weapon or that is unsafe such as slippers are not OK.
- H. Hats may not be visible during the instructional day inside the building. They need to be put in the locker and not carried around. They may be worn outside during the lunch block.
- I. The DRESS CODE applies to activity nights, school sponsored events, and athletics although exceptions may be granted to meet a theme.

ATTENDANCE see [Board Policy JH](#)

Student attendance directly affects student performance and academic growth. At CtMS we put great value on student attendance. We want students to be at school to achieve their greatest potential. However CtMS understands that occasionally students must be absent. In that case it is the parent/guardian's responsibility to notify the school of the students' absence. Please read the board policy for a description of excused absences. Absences not listed will be considered unexcused.

- If it is necessary for a student to be absent for any reason, a parent/guardian should contact the attendance office by phone during the morning of **each** absence or by a written note within **48 hours** after the absence. ***Please call the automated attendance line at 240-6484 to report absences.***
- Parents/guardians are notified of unverified absences via Infinite Campus dialer.
- Dismissal for appointments should be **pre-arranged** in the main office before class by sending a note with your student. Office hours are 7:30 AM until 4:00 PM.
- Students are expected to report to school no later than 8:10 AM. First period begins at 8:15 AM. Tardiness to school can only be excused for the following reasons: illness of student or professional appointment (doctor, dentist, court, etc.). Other circumstances must be approved by an administrator. Please fill out a **preapproval form** for planned absences of three or more days. Forms can be found at the front office or in our School Info App.

TARDIES see [Board Policy JH](#)

CtMS feels that being on time is an important part of school success. Students who have good time management generally achieve higher levels of proficiency, enjoy school more, and are more successful after leaving school. Chronic tardiness will be viewed as choice and will result in disciplinary action through the office.

MAKE-UP WORK see [Board Policy JH](#)

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. Students, it is your responsibility to pick up any make-up assignments you may have on the day you return to class. There will be two days allowed for make-up work for each day of an excused absence. It is not always possible for your teachers to provide your make-up work prior to your absence.

SCHOOL SAFETY GUIDELINES

STUDENT SAFETY PRECAUTIONS

All CtMS personnel are to report any unusual activity or questionable strangers on campus to the office. This includes routes to and from school, inside the school, and outside on school grounds. Strangers encountered on school property should be directed to the main office by a staff member but, if found suspicious or hostile, the police will be contacted. In some cases the school may go to a lockdown status if the individual is threatening or dangerous. Lockdown drills will occur at least once per quarter involving a variety of preplanned scenarios. These drills will be used to train staff and students in the event of a real emergency in our school.

LEAVING CAMPUS DURING THE SCHOOL DAY

CtMS is a closed campus institution. Leaving campus during the day without permission from school personnel is considered truancy. Students are not allowed to leave campus for lunch or to walk home during the school day. Parents or guardians must sign their child out from the front office.

VISITORS

Parents and community members will only be allowed on campus for special events. Upon arrival, visitors must check in at the main office where you will be issued a visitor pass. Visitors

must have a valid ID and are subject to a quick background check prior to entering the school building. Visits by students from other schools are not allowed.

USE AND POSSESSION OF MEDICATION

Students may not carry or store over the counter or prescription drugs. In accordance with [Board Policy JLCD-R](#), all prescription medications and over the counter medications need to be administered by the health tech. A note from a medical professional will need to be on file for all medications distributed at school.

[Permission to Administer Medication](#)

PERSONAL TECHNOLOGY DEVICE (s)

Students may possess a personal technology device however devices that have video and camera capabilities may not be used in bathrooms or locker rooms. As stated in [Board Policy JICJ](#), “student use of devices with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person’s reasonable expectation of privacy.” Student devices should be kept in lockers during the school day.

BACKPACKS

Students are encouraged to transport their materials to and from school each day in a backpack. Backpacks must be stored in their locker throughout the school day. Backpacks are not allowed in the hallways, cafeteria, or classroom during the school day. Backpacks can cause a tripping hazard, and can contain food and drink not allowed in classrooms. Students need to use their locker to store supplies needed for the day.

USE OF VIDEO AND AUDIO MONITORING

The use of video surveillance is present at Centennial Middle School. The use of video surveillance is used for safety and discipline issues. See [SCHOOL BOARD POLICY ECAF-R](#)

BEHAVIOR EXPECTATIONS

Effective student discipline and management is important for productive learning. CtMS staff work hard to provide clear boundaries, structure and consistency during the school day. The goal is to ensure that students feel respected, cared for, and safe. Differing levels of support and interventions are provided for students based on their unique needs.

CtMS will continually strive to have the best learning environment possible. When CtMS rules or behavior expectations are violated it is the goal of the administration and staff to correct the behavior. Disciplinary action may result from a poor behavior choice. Like any academic subject, we view discipline as another learning opportunity. We measure success when we find students have made the right choices with nobody watching. We take our discipline very seriously and have high behavioral expectations for our students.

CtMS will use a variety of disciplinary actions including restitution, restoration, detention, and suspension. The disciplinary action will be designed to match the level of behavioral infraction and aim to educate the student in the process. Office level infractions will be communicated to parents and guardians in a timely manner.

DETENTION

Building detentions will be assigned by administrators for failure to comply with attendance policies, including excessive tardies, or violations of the student code of conduct. Teachers may also assign and individually supervise detentions or make-up time for failure to comply with classroom rules. Detentions can be assigned during lunch or afterschool.

BULLYING see [Board Policy JICDE](#)

The Montrose County School District Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.