



Centennial Middle School Student and Family Handbook

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. We know middle school is new and different from elementary school, but we also know that you will rock it! Thomas A. Edison said, "Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time." We encourage you to do your best and remember that it is ok to fail. That is how we learn.

Vision: Empower learners for life by building community, scholarship, and resilience.

Mission: We empower and equip our pack to become a collaborative community in which each person feels safe, develops academic skills, and faces challenges.

We value...

Perseverance - We provide students, staff, and visitors with a safe environment where everyone can meet and overcome challenges, build grit, develop flexibility, growth mindset, and a positive attitude.

Academics - We create an environment in which we encourage engagement, supports students in taking ownership of their learning, and cultivates the development of strong academic skills.

Community - We build a community where each person belongs, is accepted, heard, and encouraged to succeed. We collaborate with others, give and receive feedback, and engage with our community beyond the school walls.

Kindness - We create a culture of kindness by modeling this value, building positive relationships, supporting those around us, and respecting others.

Centennial Middle School Collective Student Commitments

Every member of our pack plays a vital role in achieving our goals. Together, we agree to help create an environment where every student thrives academically, socially, and emotionally. By adhering to these expectations, we aim to create a learning environment that is supportive and engaging for all. When we work together and take responsibility, we can achieve excellence.

Our students agree to engage with and empower our pack through **Perseverance**, **Academics**, **Community**, and **Kindness**.

Perseverance

Setting Goals

Students will set realistic academic and personal goals that they review regularly and adjust as needed.

Effort and Determination

Students will show consistent effort in completing assignments and projects. They will stay focused during lessons and activities, even when they are challenging.

Problem-Solving

Students will approach problems with a positive attitude and look for solutions. They will seek help when needed, but attempt to solve problems independently first.

Resilience

Students will bounce back from setbacks or failures and try again. They will learn from mistakes and use them as opportunities for growth.

Academics

Active Participation

Students will participate actively in class discussions and activities. They will ask questions and seek clarification when concepts are unclear.

Homework and Assignments

Students will complete and submit homework and assignments on time. They will ensure that all work is done to the best of their ability.

Study Habits

Students will develop and maintain good study habits, such as regular review sessions and organized notes. They will use some kind of planner or calendar, whether digital or hard copy, to keep track of important dates and deadlines.

Collaboration

Students will work effectively in group settings, contributing fairly and respecting others' ideas. They will share knowledge and resources with classmates to enhance learning for all.

Community

Respect

Students will show respect for teachers, classmates, and school staff. They will listen when others are speaking and wait your turn to talk.

Involvement

Students will participate in school and classroom events and activities. They will volunteer for roles and responsibilities that support the classroom and school community.

Responsibility

Students will take responsibility for their actions and their impact on others. They will follow classroom and school rules consistently.

Inclusivity

Students will include and welcome all classmates in activities and discussions.

Kindness

Empathy

Students will show understanding and compassion towards others' feelings and experiences. They will offer support to classmates who are struggling or in need.

Politeness

Students will use polite language and manners in interactions with others. Students will express gratitude and acknowledge others' contributions.

Conflict Resolution

Students will handle conflicts calmly and respectfully, seeking to understand all perspectives. They will use peaceful methods to resolve disagreements and seek help from a teacher if needed.

Acts of Kindness

Students will perform small acts of kindness, such as helping a peer with their work or offering a kind word. They will recognize and praise acts of kindness by others.

Basic Information

801-370-4621

305 E 2320 N Provo, UT 84604

FAX: 801-370-4626 (Main Office)

801-370-4627 (Counseling Office)

Main Office

- Principal Brookanne Taylor brookannet@provo.edu
- Assistant Principal Jeannette Moreira jeannettem@provo.edu
- Assistant Principal Jeremiah Tijerina jeremiaht@provo.edu
- Administrative Secretary Emily Ensign emilye@provo.edu
- Financial Secretary Liana Mangisi lianam@provo.edu
- Attendance Secretary Emma Cervantes Cortez emmace@provo.edu
- School Social Worker Ben Young beny@provo.edu
- School Resource Officer Robyn Newell robynn@provo.edu

Counseling Office

- Roman Chamberlain romanc@provo.edu
- Arica Sumner aricas@provo.edu
- Kathryn Webster kwebster@provo.edu
- Lisa Vezzani (Registrar) lisav@provo.edu

Lunchroom and Custodial

- Cafeteria Manager Leann Nutig leannn@provo.edu
- Head Custodian Anthony Lugo anthonyl@provo.edu

Where should you go? Who should you see?

Main Office

- Financial Office
- Nurse's Office/Health Room
- Administration
- Attendance (check in/out, excuse absences)
- Phones
- Lost and found

Counseling Office

- Schedule Changes (see more info below)
- Schedule printing
- Meeting with a counselor for personal reasons
- Registration
- Withdrawal
- PowerSchool help
- Update information

Cafeteria Office

- Pay for school meals (also available online)
- Free/Reduced lunch applications

Wolf Den

- Social and emotional support
- Mental Health needs
- Safe space
- Help from the social worker

Schedule Changes

CMS administration and counselors have worked hard to create a personalized schedule for each student based on their needs and requests. The master schedule is created and built around these student schedules, and the number of sections of each class are carefully worked out based on need. For these reasons, class changes are limited to extenuating circumstances only:

- Schedule is incomplete
- IEP or 504 accommodations
- District opt-out process
- Administrative recommendation/approval

PACK Class

PACK is a short class period that serves a few purposes. On Mondays, there will be school-wide events and lessons including things like school expectations, live performances, assemblies, etc. Tuesday-Thursday are intervention days. Students will have the opportunity to work with core subject teachers to focus on individual needs that are not met in regular class time.

After School Program

Starting about two weeks into the school year, we will have after school programs that include various extra opportunities as well as academic support. We also provide a late bus that leaves at 4pm for students who typically ride the bus to and from school. Please keep in mind that this is one bus following all routes needed, so it can take significantly longer than normal to get home.

Policies and Procedures

Cellphones and other Technology

Cellphones are not allowed at Centennial Middle School. This includes passing periods, lunch, bathrooms, etc. There are many concerns related to phones such as inappropriate content, cyberbullying, unapproved photos and airdrops of files, inappropriate messaging, etc. We feel everyone is both safer and more engaged when cellphones are kept put away. There are phones available in almost every room in the building for emergencies and communication with parents. The first time a phone is out, a verbal warning will be given. The second time a cellphone is out, a faculty or staff member will confiscate the device and deliver it to the main office where the student will be able to pick it up after school. On the third offense, a parent must pick up the device.

For the same reasons, other communication devices such as Apple watches and tablets should not be used for things like texting either. A watch can be worn and used for things like a calendar or time keeping. All students have a Chromebook, so there should not be a need for items like tablets unless there is a medical exception, IEP accommodation, and/or 504 accommodation.

Chromebooks are issued to each student and will be each individual student's responsibility. If they are lost or damaged, the student will be charged for the cost of repairs or replacement. They are monitored by district security and Bark. Administration will be made aware of any safety concerns related to Chromebook and Google account usage. Parents will always be notified in such cases. Students are expected to bring Chromebooks fully charged every day. They should also bring their charger every day in case it is needed. Teachers and administrators do have the right and responsibility to monitor technology usage and determine when Chromebooks should and should not be used throughout the day. Students are also expected to treat Chromebooks with care.

**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. Grades are updated weekly and emails should be responded to within 24 business hours.

Using the Internet, point the browser to the following:

- (1) Go to 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 set by default to 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 370-4621 extension 1304. Teachers also all have the ability to help students log in and/or reset passwords.

Canvas

All teachers in Provo City School District are expected to utilize Canvas. The level to which they do so may vary. Parents may sign up to be "observers" on Canvas to stay informed on assignments, due dates, communications, etc. It does sometimes take time for Canvas and PowerSchool to sync. Please be patient and know that grades may not always match in both systems. If you are not sure which one is accurate, it is best to reach out to the teacher directly.

Dress Code

We follow the Provo City School District dress code as outlined in policy 3224 which states the following:

All students must wear clothing that is appropriate for the setting and activity. In addition, Undergarments must be covered at all times. See-through or mesh garments must be worn with appropriate coverage underneath. Any illegal, threatening, profane, or lewd content will not be allowed. For example, images or language that contain any of the following content:

- Gang-related
- Weapons (as defined in Utah Code 76-10-501)
- Illicit drugs or alcohol
- Sexual content
- Violence
- Discrimination
- Profanity

The School Administration reserves the right to determine if an item of clothing does not meet the dress standards.

School Fees

Some fees may be charged for specific classes, activities, or general administrative reasons. The fee chart is available online for all schools. You can pay through Liana Mangisi or contact her or administration with questions or concerns. You can find fee waivers in the financial office that is located within the school's main office.

Lost and Found

Any smaller lost and found items such as airpods, jewelry, glasses, etc. are kept at the front desk with Mrs. Ensign. Other items such as clothing and water bottles are in the lost and found area of the main office. Office staff can direct you to it. Quarterly, we send out notices to families that lost and found items will be donated if not claimed by a specific date. Otherwise, we end up with more items than we have room to store. Please watch weekly emails for that information when it comes out.

Buses

Most buses will drop off and pick up in the fire lane behind the school. The bus for students with special accommodations and the late bus at 4:00 both pick up in front of the building. Please remember your bus number! Administration and teachers do not know who rides which bus, so we cannot give you those details while out back on bus supervision duty. It is the student's responsibility to know the correct bus number. State laws and district policies also prohibit students from riding the incorrect bus or from riding a bus when not living in a bus zone. Bus zones, stops, times, and numbers can all be found on the district website.

Closed Campus

Centennial Middle School is a closed campus. Students are not allowed to leave campus without a parent or other authorized adult. This includes lunch. Students can only be checked out by a parent, guardian, or other adult listed on PowerSchool, and any adult checking a student out must have a photo ID, use the RAPTOR system upon entrance to the building, and be present in person.

Medications

Most prescription medications must be kept with the school nurse. If you have a question or concern, please contact the main office. If a student needs pain medication like tylenol or ibuprofen, some is available in the main office that can be given out by a staff member with parent permission.

Visitors

ALL visitors, even district employees, are required to check in at the main office. If you do not have an appointment to meet with administration, counselors, or teachers, we may ask you to wait or to come back when they are available. All faculty and staff can be contacted easiest via

email.

School Lunch

Students have thirty minutes for lunch. School meals are available for a small charge to all students. Free and reduced lunch applications are available online and through our cafeteria. Even with a free or reduced lunch application approved, a second lunch in one day will result in full charges. There are always at least four lunch options including pizza, sandwich, Asian, and main dish. Please contact the cafeteria for specific dietary restrictions. We ask that food remain in the cafeteria, but once students are done eating, they can move outside behind the building and on the near side of Sertoma Park.

Safe and Orderly Schools Policy

We follow the district [Safe Schools policy](#) that is found on the district website. There are also details for [procedures](#) regarding any violation of this policy.

Skateboards, scooters, bikes, and other wheeled devices

These devices are not allowed on school property for safety purposes. Please walk them off campus before riding so we don't have any injuries.

Nuisance Items

This includes items like noisemakers, look alike weapons, confetti, chalk, Sharpies, lighters, shaving cream, silly string, Axe spray or other aerosols, and any other item that can be distracting or cause damage and/or harm to others are not allowed. School administration reserves the right to discipline as deemed appropriate including but not limited to confiscation of the item.

Attendance

Attendance is a vital component of your education. Please attend school regularly and on time. We will follow the Provo City School District [attendance policy](#) and [procedures](#) as outlined on the district website.

Tardy Policy

Tier 1
As a school, we will: <ul style="list-style-type: none">• Share school-wide expectations with students and educate them on the importance of why being to class on time is important and define for them what is considered tardy—to be done both in PACK and in our individual classrooms• Be unified and consistent as a school in assisting with these efforts

Teachers will proactively:

- Meet students at the classroom door welcoming them to class
- Cultivate positive and genuine student/teacher relationships
- Hook students through a meaningful starter and engaging classroom instruction

Tier 2

Teachers will proactively:

- Redirect students, having one-to-one conversations with them as needed
 - *Conversations are logged as a minor incident in Ed Handbook*
- Involve a parent/guardian via phone call
 - Discuss and seek to find a solution, notify them that further consequences are imminent as tardies continue
 - *Conversations are logged as a minor incident in Ed Handbook*
- Troubleshoot with PLC team, teachers of student, and admin as needed
- Student referred to admin via logging as a major incident in Ed Handbook, possible consequences may include but are not limited to:
 - Student/Administrator Conference
 - Referral to School Counselor
 - Referral to School Social Worker
 - Check-in/Check-out

Tier 3

After multiple redirects, parent involvement, and tier 2 administrative involvement, teachers will:

- Refer student to admin via logging as a major incident in Ed Handbook
- Dependent on severity of tardies, possible consequences may include but are not limited to:
 - Parent/Administrator Conference
 - Lunch Detention (to include service with parental consent)
 - After School Detention (to include service with parental consent)
 - Reverse Suspension (inviting parent/guardian to attend school with their child)

No. of Tardies	Action Taken
1st Tardy	Redirection and reminder of expectation. Student/teacher conference to learn more about what is going on. Teachers should also reflect on their own practice.
2nd Tardy	
3rd Tardy	
4th Tardy	Redirection, re-teach expectation, Email Parent
5th Tardy	Redirection, Phone Call Home to create an action plan with parent and student input.
6th Tardy	Administrative Intervention (Level 1) <ul style="list-style-type: none"> ● Student/Administrator Conference ● Referral to School Counselor ● Referral to School Social Worker ● Check-in/Check-out with tracking sheet ● Detentions Lunch Detention (to include service with parental consent) ● After School Detention (to include service with parental consent)
7th Tardy	
8th Tardy	
9th Tardy	
10th Tardy	Administrative Intervention (Level 2) <ul style="list-style-type: none"> ● Parent/Administrator Conference ● Referral to SST ● Reverse Suspension (inviting parent/guardian to attend school with their child)