

Centennial Middle School Student Handbook

Scott Peacock, Principal

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Mission Statement

Centennial Middle School is a safe, student-centered community built on integrity and respect where the pursuit of academic excellence is the standard.

Aim Statement

CMS cultivates continuous improvement in academic achievement, supporting all students while they strive to fulfill their potential as measured by classroom, district and state Assessments

RESPECT

CMS students have defined respect in the following ways:

RESPECT FOR SELF

- Set a goal in your life
- Learn
 - Be on time to class
 - Come to class prepared
- Take pride in yourself
- Dress for respect
- Do the right thing

RESPECT FOR OTHERS

- Respect differences
 - Honor the opinions of others
 - Respect the feelings of others
- No put downs
- Watch your language
 - Don't curse or use profanity
- Keep your hands to yourself
- Avoid rumors and respect privacy
- Respect all school staff
- Pick up your own mess
- Wait your turn

RESPECT FOR CMS

- Be environmentally friendly
- Avoid unnecessary waste
- Keep our community clean
- Pick up after yourself
- Don't vandalize our school
- Take pride in CMS

Bell Schedule

Monday - Thursday

<u>Period</u>	<u>Time</u>
1	7:30 - 8:30
2	8:35 - 9:30
3	9:35 - 10:30
7 th lunch	10:30 - 11:00
7 th (4 th per.)	11:05 - 12:00
8 th (4 th per.)	10:35 - 11:30
8 th lunch	11:30 - 12:00
5	12:05 - 1:00
6	1:05 - 2:00
Home Room (6)	2:00 - 2:10

Friday

<u>Period</u>	<u>Time</u>
1	7:30 - 8:10
2	8:15 - 8:50
3	8:55 - 9:30
4	9:35 - 10:10
Lunch A	10:10 - 10:40
5 th (Lunch A)	10:45 - 11:20
5 th (Lunch B)	10:15 - 10:50
Lunch B	10:50 - 11:20
6	11:25 - 12:00
Home Room (6)	12:00 - 12:10

Attendance Procedures

In keeping with our belief that the classroom situation itself and the interaction with the teacher and other students are important aspects of the educational setting, this attendance policy is based on the concept that students need to be in class to participate and insure quality learning.

Parent/School Contact:

- 1) Parents should contact the school at **360-563-4534** that school day **OR** Logon and input attendance on FAMILY ACCESS each day that students are absent from school.
- 2) If a parent does not contact the school, contact will be made via the Connect-Ed Notification Program.
- 3) If personal contact is not made, please send a note regarding the absence of the student.

Excused Absences:

An excused absence may be granted after the parent/guardian contacts the school with dates and reasons for the missed day. We strongly discourage absences for non-medical and non-emergency reasons. Absence due to school-related functions shall be considered excused, assuming that the student has arranged for the absences in advance and the work is completed according to the teacher's requirements.

Excused Notification:

Following any absence(s), a parent must notify the Attendance Office by phone call, note or Family Access of the student's name, the reason and the date (s) of absence. Notes must be signed by parent or legal guardian. Any form of notification must be made within **three** (3) days of absence or said absence automatically becomes unexcused. Attendance letters will be sent home after the accumulation of **five** (5) and **eight** (8) excused absences. Additionally, unless circumstances have been clarified with the attendance office, a doctor's note will be required after **ten** (10) excused absences and BECCA proceedings may be initiated for excessive excused absences.

Unexcused Absences:

An unexcused absence is defined as any unauthorized absence from school. **Examples include but are not limited to:**

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| 1) hair appointments | 5) missing the bus (unexcused tardy also) |
| 2) shopping | 6) babysitting |
| 3) concerts | 7) failure to obtain private transportation to school |
| 4) oversleeping (unexcused tardy also) | |

Attendance letters will be sent home at the accumulation of **five** (5) unexcused absences in a month, or **seven** (7) total unexcused absences in a semester, or **ten** (10) total unexcused absences in a school year and will be subject to BECCA proceedings through the Court System.

Tardy Policy:

Attendance is taken in every room each period throughout the day. Students are required to attend all assigned classes, be on time and have proper materials. Promptness is a quality often related to success. A student who arrives at school after the first bell must report to the Attendance Office for an **Admit to Class** slip. In order to be excused, students must have parent/guardian permission for the same reasons as for excused absences. **Oversleeping** and **missing the bus** are not acceptable reasons for being tardy. A warning bell rings five minutes before first period starts, giving ample opportunity to be in class on time. Each individual teacher and the office will handle tardiness to class. Excessive tardiness will be handled in the following manner:

1 st tardy	Warning
2 nd tardy	Thirty (30) minute detention
3 rd tardy	One (1) hour detention
4 th tardy	Two (2) hour detention
5 th tardy	One (1) to three (3) day In House Suspension

Truancy:

Two periods of make-up time will be assigned for each period of non-excused absences. Any non-excused absence must be made up. Repeated truancy may result in a student's suspension from school and/or assignment of community service work after school. The following absences are considered non-excused:

- 1) leaving school without being signed out of school in the office.
- 2) being absent from school without prior permission of parents.
- 3) being absent from class without permission.
- 4) obtaining a pass and not reporting to designated place.
- 5) becoming ill and going home or staying in the restroom instead of reporting to the office/health room.
- 6) not in an assembly or meeting when assigned

Early Dismissal:

If a student is leaving the campus during the day, a parent/guardian must sign him/her out in the office.

Failure to do so will result in an unexcused absence. If a student is leaving campus prior to the official dismissal time, he/she must have permission. This can be gained with a note from parents brought into the office prior to the time of the dismissal. Students will only be released to parent/guardians or a confirmed emergency contact. If someone other than this is to pick up your student, prior notification must be made.

Extended Absences:

When a student anticipates an extended absence (e.g., vacation or operation), prior notification **must be** given to our Attendance Office **and** the student's teachers. It will be the student's responsibility to pick up any missed assignments or homework upon their return.

Closed Campus: Once students arrive at school, they are to remain on campus. Permission to leave campus requires the student's parent to sign the student out in the school office. Students are not to be in the parking lots.

School Visitors: Students are not permitted to bring visitors to school. Be sure you don't embarrass your friends or yourself by bringing someone unannounced, since they will not be given permission to stay. Parents are, however, encouraged to visit the school, but are asked to call and make arrangements with the office one day in advance. All visitors must check in with the main office for permission to be on campus and receive their visitor's pass.

Bus Transportation: All students who ride school buses are responsible for knowing and obeying the bus rules. The driver is in full charge of the bus, it is the responsibility of all students to be respectful of the driver. The telephone number for the transportation department is **360-563-3525**.

Students wishing to ride another bus home must have **WRITTEN PERMISSION** from a parent/guardian. That note must be turned in to the office. Bus passes will be written; students may pick up their pass during their lunchtime. **NO BUS PASSES WILL BE ISSUED BY A PHONE CALL.**

Book Bags/Back Packs: Book bags/back packs of any size are to be kept in lockers. They are not to be taken to class.

Counseling Services: The two school counselors are located in the office area (clinic/counselor entrance). They are available to assist all students. Mrs. Siegel assists students whose last names begin with A-K. Mrs. Fortune assists students whose last names begin with L-Z. If a problem affects your performance in school or your sense of wellbeing, you may benefit from speaking with a counselor. Counselors may be personally contacted for appointments. "Request to See a Counselor" forms are available in the counseling office.

Clinic: If you are ill, you should not come to school, since you may expose others to your illness. If you become ill at school, your parents will be contacted and will need to sign you out if you go home.

If you are required to take medication at school, you MUST register these with the clinic personnel. NO MEDICATIONS WILL BE TAKEN WITHOUT A SIGNED CONSENT FORM FROM YOUR DOCTOR AND PARENT on file in the clinic. This includes all prescription and non-prescription medicines, such as aspirin.

Dress Code: School attire should reflect respect for self, others, and the academic environment. Immodest or suggestive attire is inappropriate. Students not complying with the dress code are subject to disciplinary measures. Parents may be called to bring clothes or the student may be sent home. Clean clothing is also available through the CMS PE department. **EXAMPLES OF INAPPROPRIATE DRESS INSIDE CENTENNIAL MIDDLE SCHOOL INCLUDE, BUT ARE NOT LIMITED TO:**

- 1) T-shirts that advertise tobacco, alcohol or drugs.
- 2) Clothing or buttons sporting profanity, sexual innuendo or are in poor taste.
- 3) Halter tops, tank tops, half shirts or T-shirts that expose the midriff or chest. Sleeveless blouses and shirts must cover skin from the neck to the shoulder and must fit properly under the arm. Bra straps should not be showing. For boys, T-shirts need to be worn under sleeveless jerseys.
- 4) Skirts/shorts must be at least fingertip length and need to be hemmed, with no slits above fingertip length.
- 5) Hats worn inside the building at anytime. This includes headscarves and bandannas.
- 6) Clothing that could be perceived as "gang" related (bandannas, sagging, etc.)
- 7) Pocket chains, dog collars and spiked jewelry.
- 8) Sagging and baggy pants that expose underwear or skin below the waistline are not consistent with the CMS dress code. Pants, not long shirts, must cover the indicated area.

REMEMBER: Health standards require that footwear be worn at all times.

Grading System: Our goal is to promote student academic success by providing continuing evaluation and support. Student progress in each class will be graded based on the school district adopted scale of A, A-, B+, B, B-, C+, C, C-, D+, and D. Students may receive a P (pass) in a class under special circumstances.

Homework: Students will have homework periodically. Teachers usually allow time in class to do supervised study so that they may help the students. Incomplete class assignments are expected to be finished at home. Make-up work will be required for all absences, including vacations and school related absences. It is the student's responsibility to check with their teachers and to complete the required work (normally outside of class time) within the allowable make-up period. Missed homework assignments may be obtained by calling the phone number of the individual teacher(s) or the school office and may be picked up in the main office after school the day following the request. Students must be absent for three days before homework is ordered from the teacher(s).

Middle School Review Committee: Student success will be reviewed by the Middle School Review Committee. The committee will include a counselor, the student, parent, teacher, and an administrator. The committee will review students failing to meet minimum academic requirements. The role of the committee is to:

- 1) Involve parents in recognizing their child's academic deficiencies;
- 2) Review the abilities and proper placement of the student and making appropriate referrals; and,
- 3) Involve parents, students and teachers in developing a plan for the student's success.
- 4) Such a plan may involve:
 - a. after school academic assistance
 - b. weekly academic reports to parents
 - c. changing the student's schedule, e.g.
 - i. drop an exploratory course to work with an academic assistant to support student's core program
 - ii. enrollment in an alternative program

Textbooks: You will be receiving textbooks from your assigned classroom teachers. To help make your textbooks last longer, students **MUST** have book covers on all textbooks. Book covers are available for free in our school library.

Lockers: Lockers are assigned during registration. Remember -- the school is not responsible for any lost articles stolen or taken from lockers. This includes PE lockers. These guidelines should be followed after being issued a locker:

- 1) **KEEP YOUR COMBINATION SECRET!** Don't share it with your friends or let someone look over your shoulder while opening your locker.
- 2) **DO NOT CHANGE LOCKERS** or use someone else's locker unless authorized by the secretary in the office.
- 3) **KEEP YOUR LOCKER LOCKED AT ALL TIMES.**
- 4) **DO NOT LEAVE MONEY OR OTHER VALUABLES** in your locker. The lockers are not totally tamper proof.
- 5) Keep your locker clean. There will be periodic locker clean outs, and fines will be assessed for damage.
- 6) **REMEMBER** that student lockers are on loan to you but remain school property and are subject to search at any time if there is reasonable suspicion to do so.

Lunchroom: All lunches are to be eaten in the commons, whether purchased at school or brought from home. All students will report to the lunchroom at the beginning of their lunch period and will remain in the commons for the first 15 minutes of their scheduled lunch.

Respect is the byword of Centennial cafeteria behavior. Your fellow students will appreciate your consideration of the following rules:

- 1) Do not throw anything.
- 2) Go to the end of the food lines.
- 3) Sit down during first 15 minutes.
- 4) All lunches, drinks and snacks are to be eaten in the cafeteria.
- 5) Keep your eating area clean. Put your trash in the garbage cans.
- 6) Mooching money or food is prohibited.
- 7) No food, candy or drinks in auxiliary gym or hallways
- 8) Do not sit on tables

Telephone Use: Students may use the student phone to call their parent/guardian before or after school or during lunch only. This phone is to be used **to communicate with parents, for school related business, or to arrange a ride home.** This phone may **NOT** be used to call friends. No bus passes will be issued over the phone.

Passes: Throughout the school day, students may need to use the library or other areas outside the classroom.

Do not go into the hallways without one of the following:

- 1) **Hall Pass:** Written passes are authorized by the classroom teacher for the students' use. Go about your business quickly and quietly when using the pass. Remember, this pass is a privilege; do not abuse it.
- 2) **Request for Student:** This pass is issued by the Counseling, Attendance, Assistant Principal's or Main offices. The student is to travel directly from the classroom to the proper office and directly back to class.

Students abusing the pass privilege will be placed on a NO PASS LIST and will not be allowed out of class, except when called for by an administrator, counselor or in an emergency.

Attending After-School sports as a Spectator:

Games and matches begin at 3:45. Students planning to attend after-school sporting events as a spectator must first go home at the regular dismissal time and return to school not earlier than 3:30 to attend the event.

Activities/Athletics: Each student is invited and encouraged to participate in the activity/athletic program offered at Centennial Middle School. In order to participate a student must be a member of ASB and complete the required school forms for participation. Forms are available in the school office. Centennial Middle School provides the following activity/athletic opportunities:

Activities: Intramurals, Honors/Service Club, Science Olympiads, Yearbook Staff, ASB Leadership, Drama Club, Musical Productions.

Athletics

1 st Season	1. Football (boys) 2. Cross Country (co-ed) 3. Softball (girls)
2 nd Season	1. Basketball (boys) 2. Volleyball (girls)
3 rd Season	1. Basketball (girls) 2. Wrestling (boys)
4 th Season	1. Track (co-ed)

Student Recognition: Each quarter students will be recognized for their contributions and accomplishments in and out of the classroom. The following are awards and recognitions a student may earn: CMS Honor and Service Club (students with a 3.4 grade point average or better), Centennial Stars, Patriot of the Quarter, Athletic, and other leadership and citizenship awards.

Juice/Milk Machines: Students can purchase water, juice, or milk during lunch or before and after school. Beverages other than water must be consumed only in the commons or outside. Students carrying beverages in unauthorized areas will have their drink confiscated for disposal. Recycling bins are available for empty cans/bottles.

Student Behavior Responsibilities:

The goal of the Centennial Middle School Discipline and Conduct Rules is to ensure that learning takes place in a safe, orderly and respectful environment. School Board Policy and school rules are in effect on campus and surrounding areas before, during, and after school and at all school activities. The following is a list of rules that students will be expected to follow:

- 1) Students are to walk when going from place to place and are to refrain from horseplay, running and pushing.
- 2) Students must not throw any object or substance either in a classroom or on campus except when engaged in an authorized game or activity.
- 3) STRICTLY PROHIBITED at school are cigarettes, firecrackers/fireworks, weapons, matches, cigarette lighters or any other item which could endanger health or safety.
- 4) After release from the commons at lunchtime, students may stay in the commons, go to the library or outside in the courtyard. All other areas are off limits without an authorized pass.
- 5) No skateboards, roller blades, or 'heelys' are allowed on campus since they create a safety hazard. They will be confiscated by staff and turned into the Assistant Principal. For the first offense, they will be returned when parents pick them up. For subsequent offenses, they will be returned at the end of the quarter and discipline may be assigned.
- 6) All food purchased in the school store must be eaten in the commons. Students are asked not to lend or borrow money.
- 7) Clear water bottles are allowed in classrooms if the teacher permits.
- 8) Students may not bring cameras, lasers, game players or any other valuable items to school unless specifically requested to do so by a teacher. These will be confiscated. Large sums of money should be left home. **The school is not responsible for lost or stolen items.**

- 9) Pagers, cell phones and other personal communication devices, as well as, audio equipment (i-pods, mp3s, etc.) are not to be used at school. If you need to return a call or use a cell phone you may do so in the main office. If these items are used during the school day, they will be confiscated. For the first offense, the item will be returned at the end of the day; after the second offense, the item will be held until the student's parent picks it up.
- 10) There shall be no public displays of affection at school or school activities, such as kissing and/or passionate hugging.
- 11) Roughhousing, scuffling, hitting, fighting and other potentially harmful physical conduct between students is strictly prohibited. Both participants in a fight may be suspended from school for up to three (3) days regardless of who initiated the altercation. Remember: Many fights start innocently with words and pushing, etc. Avoid fights by resolving conflicts and disagreements through mediation by the counselor or administrator.
- 12) Any student who commits an act endangering another person or self, abuses school property or the property of others, or disrupts the educational process in any manner shall be subject to discipline, suspension, expulsion, and/or police intervention. Discipline shall be progressive and cumulative throughout the year. Such acts of misconduct include, but are not limited to, the following:
 - (a) Disruptive conduct
 - (b) Fighting, assault, instigating, or failure to disperse
 - (c) Refusal to identify oneself to any staff member
 - (d) Disobeying the reasonable instructions of any staff member
 - (e) Lying
 - (f) Cheating
 - (g) Forgery
 - (h) Immoral conduct
 - (i) Use of vulgarity or profanity
 - (j) Theft
 - (k) Inappropriate displays of affection
 - (l) Use or possession of tobacco
 - (m) Use or possession of any illegal substance
 - (n) Being in an unauthorized area
 - (o) Repeated violations
 - (p) Other acts defined by school rules or the School Board
 - (q) Exceptional misconduct (defined below)

Exceptional Misconduct: Some acts are deemed, either by state law or by the School Board, to be of such an exceptional nature that the punishments can result in suspension, expulsion, or immediate expulsion from school. Acts of exceptional misconduct include the following:

- 1) Use or possession of any tobacco product
- 2) Use or possession of any controlled or illegal substances, including any item purported to be the same
- 3) Delivery/selling/sharing of alcohol, oral medication or any controlled or illegal substance, including any item purported to be the same.
- 4) Possession of any gun or dangerous weapon and/or explosive device, including any toy or replica
- 5) Intimidation, threat, harassment, fighting, or assault upon any CMS staff member, substitute, or student
- 6) Any act considered a felony, gross misdemeanor, or misdemeanor under the laws of Washington State
- 7) Repeated violations

Threats to Safety (individuals, groups, gangs):

Individuals or groups which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. Such activities will result in disciplinary action, including suspension and expulsion

Harrassment/Anti-Bullying:

The Snohomish School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. Any physical, verbal, or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation. Refer to school district policies on the website at www.sno.wednet.edu for more information.

Third Party Harrassment:

Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file a harassment complaint as a third party victim.

Tobacco:

Possessing or using tobacco in any form at school (or in areas adjacent to school grounds) is prohibited. Violations will result in suspension ranging from 1 to 7 days dependent on the number of violations and on the student satisfactorily completing a school-approved, tobacco-related alternative to suspension program.

Alcohol/Drugs:

District disciplinary measures of suspension and/or expulsion will be enforced for the possession, use, distribution or sale of alcohol, drugs, and controlled substances or associated paraphernalia.

Vandalism:

Definition: The malicious destruction of property. Students will be billed for damages and discipline will be assigned.

Weapons:

Weapons are not allowed in any Snohomish schools. The normal penalty for possession of a weapon, toy weapon or an object that looks like or acts as a weapon is **EXPULSION**.