

# Welcome to Centennial Middle School

*Welcome to Centennial Middle School! The student body officers, administration, faculty and staff are excited to have you here! Because of you, we expect this to be the best year in the history of our school!*

*Ralph Waldo Emerson said: "The future belongs to those who prepare for it." We challenge you to get involved and do your part to make this a great year. To do well in school, be diligent and learn as much as you can. Attend all of your classes, complete all of your assignments, and prepare well for tests.*

*We will have lots of fun activities this year, including assemblies, dress-up days, school dances, a great talent show, and much more. Remember to show your school spirit by wearing burgundy and tan on Fridays.*

*You can also participate in activities like ballroom dance, robotics, and theater. There are opportunities to get involved in Student Council, the National Junior Honor Society, Hope Squad, and Latinos in Action. To find more information about getting involved, check out the school website at [www.cms.provo.edu](http://www.cms.provo.edu).*

*The best way to have a successful year is to get to know all of the other awesome students at Centennial. Be friendly and helpful to each other and have a positive attitude. Choose to be happy and smile a lot!*

*The student body officers, amazing teachers, and dedicated staff are here to help you have the best year of your life!*

## **Information About Centennial Middle School**

**Phone: (801) 370-4621**

305 East 2320 North

Provo, UT 84604

FAX: Main office (801) 370-4626 [www.cms.provo.edu](http://www.cms.provo.edu)

Counseling office (801) 370-4627

### **Main Office:**

Principal

Kyle Bates

Assistant Principal

Chris Fuhrman

Administrative Secretary

Linda Freeze

Financial Secretary  
School Resource Officer  
Attendance Secretary

Emily Ensign  
Chet Whatcott  
Marsha Macy

**Counseling Office:**

Lead Counselor (alphabet Mc-Z)	Arica Sumner
Counselor (alphabet A-Hi)	Dave Merrill
Counselor (ELL and Ho-Ma)	Maritza Larson
Registrar	Lisa Vezzani

**Lunchroom and Custodial:**

Lunchroom Manager	Belinda Robinson
Head Custodian	Marilee Ortega

Check out our webpage often for important dates, schedules, lunch menus, PowerSchool access, teacher e-mail addresses, links to teacher web pages, and other information.

***CENTENNIAL MIDDLE SCHOOL  
MOTTO***

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**NOW THIS IS THE LAW OF THE JUNGLE:  
AS OLD AND AS TRUE AS THE SKY,  
AND THE WOLF THAT SHALL KEEP IT MAY  
PROSPER,  
BUT THE WOLF THAT SHALL BREAK IT MUST DIE.  
AS THE CREEPER THAT GIRDLES THE TREE  
TRUNK,  
THE LAW RUNNETH FORWARD AND BACK.  
FOR THE STRENGTH OF THE PACK IS THE WOLF  
AND THE STRENGTH OF THE WOLF IS THE PACK.**

By: Rudyard Kipling

***SCHOOL COLORS***

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**BURGUNDY AND TAN**

# What To Do If You Need Help:

Where do you go? Who do you see?

## MAIN/FINANCE/ATTENDANCE OFFICE:

- Lost and Found
- Sick or injured- visit the school nurse
- Take medications
- Report concerns to administration and/or police officer
- Schedule appointments with administration
- Receive messages
- Visitor Check-In
- Locker questions
- Pay fees/fines
- Buy a yearbook
- Emergencies
- Check in and out of school
- Report absences
- Pre-approved absence forms

## COUNSELING CENTER:

- Meet with guidance counselor for personal reasons
- Get a copy of your schedule
- Class changes
- Update address and phone numbers
- New student registration
- Withdraw from school

## LUNCHROOM OFFICE:

- Deposit money into account/check balance
- Turn in lunch application for Free/Reduced lunch program

NEED A SCHEDULE CHANGE? Centennial Middle School administration and counseling have strived to create a personalized schedule for each student based on their needs and submitted course requests. The master schedule for the current school year was created using these requests. For this reason, class schedule changes will only be considered for the following reasons (**and only after school fees have been paid in full**):

- the student schedule is **incomplete**
- the student has been assigned an elective they did not choose
- IEP or 504 accommodations require a schedule change

- a student has completed the district Opt-Out process (www.provo.edu policy #4435 F1)
- administrative recommendation

Schedules will **not** be changed for the following reasons:

- the student wants a different lunch
- the student wants to be with a friend
- the student wants a different teacher
- the student is asking to change out of an elective that they selected
- the student wants to remove a support class or classes

**NEED TO CALL HOME?** — Students may use the courtesy phone in the main office or counseling center. Also, each classroom has a phone and students may be permitted to use the phone with his/her teacher's permission.

**LOCKER PROBLEMS?** – Students need to report locker problems to the main office.

**FAILING A CLASS?** – Students can receive help every day after school. Don't be afraid to talk with your teacher. Teachers are here to help. It may take additional effort, but spending time after school will make a difference. Counselors can also offer advice and give you study tips to help you improve.

## ***CENTENNIAL MIDDLE SCHOOL POLICIES AND PROCEDURES***

The Provo City School District Board of Education requires all students to conform to standards that avoid extremes, and further, to standards that exemplify personal cleanliness and acceptable social behavior.

### **Lunch:**

Your lunch period is determined by what class you have **third** period, except for on an assembly day when it will be based on your **fourth** period class. Because your third period teacher is different on A days than on B days, your lunch period may change, too. If you have questions, ask your teacher. A list of who goes to what lunch is posted in every classroom.

**Plus Time:**

Plus Time occurs 4 times each week (Tuesday through Friday) between first and second periods. The only days Plus is not held are assembly Fridays, late start Mondays, and early out days. All students will be assigned to a Plus Time class based on academic need. They will be placed in a Plus class to begin the year and then reassigned to a permanent Plus class by the end of September once academic needs have been identified. They will remain in that Plus class for the rest of the school year. They are expected to attend Plus Time every day. Twice a week, on Wednesdays and Thursdays, Plus slips will be distributed to all students, and they may be requested by another Plus teacher to come to their room to receive extra help or make up missing work. These requests are made by teachers and not by students. Teachers requesting a student will mark their Plus slip with an “NG,” allowing these students to attend the requesting teacher’s Plus class for that day.

**Student Support Services:**

Centennial offers services in counseling, psychology, speech, and special needs. Contact the following individuals for further information:

Guidance Counselors:	Arica Sumner Dave Merrill Maritza Larson
Lead Facilitator:	Leslie Zuber
School Psychologist:	Jerry Zimmerman
Speech Therapist:	Joy Smith
School Resource Officer:	Chet Whatcott

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during any meeting or school-sponsored event should notify Kyle Bates by calling 370-4621 at least 3 working days prior to the meeting.

**COMPUTER USE**

*All computer use must comply with Provo City School District policy.*

**PowerSchool:** Staying informed of academic progress is an important factor in being successful at school. Parents and students may access grades and attendance online at any time. PowerSchool may be updated daily by teachers to record student scores and attendance. Parents may also find links to teacher e-mail accounts and information on how to receive daily or weekly e-mail updates on student progress. This information is available online to parents through a confidential login. Using the Internet, point the browser to the following:

- (1) Go to [www.cms.provo.edu](http://www.cms.provo.edu)
- (2) Click on the PowerSchool link
- (3) Type in your student's confidential ID and password and hit "enter."

Your student's confidential ID is their student number and the password is their birthday in this format: 2/6/86. (Slashes are needed and preceding zeros are not.) If you have questions, you may call the registrar at 370-4627.

### **STUDENT HAIR STYLES**

Hair shall be neat, clean, and well groomed. Hair that is styled in a distracting manner is unacceptable. Students in violation of this rule may be required to correct the problem before being allowed to return to class.

### **DRESS CODE**

Student apparel must be in compliance with Provo City School District's *Safe and Orderly Schools Policy*.

#### **Gang Related Apparel**

Clothing and items considered gang-related will not be permitted. Some examples include but are not limited to: cut out belt buckles, hanging belts, bandanas, hair nets, certain professional team apparel, and lettering written in the Old English style. School officials will collaborate with the School Resource Officer (SRO) to enforce rules related to gang-related apparel. Students and parents may contact the SRO for more detailed information.

#### **Extreme or Inappropriate Clothing**

Clothing items with vulgar words, profane or obscene slogans, depictions of violence, or advertisements for alcohol, tobacco, drugs or other inappropriate items are not allowed. Students should come to school appropriately dressed in clothing that is clean, non-distracting, and in good repair. Clothing and apparel that is so conspicuous, extreme, or odd that it may draw undue attention, disrupt, or tend to interfere with the learning atmosphere is unacceptable. Clothing intended as undergarments, worn as outerwear, will not be permitted.

#### **Shirts/Blouses**

All shirts/blouses must cover the shoulder and conceal undergarments. Therefore, shirts/blouses that gap, sag or are transparent in such a way as to make undergarments visible are not allowed. Inappropriate clothing includes tank tops, tops with spaghetti straps, open-cut shirts (e.g., sports jerseys or muscle shirts), and shirts/blouses that expose a bare midriff (including when arms are raised) or that have a low neckline.

**Shorts/Skirts/Dresses**

All shorts, skirts, and dresses must be at least three-quarter length (midway between the knee and the fingertips with shoulders relaxed). Short shorts and mini-skirts are not allowed.

**Pants/Leggings**

Pants must be an appropriate length and not drag the floor. Pants will be worn at the waist and properly fit the waistline. Wearing of oversized or baggy pants and/or jeans that reveal undergarments is prohibited at school. Leggings must be thick enough so they are not see-through, and they must properly conceal underwear.

**Hats and other Headwear**

Hats will not be worn in the building at any time unless it is a school-sponsored “Hat Day” or unless there is an extenuating circumstance (e.g., medical). This policy applies to students, faculty, and staff. Hats that “go with the outfit” **are not** exceptions. Hoods on sweatshirts should be kept down while in the building.

**Shoes**

Shoes must be worn at all times. Shoes should be non-marking and in good repair. No “wheelie” type shoes are permitted at school.

**Sunglasses**

Sunglasses are not permitted in the school unless prescribed by a doctor.

**Jewelry**

Any jewelry or piercing that is extreme, distracting, or that may present a safety risk (e.g., spiked gauges for the ears) is not acceptable. This includes chains and spikes on bracelets, necklaces, gauges, wallets, etc.

*Students who are in violation of the dress standards may be asked to contact home or be loaned appropriate clothes in order to make necessary changes in their appearance. Students may remain out of class until they are in compliance with the dress code. School administrators reserve the right to address and enforce dress code concerns as they deem appropriate.*

**SCHOOL FEES**

Some classes at Centennial Middle School require a fee to offset the costs associated with classroom materials/activities. All school fees are board-approved (see district website, policy number 6160), and a list of these fees is included in your registration materials. Students who register for a class that has a fee are required to pay these fees at the beginning of each school year. Students with unpaid fees will not be permitted to change their class schedule, purchase a yearbook, or go to Lagoon at the end of the year. Furthermore, unpaid fees at year’s end may be referred to collections for payment.

## **LOCKERS**

Lockers are the property of the school, loaned to students for their convenience. Repairs for any damage to the locker will be the responsibility of the student assigned to that locker. Lockers that are modified so they can be jammed or opened without using the combination in any way will be considered as vandalism, and a \$5 fine will be assessed. Please do not share your combination or your locker with anyone. Lockers can be inspected at any time, so they should be kept clean and appropriate. The administration has the legal right to search a locker when there is a reasonable suspicion to do so. Students should not bring large amounts of money or any other valuables to school. If it is necessary to bring personal items of value, students may check them in at the office for safekeeping. Please do not leave anything unattended.

## **BUSES**

Students may be provided with busing service as defined by the Provo City School District. Call the Transportation Department at 374-4860 for more information.

***Transportation by bus is a privilege. Inappropriate behavior may result in a suspension from the bus or termination of bus privileges.***

A 4:00 late bus is available to take students home from after school activities. Teachers will provide passes to students in after school activities to ride the late bus. ***Students who do not participate in these activities or who live within two miles of the school will not be permitted to ride the late bus.***

## **LOST AND FOUND**

Students who find lost articles are expected to take them to the main office. Students who have lost or misplaced items may check the lost and found to recover these items. Lost articles that are not claimed within a reasonable time will be donated to charity. The CMS administration will work closely with the school resource officer to recover lost or stolen items. Efforts will be made to resolve such matters, however the school assumes no responsibility for personal items that are lost or stolen.

## **LOITERING AFTER SCHOOL**

When school is out, students need to leave campus or attend after school activities. Students found loitering on campus will be subject to disciplinary action, which may include a trespassing citation.

## **CLOSED CAMPUS**

Centennial Middle School operates under a closed campus policy. Students are expected to stay on campus from the time they arrive until dismissal.

Students can only be checked out of school by their parent or legal guardian. If a parent or guardian is unable to pick up their student in person, they **must** notify the school's attendance secretary before the student can be released to someone else.

***Students are not permitted to leave campus for lunch unless properly checked out by their parent or guardian.***

## **VISITORS**

All visitors **must** check in at the main office. Parents and other adults visiting the school are always welcome. A visitor's pass will be provided and must be worn by all visitors to the school. Provo City School District policy stipulates that no student visitors be allowed on campus without permission from the school administration. Unauthorized students may be referred to the Provo City Police Department for trespassing.

## **MEDICATION**

The school may not administer any medication without an Authorization for Student Medication form and a written prescription from a physician. Students are permitted to carry the following medications if they are under a doctor's care: asthmatic inhaler, diabetic testing supplies, and epi-pens for allergic reactions. All other types of medications must be stored and administered in the main office under the direction of qualified school personnel.

Basic first aid supplies and pain relievers are available and may be administered in the main office with parental permission. For more information please contact the school nurse.

## **SCHOOL LUNCH**

Students may bring a lunch or purchase one from the school. All cafeteria food and drink is to be consumed in the cafeteria. Students are expected to clean up after themselves and report any spills to school staff. Students who do not clean up their own mess will be asked to return and clean. During lunch all students are to remain in designated lunch areas (i.e., the gyms, outside field space, library, and cafeteria). No students will be permitted to hang out in the hallway outside the cafeteria, and no one will be allowed into Centennial Court or the academic wing of the building during lunch unless they are going to the library.

## **VENDING MACHINES**

Students may purchase items from the vending machines at appropriate times during the day (e.g., at lunch). Please note that the use of these machines is at your own risk, and the school is under no obligation to refund money lost in the vending machines.

## **SAFE AND ORDERLY SCHOOLS POLICY**

Use or possession of drugs, alcohol, or tobacco (including vaping paraphernalia) is prohibited at school. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, or gang-related activity are also prohibited in Provo City School District schools, on school grounds, at school-sanctioned activities, or when students are being transported in district vehicles. Students found in violation of the *Safe and Orderly Schools Policy* are subject to disciplinary actions as outlined by the district and Utah state law. A copy of this policy may be found in this student handbook as well as on the district website at [www.provo.edu](http://www.provo.edu).

Students with any information about weapons, drugs, alcohol, vaping, or tobacco on or off campus may report this directly to the school resource officer or to a school administrator. All information will be kept confidential.

## **CELL PHONES**

Students may not use cell phones during the school day. They are a disruption to the learning environment and are not necessary at Centennial. There are phones in the main office, the counseling center, and in each classroom that may be used with permission. Students who are found using a cell phone during the school day will have the phone confiscated and must meet with an administrator before it will be returned. Third violations of this rule will result in a parent/administrator conference before the phone will be returned.

## **OTHER ELECTRONIC DEVICES**

MP3 players, iPods, CD players, and any type of electronic handheld games are not permitted at school. These items are unnecessary for daily school activities and create disruptions for other students and staff members. Please know that these items are often misplaced or stolen at school, as well.

Students who are found using these items during the school day will have them confiscated and must meet with an administrator before they will be returned. Third violations of this rule will result in a parent/administrator conference before the items will be returned.

## **SKATEBOARDS, SCOOTERS, BIKES**

Students may not use bicycles, roller blades, skateboards, “wheelies” style shoes, and other similar (including motorized) devices on school property, whether school is in or out of session. Bicycles that are used as transportation to and from school by students are to be kept on bicycle racks, and skateboards, roller blades, bicycles, and other devices used by the students as transportation to and from school are the responsibility of the student and should be kept locked in their locker or on the bicycle rack.

## **NUISANCE ITEMS**

Students may not bring items to school that are either disruptive or destructive in nature. These shall include, but are not limited to, permanent markers (Sharpies), toys (e.g., fidget spinners), laser pointers, buzzers, etc. These items will be confiscated and returned only to a parent.

## **DISCIPLINE**

Students who break school rules will receive consequences for their actions. The consequences are commensurate with the seriousness of the rule that was broken. Behavior problems that are minor in nature will be handled by a classroom teacher but may also result in additional consequences. Behavior problems that are more serious in nature may require administrative intervention. The consequences for poor behavior shall include, but are not limited to, the following:

### **Lunch Detention**

Teachers are authorized to assign students a lunch detention in an effort to correct behavior problems. These lunch detentions need to be made up during lunch within 24 hours of receiving the detention.

A student who does not make up a lunch detention in a timely manner will be assigned to an after school detention at 3:00 p.m. Additional consequences may be given if a student continues to ignore their assigned lunch detention(s).

### **After School Detention**

Students may be assigned to attend an after school detention from 3:00 – 4:00 p.m. as a consequence for behavioral problems at school. Students are expected to come prepared to work on school assignments.

### **Suspension**

Students may be suspended from school as a disciplinary action. A suspension may result for any of the following reasons: not

responding to multiple interventions to correct student behavior, safe school violations, gang activity, fighting, profanity, harassment or intimidation, chronic disruptive behavior, vandalism, tagging, destruction of property, any unlawful act, truancy, and excessive tardiness. An alternative placement may be considered if behavior problems continue after a suspension. A parent/administrator meeting will be required before any student returns from a suspension.

*Note: School administrators reserve the right to administer discipline and consequences in a manner they deem appropriate based on investigation, previous behavior, mitigating circumstances, and subjective evaluation.*

### **ATTENDANCE**

Being successful in school requires students to be in class and on time every day. A natural consequence of tardiness and/or other attendance problems is reduced academic performance and poor citizenship. Absences and tardiness make it difficult for students to be successful in class. Students who are absent from class and/or arrive late miss out on important instruction and directions related to assigned work. Tardiness is a distraction to the classroom. All students are encouraged to be on time and prepared for each class.

The staff at Centennial will take steps to correct attendance and tardy problems as outlined in the Provo City School District Attendance Policy.

**Absences:** Students at Centennial are expected to be in class and on time every day. If circumstances are such that you miss school, your parent/guardian needs to excuse you. Please call the attendance secretary at 370-4621 or send a note to the office to excuse an absence. Doctor's notes should be submitted for regular appointments (orthodontist, doctor, etc.) during school hours and for extended absences due to illness.

**Pre-approved Absences:** Students who know that they will miss school for an extended period of time may get prior approval for the absences. Students may pick up a pre-approved absence form in the main office to submit for approval by the school's administration.

**Tardies:** Students are expected to be on time to every class. When students arrive late to school they are expected to report to the main office and get an admission slip for class. Parents may not excuse students who are found tardy for class.

The consequence for a third tardy, and every third tardy after that, will be a referral to after school detention.

**Sloughing or Skipping Class:** All students are expected to be in assigned classes. Students found unexcused in the halls, bathrooms, off campus, or any other location will be marked as truant. Parents may not excuse students who are found to be truant by school personnel. Appropriate consequences will be given based on the circumstances surrounding the truancy. Those consequences could be the following:

- 1<sup>st</sup> slough: After school detention, parent contact, and 1<sup>st</sup> truancy letter.
- 2<sup>nd</sup> slough: After school detention, parent/administrator conference, 2<sup>nd</sup> truancy citation, and possible referral to Provo District truancy school.
- 3<sup>rd</sup> slough: After school detention, parent/administrator conference, 3<sup>rd</sup> truancy citation, and possible referral to Provo Attendance Court (PAC).
- 4<sup>th</sup>+ slough: After school detention, parent/administrator conference, possible youth court referral, and/or possible alternative school placement.

### **STUDENT CONDUCT**

Harassment or bullying is not tolerated at CMS. Students are expected to treat other students and staff members with courtesy and respect, avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop. A student who believes he or she has been harassed or bullied is encouraged to report the incident to the school resource officer, a classroom teacher, or an administrator.

Public displays of affection and any other inappropriate physical contact between students are considered inappropriate at school.

### **SEXUAL HARASSMENT**

Students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or staff member. This prohibition applies whether the conduct is by word, gesture, or any other behavior.

Students may report any such incidents to any school staff member. All reports will be investigated and appropriate consequences will be administered as necessary.

### **STUDENT RECOGNITION**

At Centennial Middle School it is a high priority that students feel valued and appreciated. We want to acknowledge those students who consistently exhibit a good attitude in their classrooms. Two

students will be recognized every month. Students who have earned a PRIDE card during the current month will be automatically entered into a drawing at the end of the month by which two students will be selected as Students of the Month.

Group recognitions will also be conducted each term for students with perfect attendance and for those who qualify for the honor roll.

### **STUDENT LEADERSHIP COUNCIL**

Student Leadership Council is a program designed to teach leadership, cooperation, and other social skills. It is a class run mostly by the student leaders under the direction of their advisors, Mrs. Radandt and Miss Brown. Student Leadership Council consists of the following individuals:

- \* Student Body Officers;
- \* NJHS officers;
- \* TSA officers;
- \* Hope Squad officers; and
- \* Latinos in Action officers.

All Student Leadership Council members will be required to limit their lunch detentions and behavior referrals. Their attendance must be exemplary with no unexcused absences and few tardies. All members of Student Leadership Council will be expected to be an example to the rest of the school, behave well in class, and participate in school activities. Student Leadership Council plans and directs several assemblies during the school year. They are also responsible for promoting school spirit, sponsoring a school-wide service project, and other activities assigned by the administration. Student Leadership Council has its own class, and all members are required to enroll in the class.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society (NJHS) was founded to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in students. The NJHS chapter of Centennial Middle School is a duly chartered and affiliated chapter of this prestigious national organization.

Membership is open to Centennial students (after a minimum of one semester at Centennial) who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship. Students are selected by a five member Faculty Council appointed by the principal, which bestows this honor upon qualified

students on behalf of the faculty of our school. Selection will take place in February after first semester grades are finalized.

For the scholarship criterion, a student must have a cumulative grade point average of 3.7. Those students who meet this criterion are invited to submit information that provides the Faculty Council with details regarding the candidate's strengths in the remaining four areas of evaluation. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Miss Kristin Soerensen.

### **SCHOOL SPIRIT DAY**

Students and staff are encouraged to wear school colors each Friday. Our school colors are burgundy and tan. Student Leadership Council may recognize those students and staff who wear school colors on school spirit days.

### **PROVO DISTRICT SAFE SCHOOLS POLICY**

Provo City School District takes the safety of all students very seriously. The district's safe school policy manual can be found in its entirety at the following links:

<https://provo.edu/wp-content/uploads/2017/01/3310SafeSchools.pdf>

<https://provo.edu/wp-content/uploads/2017/01/3310P1SafeSchools.pdf>