CENTENNIAL MIDDLE SCHOOL

Student Handbook

2019 -2020

Principal:

Johanna Castillo

Assistant Principals:

Gayle Imran-Sideris

Nathan Buck

17650 SE Brooklyn

Portland, Oregon

97236-1097

Voice (503) 762-3206

Fax (503) 762-3236

Spanish Phone Line (503) 762-7363

Russian Phone Line (503) 762-7364
VISION
Cultivating Minds for Success

MISSION
The mission of Centennial Middle School is to empower and inspire all students to apply the knowledge, skills, and attitudes necessary to become curious learners, creative problem solvers, to achieve personal success, and to become caring contributors to society.

CORE VALUES
Perseverance
Respect
Integrity
Dedication
Educational Equity
## CMS BELL SCHEDULE
### Mon, Tues, Thu, Fri

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
<td>1st</td>
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<td>4th</td>
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<tr>
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<td>Lunch 3</td>
<td>11:57 AM-12:37 PM</td>
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## CMS BELL SCHEDULE
### Wednesday-Late Start

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<tr>
<td>3rd</td>
<td>11:53 AM-1:17 PM</td>
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<tr>
<td>4th</td>
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## CMS BELL SCHEDULE
### 2 Hour Delay

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<tr>
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<td>2:28 PM-3:12 PM</td>
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<tr>
<td>Lunch 4</td>
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Academic Achievement

Academic achievement is recognized in the following categories:

- **Highest Honors**: grade point average of 4.00
- **High Honors**: grade point average of 3.75 - 3.99
- **Honors**: grade point average of 3.5 - 3.74
- **Academic Improvement**: improvement in GPA of .5 or more
- **Straight A's for 2 Years Award**

Academic Intervention Plan

Centennial Middle School believes that failure is not an option for our students. A school-wide intervention program has been developed to identify and support students who are failing or in danger of failing classes. CMS offers the following interventions:

**Early Identification**
Students who are at risk of academic failure will be identified. Advisor teachers will monitor the academic progress.

**Three-Week Progress Reports**
Reports will be sent home to parents with students every three weeks for students who are failing to demonstrate academic progress. Advisor teachers will counsel students in danger of failing through the advisory program.

**PRIDE**
Students needing skill development, in a specific subject, may be selected for a mandatory class focused on skill development. This class is held during 3rd period. Subject area teachers select the students and teach the classes.

Arrival/Dismissal

School will be open for students at 9:20 a.m. Monday, Tuesday, Thursday, and Friday and at 10:20 a.m. on Wednesdays. The school does not provide supervision for students outside of the building before those times. Breakfast is available for purchase as students enter the building. Classes begin at 9:35 a.m. School starts at 10:35 a.m. every Wednesday.

Students are dismissed from school at 3:57 (7th grade) 4:00 p.m. (8th grade). Students are expected to leave school grounds and go home immediately unless they are involved in an authorized after-school activity. Loitering on school grounds is prohibited.

Athletic Games at the Centennial High School

All non-high school students will only be admitted with either a parent, guardian or coach to all MHC contests and must be supervised at all times.

Athletic Teams

Students in grades 7 and 8 in the Centennial District have an opportunity to participate in the interscholastic track program in the spring. Students who participate in the track program must be passing ALL classes (D or better).

Students Athletic Fee: $105.00 per sport - maximum $670 per family (per year). Reduced fees are available for those students receiving free/reduced lunches. Registration forms and information for track are available at the student window.
**Attendance**

**ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12 are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students 5 years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the superintendent or designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student’s current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within 3 days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student’s failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Research shows that students who are chronically absent have a difficult time being successful in school and, eventually, graduating from high school. Chronically absent means missing over 10% of the school year with excused and/or unexcused absences. Centennial Middle school believes that attending school every day is important for academic success, and the staff is committed to working with families to ensure students have an opportunity for the best education possible. If you need attendance support, please contact your student’s counselor.

The following information will be helpful for excusing absences.

1. Parent/guardians are asked to call the school if s/he knows the student will be absent by calling **503-762-7351**. If the school is not informed of the student’s absence before 10:15 a.m., the parent/guardians will receive an automated phone call indicating their child’s absence.

2. If a parent phone call is not on record, a note signed by the parent/guardian must be submitted to the attendance office within five school days necessary for the absence to be considered excused.

3. If a student arrives after school starts, s/he must report to the student window for a pass to class. A signed note or phone call from a parent/guardian is required to excuse late arrival to school.

4. To leave school during the day for an appointment, students will need to have permission. For student safety, a parent or guardian must sign the student out of school at the office. Students may not leave campus with anyone who is not authorized on their registration information.

5. Centennial Middle School has a closed campus. This means that once students arrive at school, they are to remain on campus under adult supervision at all times.

**Bullying (See also Centennial School District Student Rights and Responsibilities Handbook)**

“Bullying” is defined as unwanted aggressive behavior between people that involves a real or perceived power imbalance and is repeated over time. At CMS, we recognize that bullying can have a serious impact on students’ success. It may result in increased absenteeism, greater fear at school, a drop in grades, increased depression, and lowered self-esteem. To combat this issue, CMS has implemented a school-wide anti-bullying program. Students who witness or experience bullying including cyber-bullying are strongly encouraged to report the behavior to a CMS staff member immediately. If the bullying behavior continues, students are advised to complete a “Bullying Incident Report Form” which can be obtained in the counseling office. Bullying will result in mediation and may result in disciplinary action.
Bus Rules

Rules Governing Students Riding School Buses:
- Students being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activities are prohibited on the bus.
- Students shall use the emergency door only in case of emergency.
- Students shall be on time for the bus both morning and afternoon.
- Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
- Students shall remain seated while the bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
- Students shall not extend any part of the body through the bus windows.
- Students shall have written permission for alternative pick-up and drop-off locations.
- Students shall converse in normal tones – loud or vulgar language is prohibited.
- Students shall not open or close windows without permission of driver.
- Students shall keep the bus clean and must refrain from damaging it.
- Students shall be courteous to the driver, to fellow students, and passersby.
- Students shall respect all private property while waiting for the school bus.
- Students, who refuse to obey the directions of the driver, or to follow bus rules, may forfeit their privilege to ride the bus.

Alternative Pick Up / Drop-Off
If a student wishes to ride the bus home with a friend, the student riding a different bus or getting off at a different stop other than your assigned stop, the student must bring a note from their parent to the student window in the morning. The note will authorize the student to board the different bus or get off at a different stop.
High school students are not allowed to catch the bus at the middle school.

Cell Phone and Telephone Usage
A phone is available in each classroom for student use to take care of emergency contacts or school related business. Use of phones for personal or after school activity planning is not allowed. School phone use by a student will be monitored by an adult.

According to School Board Policy, “It is understood that communication devices are becoming more prominent in our society. It is further understood that the school must maintain a focused learning environment if students are to achieve the academic standards expected of the district and state. Communication devices including telephones, pagers, electronic planners, etc. are allowed until they become disruptive to the educational process and the learning environment.”

The following are expectations for cell phone use at CMS:
- Cell phones may not be used once a student has arrived on school grounds until students are dismissed at 4:00 p.m. **There is one exception. Teachers may elect to allow students to use their cell phone as part of a specific learning activity. The teacher will indicate when it is appropriate to be using a cell phone.**
- The District and CMS are not responsible for the loss or damage to any cell phone.
- Phone calls that need to be made during school hours shall be made on a school phone under the supervision of school staff.
- Cell phones need to be out of sight during the school day.
- Text messaging or internet usage including all social media is not allowed during school hours.

Violations of these expectations will carry consequences:
- If a phone rings or is being used during the school day, the phone will be confiscated and will carry the following consequences
  * First Offense: The device is confiscated and then returned to the student by an administrator at the end of the school day.
  * Second Offense: The device is confiscated and then returned to the student by an administrator at the end of
the school day.
* Third and Further Offenses: The device is confiscated and then returned to a parent by an administrator.
Culminating Eighth Grade Activities

8th Grade Promotion Ceremony
An 8th grade promotion ceremony will be held on the last week of school to recognize all students for their achievement in completing 8th grade and promotion to high school. Family and friends are invited to attend.

June 8th - Eagle and Fox Teams
6:30 p.m. Centennial High School Gymnasium

June 9th –Grizzly and Heron Teams
6:30 p.m. Centennial High School Gymnasium

Oaks Park Barbecue
Students leave for Oaks Park the morning of their last day of middle school and return to school at about 5:00 p.m. Students who have paid all fees and fines, consistently demonstrated good citizenship, or demonstrate significant improvement in behavior during the last half of the third trimester of school, will be invited to attend the Oaks Park trip. Specific eligibility requirements will be covered with students by letter to the parents/guardians at the beginning of the third trimester.

Displays of Affection
Holding hands, kissing and other expressions of affection impact the atmosphere of learning at school. These behaviors are considered inappropriate while students are at school or at school functions.

Dress and Grooming (See also Centennial School District Student Rights and Responsibilities Handbook)
School Board Policy prohibits students from attending school attired in such a way as to endanger their own safety, health, or dressed in manner that is disruptive to the education of others. CMS is an academic setting. Students may wear clothes that allow them to focus on learning and school activities. We expect students to dress in ways that promote good behavior and serious academic effort. Inappropriate attire may be disruptive to the school environment. Students failing to comply with these expectations will be asked to change into appropriate clothing or a parent/guardian may be contacted to bring appropriate clothing to school. If appropriate clothing is not available, students will be asked to change into PE clothes.

Appropriate Dress:
- All tops must have some type of shoulder strap or shoulder coverage
- Shorts/skirts must completely cover buttocks at all times (standing, walking, sitting etc.)
- Clothing must cover undergarments, bra straps excluded
- Shirts and shoes must be worn at all times

Examples of Inappropriate Dress:
- Clothing that advertises drugs, tobacco products, or alcohol
- Clothing with direct or implicit sexual references, obscenities, or that implies violence, racism or gang affiliation. (See Gang Behavior Policy)
- Low cut shirts or shirts unbuttoned more than three buttons that expose the chest
- Head-coverings are prohibited at all times. This includes beanies and stocking caps (except for religious or medical reasons approved by the administration)
- Masks, face paint or other disguises, unless such disguises are directly related to a school activity
- No sunglasses or permanently tinted glasses.
- Wallet chains, spiked metal jewelry or accessories, and headwear will be regulated by the school administration
- Writing on clothing or skin

Dress code is subject to change at any time based on changing styles and trends.
Drug/Alcohol Policy
Student substance abuse, possession, use, distribution or sale of tobacco product, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia, or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., student body, class or club office positions, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school. A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health-care system. With the requisite justification, a school official may search an individual student, a district-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, cell phone, iPads and other personal communication devices, wallets, purses, lunch boxes/sacs, book bag, backpack or other containers used to carry belongings. All searches of a student or a student’s personal property shall be based on the required reasonable suspicion/risk of immediate and serious harm and shall be reasonable in scope.

Due Process
When a disciplinary action results in an out of school suspension or expulsion, the following due process steps are used:

**Prior Notification** - the student and/or legal guardian is informed of the disciplinary action that is being considered.

**Specification of Charges** - the student and/or legal guardian is made aware of the misconduct for which the student is being accused.

**Opportunity to Respond** - the student and/or legal guardian is allowed to present their view of the accusations and of the disciplinary action to be taken.

**Appeal Opportunity** - An appeal may be made to a building administrator in writing within 24 hours of notice of suspension. A building administrator decision may be appealed in writing to the superintendent within 5 days.

Equal Opportunity
In accordance with Centennial School District Policy, every student of the Centennial School District will be given equal educational opportunities, regardless of age, race, religion, color, national origin, disability, sexual orientation/identification, marital or parental status, linguistic background, culture, capability, or geographic location.

Further, no student will, on basis of gender, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of gender as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Any student, who feels that s/he has been a victim of such discrimination as enumerated in Centennial School District Policy, is encouraged to contact their school principal to express concerns and participate in an investigation regarding such concerns.

Field Trips
Students may have opportunities to attend field trips throughout the school year. Sack lunches are available for purchase through the CMS cafeteria for students going on field trips. Students exhibiting persistent discipline problems may be excluded by administration. Excluded students are expected to be at school and will be provided alternate assignments.
**Items and Fines**

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<td>• Abnormal wear and tear</td>
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<td>• Excessive damage/ Destroyed</td>
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<tr>
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<td>Vandalism</td>
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**Posters and Propaganda**
The principal must approve all posters, notices, or surveys of any type, which are to be displayed or distributed on school property.

**Gang Behavior Policy (See the Centennial School District Student Rights and Responsibilities Handbook for the definition of gangs.)**

A gang member is defined by OAR 255-005-0005 as: A person who associates with a group which identifies itself through the use of a name, unique appearance, language (including hand signs), the claiming of geographical territory, or the espousing of a distinctive belief system, and one of the purposes of the group is criminal activity. The purpose of the gang behavior policy is to protect students, staff and guests at CMS from many dangers directly associated with gangs and gang behavior. In the attempt to protect students, staff and guests, CMS makes every attempt possible to stay neutral to all gangs by not tolerating any gang behavior. All items and/or behaviors associated with gangs as identified by school administrators, in conjunction with local law enforcement agencies, are prohibited from being on campus. This includes:

- Flashing of gang signs
- Wearing apparel or being in possession of apparel that identifies or could identify a student as being part of a gang
- Possessing specific gang symbols, or signs drawn on objects or property, etc.
- Gang affiliated tattoos – these will need to be covered at all times during school or school sponsored functions
- Gang writing on clothing and/or skin
- Possessing school supplies marked with gang or cult graffiti
- Possessing publications, periodicals or attire which promotes gangs, cults, hate groups, and/or similar associations
- Intentional gang displays will not warrant a written warning (see consequences section for clarification)

*Resources are available for students who are gang affected through the counselors.*
Grading System
The primary purpose of a grade is to reflect student progress toward mastery of academic standards. Progress reports will be sent home the 6th week of each trimester. During the 3rd and 9th week of each trimester students who have a D and/or F in any class will also receive a progress report for each class they received a D and/or F. Final grades are given at the end of each trimester or every twelve weeks.

*Parents may view student grades at any time using ParentVue. Contact the office for login information (503) 762-3206. Students may view their grades at any time using StudentVue.*

The grading system for Centennial Middle School is A, B, C, D, F, P, I and N with the following definitions:

An A means the student has demonstrated proficient work on all course standards, and advanced work on some standards addressed during the grading period.

A B means the student has demonstrated proficient work on all course standards addressed during the grading period.

A C means the student demonstrated proficient work on the most important standards, although not on all standards, addressed during the grading period.

A D means the student has not demonstrated proficient work on some or all of the most important course standards addressed during the grading period. The student is at significant risk of failing the next course in the sequence.

An F means the student has not demonstrated proficient work on the majority of the course standards addressed during the grading period and the student is failing this quarter.

* A P means acceptable performance
* An I means Incomplete – A student has until the first 3 weeks of the following trimester to complete course requirements or the “I” will automatically become an “F”.
* An N means No grade – this grade may be given to any student who has been in class less than 4 weeks
*Not computed into GPA calculations

PRIDE is a pass or fail class.

Gum
If gum becomes a distraction to the educational environment (blowing bubbles, etc.) or student use results in a mess (wrappers on the floor, gum stuck to furniture or floors) teachers may revoke students’ privilege of chewing gum.

Hall Passes/Lunch Passes
All students are expected to carry hall passes whenever they are outside of the classroom. If students plan to meet with a teacher during lunch time, they are required to have a pass signed by the teacher.
Homework Policy
Types of homework that can be expected are:
1. Completion of classroom work, including skills that were not finished in class.
2. Reading in conjunction with a book report or class assignment.
3. Long-range assignments (projects, reports) which will require both home and class time.
4. Review of school studies; studying for tests.
Parents/guardians can facilitate a positive homework experience by providing a quiet place with a table/desk and proper materials. To improve study skills students should:
1. Keep track of their assignments (check StudentVue).
2. Take home necessary books, materials, and a library book.
3. Set a consistent time to study each night for at least one-half hour.
4. If homework is complete, read library book for the remainder of the study period.
5. Fill in project due-dates on a calendar, planner, or tracker.

Health Services
Health services are provided by a licensed registered nurse from Multnomah Education Service District. If immediate, short-term, or chronic health concerns exist, the nurse will work with students, parents/guardians, your physicians, and school personnel to assure that health needs are met at school. Students should not be sent to school with the following conditions:
- A temperature over 100 degrees. Students should remain at home until free of fever without use of medication for 24 hours
- Stomach ache, diarrhea, or vomiting
- A rash

Insurance
School insurance is available to students who do not have family medical insurance or for students who desire additional coverage. Sign-up information is available at the student window.

Lockers
Students share an assigned locker for the year. Only authorized locks may be placed on the lockers. Lockers are school property and are subject to inspection as deemed necessary by the school authorities. The security of school lockers is not guaranteed. Students are NOT to share their combinations. Book bags, backpacks, and purses are to be kept in the locker during the day rather than taking them to class. Misuse or abuse of a locker may result in the loss of a locker use. Students will be held financially responsible for vandalizing and/or damaging lockers.

Medication Administration
Any student that requires medication (prescription and over-the-counter) to be self-administered or administered by school officials, must complete a special form available from the nurse. All medication must remain in its original container.

PE Classes
Students wear a uniform and tennis shoes for PE classes. The uniform costs $24.00 ($12 for shorts and $12 for shirts) and may be purchased at the office. Students must bring a note from a physician in order to be excused from PE classes.

Personal Property
*The school/district will not be responsible for damages or loss of personal student belongings including any electronic devices.* The district does not have insurance that covers personal property that has been damaged or stolen. Parents may wish to carry extra insurance on student band instruments.

Bringing electronic devices, cameras, laser pens, collectible cards, and aerosol products to school is not allowed. Cell phones, iPod/MP3, headphones / ear buds are allowed at CMS, but may not be used during school hours. Bringing the above items, or inappropriate use of these items, may result in them being confiscated and held in the office for parent pick-up. *The school is NOT responsible for the loss of or damage to these items.*
Photos and Video
Due to a concern for the safety and confidentiality of all of our students, taking pictures or video on phones, cameras or any device is not permitted at CMS by students. Pictures and videos will be deleted from students’ phones or cameras and discipline may be warranted. Posting videos and/or photos online may lead to additional discipline.

Police Involvement
School officials have the option to notify police authorities, and in cases of major violations, press charges. Any action taken by police authorities will be in addition to action taken by the school. School officials, guided by district procedures, will cooperate with police authorities during investigations.

School Day
School hours are 9:35 a.m. – 4:00 p.m. Each Wednesday school will begin at 10:35 a.m. Days indicated as Early Release will dismiss at 12:15. Non-school days are listed on the school calendar. If inclement weather impacts our ability to hold school, notification will be made via an automated calling system, and information will be given to local radio and television stations for broadcast.

School Lunch Program
Lunch with beverage is available to all students at the cost of $2.65. Milk is also sold separately for $.50. Breakfast with beverage is available for $1.25. Free and reduced price lunch applications are available in the school office and online. Apply ON LINE for Meal Benefit Applications at https://district.ode.state.or.us/apps/frlapp/default.aspx or you may pick one up in the school office.

To deposit money online to a student’s account go to: www.mymealtime.com. Should you have any questions please call 503-762-3670 for additional help. Parents/guardians may send checks or cash to be deposited into the student accounts. Dining services uses a computerized meal accounting system to track and record the sale of all meals. Money may be deposited into the student’s account and when the student presents his/her ID card, the cost of the meal is deducted from the account balance. Students may also purchase lunches by presenting their ID card and paying cash.
School Supply List

Students need school supplies to be prepared for class. Supplies should be replaced as needed throughout the school year. Some of the school supplies are available for purchase at the CMS Student Store.

School Supply List:

- One three ring binder (3”)
- Three spiral notebooks
- Two dozen #2 pencils
- One set of colored pencils
- Pencil sharpener
- One set of dividers
- Two pkg. of paper
- One eraser
- Ear buds
- One ruler
- Highlighters- 2 different colors
- Kleenex
- *Combination lock (no key or laser locks)- if student’s schedule shows Wellness.
- One scientific calculator (Texas Instrument Multiview 30XS is recommended)

*Please note: Permanent markers are not needed or allowed at CMS.*

Classroom Wish List

- Glue stick
- Clorox/Disinfecting wipes
- Dry erase markers
- Crayola markers
- Pack of pencils

The following should be purchased at registration:

- ID Card - $15.00
- *PE Uniform- $24.00 (Uniform can be used both years.)

*If Wellness is on the student’s schedule.

Skateboards and Scooters

School Board Policy prohibits skateboarding on school property without permission. Skateboards and scooters are not allowed at school.

Search and Seizure

Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the principal. Students have no right to privacy regarding these items/areas. When there are facts to believe that a student is in possession of some item that poses a risk of immediate and serious harm to the student, school officials and/or others at the school, a school official may search an individual student, a district-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, cell phone, iPADs and other personal communication devices, wallets, purses, lunch boxes/sacks, book bag, backpack, or other containers used to carry belongings.

Sexual Harassment (See also Centennial School District Student Rights and Responsibilities Handbook)

Any student who has knowledge of, or feels he/she is a victim of sexual harassment, should immediately report his/her concerns to the building principal or a person in authority.

Students are to file a formal complaint if they feel they are victims of sexual harassment. The principal, superintendent, or superintendent’s designee will investigate all complaints and will protect the rights of both the person making the complaint and the alleged harasser. Findings of harassment will result in appropriate disciplinary action.
Student Services

Advisor Class/ Homeroom (GRADES)
Each student will belong to an advisor class. The advisor teacher will monitor each student’s academic progress, attendance, and behavior. The advisor teacher is also the key contact person for parents.

Guidance & Counseling
Counseling is available to help all students resolve problems related to success in school. Students may make appointments at appropriate times with permission from a teacher. The Counseling Office phone number is (503) 762-3697.

Suspension & Expulsion (See also Centennial School District Student Rights and Responsibilities Handbook)
Out of School Suspension temporarily removes from a student the privilege of attending school and school activities. The length of the suspension shall be determined by the principal or assistant principal in accordance with the severity of the behavior.

A parent/guardian conference may be required to reinstate the student into school.

Expulsion removes an individual from the school for up to one year. Reinstatement to school is contingent upon specific school board recommendations and stipulations.

Possession of a dangerous weapon that is used, threatened to be used, or attempted to be used, and is readily capable of causing death or serious physical injury, will result in a referral for expulsion. Possession of a gun will result in a minimum one-year expulsion. A knife may be considered a dangerous weapon.

Tardy Arrivals
Students who arrive to school late without a valid excuse from a parent/guardian will be marked tardy and may receive a behavior report. Students arriving to school after 9:35 a.m. must report to the student window for an “admit” pass before going to their first period class.

Video Recording Equipment used in Schools
CMS has video recording equipment in hallways, cafeterias, commons, gymnasiums and classrooms. Video equipment is used to monitor student behavior. Students whose behavior is observed on video recordings as being in violation of district rules of conduct shall be subject to disciplinary action in accordance with established Board Policy and Administrative Regulations governing student conduct and discipline.

Video Cameras on School Buses
The District takes the health, welfare and safety of students and staff on school district transportation vehicles very seriously. One means that the District monitors student behavior and the performance of employees in the fulfillment of their duties on school buses, is through the use of cameras which record both video and sound. Each Centennial vehicle used for transporting pupils is equipped with multiple recording devices. Students whose behavior is observed on video recordings as being in violation of district rules of conduct shall be subject to disciplinary action in accordance with established Board Policy and Administrative Regulations governing student conduct and discipline.

See also Centennial School District Student Rights and Responsibilities Handbook
# The Cougar Code

## School-Wide Behavioral Expectations

### Centennial Middle School

### ACTING RESPECTFULLY
- Treat people, including their space, things, and beliefs, as you want to be treated.

### WORKING RESPONSIBLY
- Take ownership of all your decisions, words and actions.

### STAYING SAFE
- Act in a way that keeps you and others safe.

## School-Wide

- Treat yourself, others and property in a kind and caring way.
- Use school-appropriate language and volume.
- Stay in designated area until dismissed by teacher.

## Dress Code

- Wear school-appropriate clothing.
- Clothing should promote a learning environment.
- Wear clothing that allows you and others to concentrate on learning.
- Any words and images on clothing must be school-appropriate.
- During the school day, store your head phones, ear buds and phone out of sight.

## Buses

- Use quiet voices.
- Follow adult directions.
- Respect others’ personal space.
- Use positive language.
- Talk about appropriate topics.
- Follow all bus expectations.
- Follow school expectations at drop-off and pick-up areas.

- Be aware of your surroundings.
- Keep hands and feet to yourself.
- Be where you are supposed to be.
- Follow staff directions.
- Report visitors without a visitor’s badge to a teacher.

- Keep clothing that is intimidating or dangerous at home.
- Keep purses, satchels and backpacks in your locker.

*See Dress and Grooming in this handbook.*

- Wait on sidewalk until bus door is opened.
- Be aware of traffic.
<table>
<thead>
<tr>
<th>Morning Arrival</th>
<th>Dismissal</th>
<th>Hallway/Team area/Passing time</th>
<th>Library</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter quietly.</td>
<td>Choose appropriate farewells to staff and friends.</td>
<td>Choose appropriate voice level, language and topics.</td>
<td>Enter quietly.</td>
<td>Stay on task until dismissed by teacher.</td>
</tr>
<tr>
<td>Greet staff and friends appropriately.</td>
<td>Exit orderly.</td>
<td>Be courteous and friendly.</td>
<td>Limit your talking so others may concentrate.</td>
<td>Be an active listener.</td>
</tr>
<tr>
<td>Keep walkways clear for CMS guests.</td>
<td>Keep walkways and exits clear.</td>
<td>Return unwanted materials to the shelf where you found them.</td>
<td>Follow staff instructions quickly and quietly.</td>
<td>Interact positively with others.</td>
</tr>
<tr>
<td>Go directly to the cafeteria if you plan to eat breakfast.</td>
<td></td>
<td></td>
<td>Use computers and materials according to library guidelines.</td>
<td>Use school supplies appropriately.</td>
</tr>
<tr>
<td>Arrive between 9:20-9:30 or between 10:20-10:30 on late start days.</td>
<td>Catch your ride, board the bus, report to designated club area/team area, or leave the property promptly after school.</td>
<td>Carry a hall pass during class time.</td>
<td>Be prepared, on time, and ready to learn.</td>
<td>Be prepared, on time, and ready to learn.</td>
</tr>
<tr>
<td>Report directly to the appropriate area and remain there.</td>
<td>Wait until after dismissal to use electronic devices.</td>
<td>Move directly to your next class.</td>
<td>Participate in class discussions and activities.</td>
<td>Participate in class discussions and activities.</td>
</tr>
<tr>
<td>Put electronic devices away for the day.</td>
<td></td>
<td>Stay in designated areas.</td>
<td>Do your own work.</td>
<td>Do your own work.</td>
</tr>
<tr>
<td>Use sidewalks in an organized manner.</td>
<td>Use sidewalks in an organized manner.</td>
<td>Keep the hallways clean.</td>
<td>Use your planner/tracker daily.</td>
<td>Use your planner/tracker daily.</td>
</tr>
<tr>
<td>Lock bikes up in designated area.</td>
<td>Walk bikes while on school grounds.</td>
<td></td>
<td>Do your personal best.</td>
<td>Do your personal best.</td>
</tr>
<tr>
<td>Walk bikes while on school grounds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Restroom          | Let others have privacy.  
|                  | Keep walls, stalls, mirrors and floors clean.  
|                  | Go to closest authorized restroom.  
|                  | Return promptly to class.  
|                  | Phone should be off and out of sight.  
|                  | Wash your hands with soap and water.  
|                  | Report any problems you notice immediately to an adult.  

| Cafeteria- Lunch Time | Choose appropriate voice level, language, and topics.  
|                       | Follow adult directions.  
|                       | Make one of three choices:  
|                       | 1. Wait in food line.  
|                       | 2. Sit down at a table.  
|                       | 3. Go outside.  
|                       | Keep food and drinks in cafeteria.  
|                       | Clean your area.  
|                       | Recycle.  
|                       | Present pass to leave the cafeteria.  
|                       | Walk at all times.  
|                       | Sit with knees under the table.  
|                       | Take care of all spills.  
|                       | Store lunch bags in bins.  
|                       | Bring your coat when it’s cold.  

| Outside Recess      | Choose appropriate voice level, language and topics.  
|                     | Practice good sportsmanship.  
|                     | Use equipment appropriately.  
|                     | Share equipment.  
|                     | Play by the rules.  
|                     | Return balls and equipment to the bin after recess.  
|                     | Respond promptly to the whistle.  
|                     | Hoods and winter caps may be worn only when authorized by staff.  
|                     | Stay in the designated recess area.  
|                     | Report safety concerns to staff.  
|                     | Enter building calmly.  

| Inside Recess       | Choose appropriate voice level, language, and topics.  
|                     | Practice good sportsmanship.  
|                     | Use equipment appropriately.  
|                     | Share equipment.  
|                     | Play by the rules.  
|                     | Return balls and equipment to designated place after recess.  
|                     | Respond promptly to the whistle.  
|                     | Stay in the designated recess area.  
|                     | Report safety concerns to staff.  
|                     | Pick an activity and remain in that area during entire recess.  
|                     | Sit or stand while socializing in blue gym.  
|                     | When exiting gyms, open doors cautiously and walk directly to class.  

 filament
<table>
<thead>
<tr>
<th>Emergency Drills</th>
<th>Help!</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Move quickly and quietly as directed.</td>
<td>➢ Stay with designated staff.</td>
</tr>
<tr>
<td>➢ Always act as if the drill is a real</td>
<td>➢ Know your emergency procedures.</td>
</tr>
<tr>
<td>emergency.</td>
<td>➢ Listen and respond promptly to staff instructions.</td>
</tr>
<tr>
<td>➢ Keep hands and feet to yourself.</td>
<td>➢ Walk at all times.</td>
</tr>
<tr>
<td>➢ Line-up alphabetically during drills.</td>
<td>➢ Report directly to after school activities after your last class.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra-curricular Activities/SUN/Sports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Choose appropriate language and</td>
<td>➢ Pre-arrange a ride home for the appropriate time.</td>
</tr>
<tr>
<td>actions.</td>
<td>➢ Clean up after yourself.</td>
</tr>
<tr>
<td>➢ Treat all participants in a friendly</td>
<td>➢ Wear school-appropriate clothing to all school-sponsored events.</td>
</tr>
<tr>
<td>and fair manner.</td>
<td></td>
</tr>
<tr>
<td>➢ Follow all safety procedures and rules.</td>
<td></td>
</tr>
<tr>
<td>➢ Stay with adult supervisor at all</td>
<td></td>
</tr>
<tr>
<td>times.</td>
<td></td>
</tr>
<tr>
<td>➢ Report directly to after school</td>
<td></td>
</tr>
<tr>
<td>activities after your last class.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assemblies and Special Events</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Applaud at appropriate times.</td>
<td>➢ Sit in your designated team area.</td>
</tr>
<tr>
<td>➢ Pay attention.</td>
<td>➢ Leave personal items in classroom/locker.</td>
</tr>
<tr>
<td>➢ Display positive attitudes and feedback</td>
<td>➢ Keep hands and feet to yourself.</td>
</tr>
<tr>
<td>to presenters.</td>
<td>➢ Walk at all times.</td>
</tr>
<tr>
<td>➢ Keep hands and feet to yourself.</td>
<td>➢ Be seated on bleachers as directed by staff.</td>
</tr>
<tr>
<td>➢ Exit bleachers as directed by staff.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break Areas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Choose appropriate language, volume,</td>
<td>➢ Stay in the appropriate area.</td>
</tr>
<tr>
<td>and topics.</td>
<td>➢ Clean-up after yourself.</td>
</tr>
<tr>
<td>➢ Respect the property of others.</td>
<td>➢ Arrive to your next class on time.</td>
</tr>
<tr>
<td>➢ Keep your hands and feet to yourself.</td>
<td></td>
</tr>
<tr>
<td>➢ Walk at all times.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PE/Locker Room</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Dress quickly and quietly in your own</td>
<td>➢ Secure your belongings in your assigned locker.</td>
</tr>
<tr>
<td>area.</td>
<td>➢ Bring your P.E. uniform daily.</td>
</tr>
<tr>
<td>➢ Respect others and their property.</td>
<td>➢ Keep hands and feet to yourself.</td>
</tr>
<tr>
<td>➢ Use personal hygiene products</td>
<td>➢ Report inappropriate behavior.</td>
</tr>
<tr>
<td>appropriately.</td>
<td></td>
</tr>
</tbody>
</table>
Student Behavior Program

The objective of disciplining any student is to help the student develop a positive attitude toward self-discipline, realize the responsibility of one’s actions and maintain a productive learning environment.

Our goal is to provide an environment where each student can learn and experience success. We explicitly teach expectations, reteach as needed and provide interventions. Students benefit most when parents, teachers, and administrators work together as a team to provide assistance and direction. In order for students to learn and be successful, school needs to be a safe place. According to School Board Policy and the District Conduct Code, all school rules are in effect on school property, at any school sponsored function either on or off school property, at any time students are going to or from school, and/or while being transported to and from any school sponsored activity.
Opportunities
The mission of Centennial Middle School is to empower and inspire all students to apply the knowledge, skills, and attitudes necessary to become curious learners, creative problem solvers, to achieve personal success, and to become caring contributors to society. This starts with expectations for students to maintain good grades, attend school on a regular basis, and meet behavior expectations as part of their middle school experience. When students demonstrate these standards, they are able to participate in various opportunities.

Opportunities are school activities that happen outside the regular classroom. The following is a partial list of opportunities that are offered at CMS and the standards that are expected to participate fully in school activities.

Opportunities that are monitored by individual teams:
- Passing Time
- Assemblies and Team Celebrations
- Team Building Activities
- Bathroom breaks during class time
- Power Hour

How do you earn the opportunity to attend Activity Hour?
- Consistently follow PAWS expectations
- Appropriate behavior with guest teachers/substitutes

How do you earn the opportunity to go to Oaks Park? (8th grade only)
- Consistently follow PAWS expectations
- Return all textbooks and library books
- Pay all fees and fines

How do you earn the opportunity to participate in Track?
- Pass all of your classes with a “D” or better on report cards
- To remain eligible, you must maintain a “D” grade or better in all your classes on all progress reports
- Demonstrate appropriate behavior both in school and during the sporting activity. Coaches/administrators will determine loss of all, or a portion of the season.

How do you earn the opportunity to attend Field Trips with any special groups that occur during the regular school day?
- Currently passing all classes with a “D” grade or better
- Appropriate behavior
- Appropriate behavior with guest teachers/substitutes

How do you earn the opportunity to be a Teacher’s Assistant during PRIDE?
- Pass all classes
- Good attendance
- Compliance with school rules

How do you earn the opportunity to stay on Student Council?
- Attendance: regular attendance at school and student council meetings.
- Academics: show responsibility in completing all assignments.
- Citizenship: demonstrate kindness and respect to all staff and students.
- Motivation: strive for excellence.
- Responsibility: follow through with all commitments.
- Behavior: demonstrate positive behavior at all times.

Any student whose conduct is judged to reflect discredit upon himself or herself, during or outside of school hours will be subject to disciplinary action and may be removed from student council. Causes for immediate removal from student council include: use of tobacco, alcohol, or illegal possession of drugs not prescribed by a physician; violation of CMS rules and regulations; theft of any kind at or away from school; personal misconduct that involves police or court action during or outside of school hours; verbal and or physical attack on another student, teacher, coach or any other person; and acts of inappropriate or unsportsmanlike conduct.
DISCIPLINARY ACTIONS

Students who struggle to meet expectations may be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior (Major or Minor), one or more of the following actions in the chart on the next page will be taken by school personnel.

<table>
<thead>
<tr>
<th>WARNING</th>
<th>WARNING</th>
<th>School personnel will talk to the student and reteach expected behavior.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONFERENCE</td>
<td>CONFERENCE</td>
<td>A formal conference may be held between the student and a staff member or members. Written record will be maintained.</td>
</tr>
<tr>
<td>LOSS OF OPPORTUNITY</td>
<td>LOSS OF OPPORTUNITY</td>
<td>Student will be ineligible to participate in activities that happen outside the regular classroom. These may include assemblies, activity days, break time, passing time and field trips.</td>
</tr>
<tr>
<td>ITEMS CONFISCATED</td>
<td>ITEMS CONFISCATED</td>
<td>Inappropriate items or inappropriate use of items may result in the item being confiscated and held in the office for parent pick-up.</td>
</tr>
<tr>
<td>PARENT/TEACHER COLLABORATION</td>
<td>PARENT/GUARDIAN &amp; TEACHER COLLABORATION</td>
<td>A conference may be conducted between the student, his or her parent/guardian, appropriate school officials, and other individuals involved. Written record will be maintained.</td>
</tr>
<tr>
<td>REFOCUS/REFLECTION</td>
<td>REFOCUS/REFLECTION</td>
<td>Students are assigned to a separate supervised environment away from usual activities within the school for a short period of time.</td>
</tr>
<tr>
<td>LUNCH INSTRUCTION</td>
<td>LUNCH INSTRUCTION</td>
<td>Students are assigned to a lunch instruction where they are given the opportunity to relearn the skill to help them be more successful in the classroom setting.</td>
</tr>
<tr>
<td>IN-SCHOOL SUSPENSION</td>
<td>IN-SCHOOL SUSPENSION</td>
<td>Multiple periods assigned to a separate supervision setting.</td>
</tr>
<tr>
<td>BEFORE/AFTER SCHOOL INTERVENTION</td>
<td>BEFORE/AFTER SCHOOL INTERVENTION</td>
<td>The student may attend before or after school to participate in interventions related</td>
</tr>
<tr>
<td>RESTITUTION</td>
<td>RESTITUTION</td>
<td>The student is required to compensate for loss or damages caused.</td>
</tr>
<tr>
<td>OUT OF SCHOOL SUSPENSION</td>
<td>OUT OF SCHOOL SUSPENSION</td>
<td>The student is excluded from school and school related activities for a period of up to 10 consecutive school days.</td>
</tr>
<tr>
<td>EXPULSION</td>
<td>EXPULSION</td>
<td>An expulsion is the removal of a student from school and all related school activities. The length of time that a student is expelled is determined by the superintendent.</td>
</tr>
</tbody>
</table>
## Minor Behaviors

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Definition</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespect (Minor)</td>
<td>• Repeatedly not following directions</td>
<td><strong>Minor Behavior Report:</strong> Consequences including but not limited to:</td>
</tr>
<tr>
<td></td>
<td>• Making inappropriate comments, gestures, or actions toward</td>
<td>- Formal teacher-student conference and</td>
</tr>
<tr>
<td></td>
<td>teacher or peer</td>
<td>warnings</td>
</tr>
<tr>
<td></td>
<td>• Interfering with the learning or</td>
<td>- Clean-up duty</td>
</tr>
<tr>
<td>Disruption</td>
<td>teaching of others (blurt out,throwing things, being out of seat,etc.)</td>
<td>- Loss of breaks and transition time</td>
</tr>
<tr>
<td></td>
<td><strong>4th MINOR in this category may result in a major referral.</strong></td>
<td>- Refocus/Reflection/Reteaching</td>
</tr>
<tr>
<td></td>
<td>• Clothing that distracts from the learning environment</td>
<td>- Inappropriate items confiscated</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>• Clothing that does not meet the dress code</td>
<td>- May include parent notification</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>• Offensive language (verbal or nonverbal) used in casual</td>
<td>- Lunch Instruction</td>
</tr>
<tr>
<td></td>
<td>conversation</td>
<td>- Team interventions</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>• Shoving/pushing/tripping/rough</td>
<td>- Counselor referral</td>
</tr>
<tr>
<td></td>
<td>- housing with no harmful intent</td>
<td>- Formal teacher-parent conference as needed</td>
</tr>
<tr>
<td>Property Misuse</td>
<td>• Writing on desks, books, binders, etc.</td>
<td>- REAP (Mindful Moments)</td>
</tr>
<tr>
<td></td>
<td>• Using tools as toys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Taking another person’s belongings</td>
<td></td>
</tr>
<tr>
<td>Tardy</td>
<td>• Arriving late to class without a pass</td>
<td></td>
</tr>
<tr>
<td>Technology Violation</td>
<td>• Using cell phones, cameras, MP3 players and other inappropriate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>electronic devices at school</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accessing non instructional site during instructional time.</td>
<td></td>
</tr>
<tr>
<td>Cheating/Plagiarism</td>
<td>• Copying another’s work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Claiming someone else’s work as your own</td>
<td></td>
</tr>
<tr>
<td>Loitering</td>
<td>• Being in an area of the school without permission</td>
<td></td>
</tr>
</tbody>
</table>
## Major Behaviors

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Looks Like Sounds Like</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson</td>
<td>● Using fire to destroy or attempt to destroy property</td>
<td><strong>Major Behavior Report:</strong>&lt;br&gt;- 1 to 10 day suspension&lt;br&gt;- May refer matters to the police&lt;br&gt;- May refer for expulsion or educational alternatives</td>
</tr>
<tr>
<td>Defiance</td>
<td>● Refusing to comply with the reasonable request of a person of authority&lt;br● The student will be asked, “Are you refusing to do what I am asking you to do?” If the student still refuses to comply, then the behavior is “Defiance”</td>
<td><strong>Consequences for Major Behavior Reports</strong> may include but are not limited to a range or combination of:&lt;br&gt;- REAP&lt;br&gt;- After School Intervention&lt;br&gt;- In-school Suspension&lt;br&gt;- Out of School Suspension&lt;br&gt;- Parent-Student Conference&lt;br&gt;- Expulsion</td>
</tr>
<tr>
<td>Disrespect (Major)</td>
<td>● Using profanity, offensive language or inappropriate gestures toward a person of authority</td>
<td></td>
</tr>
</tbody>
</table>
| **Fighting** | • Engaging in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)  
• Rough-housing may be treated as fighting  
• Assaulting another student | **Consequences for Major Behavior Reports** may include but are not limited to a range or combination of:  
- REAP  
- After School Intervention  
- In-school Suspension  
- Out of School Suspension  
- Parent-Student Conference  
- Expulsion |
| **Forgery** | • Copying or changing someone else’s signature  
• Presenting a false signature |  |
| **Gang Display** | • Using writing, gestures, dress, and/or speech to display gang affiliation  
• Possessing gang-related items |  |
| **Harassment/Bullying/ Cyberbullying***Sexual Harassment** | • Harassment is using words or behaviors that intimidate or threaten physically, emotionally, and socially.  
• Bullying is a pattern of hurtful words, gestures, or acts carried out intentionally and over time by a student with more perceived power towards a student with less perceived power that leaves the target fearful as to what will happen next.  
• Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.  
• ***Sexual harassment can be verbal, visual or physical. No form of sexual harassment will be tolerated at school at any time.*** |  |
| **Material Disruption** | • Substantial disruption to the learning environment  
• Communicating/yelling false statements/phrases that could result in creating panic  
• Falsely pulling a fire alarm  
• **4th MINOR in disruption may result in a major referral.** | Falsely pulling a fire alarm will result in the loss of opportunity to attend Oaks Park as well as additional disciplinary action. |
| Profanity                      | • Swearing or using profanity, verbal or nonverbal, in a manner that confronts or intimidates another student  
|                               | • Swearing in anger |
| Property Damage/Vandalism     | • Damaging, defacing, or destroying property belonging to others |
| Reckless Endangerment        | • Inappropriate behavior that may unintentionally cause injury to self or others |
| Skipping Class/Off Campus    | • Coming to class excessively late (10 or more minutes), leaving or missing class without permission  
|                               | • Leaving campus without permission |
| Technology Violation         | • Accessing sexually explicit, violent, or hateful websites at school  
|                               | • Not following computer use expectations  
|                               | • Using technology to take, send or post inappropriate pictures or messages, or videos.  
|                               | • Violating state testing guidelines |

**Consequences for Major Behavior Reports** may include but are not limited to a range or combination of:
- REAP
- Loss of technology privileges
- After School Intervention
- In-school Suspension
- Out of School Suspension
- Parent-Student Conference
- Expulsion
| Theft | • Knowingly taking, giving, or receiving property not belonging to you | **Consequences for Major Behavior Reports** may include but are not limited to a range or combination of:
- REAP
- After School Intervention
- In-school Suspension
- Out of School Suspension
- Parent-Student Conference
- Expulsion |
| Use/Possession of Tobacco | • Having or using tobacco in any form  
• Including possession and use of vape pens and electronic cigarettes | |
| Use/Possession/Distribution of Alcohol or Drugs | • Using, possessing, distributing, selling, or being under the influence of alcohol, drugs, or other intoxicants  
• Feigning (faking) the sale, supply, use, or being under the influence of drugs or alcohol | **If sale or supply is involved, refer for expulsion or educational alternatives.** |
| Possession of Weapon(s) | • Possessing a weapon or replica of a weapon (firearms, knives, metal knuckles, explosives, noxious, irritating or poisonous gases)  
• Using a weapon or any object to threaten or cause bodily injury | Possession of a *dangerous weapon*, which under the circumstances that it is used, threatened to be used, or attempted to be used is readily capable of causing death or serious physical injury will result in a referral for expulsion. |

**Expulsion or Educational Alternatives**

Major behaviors may result in a referral to the principal for consideration of expulsion or educational alternatives. An expulsion removes a student from school for up to one year.
CMS Chromebook Device Usage Agreement

1. I will take care of my Chromebook.
2. I will know where my Chromebook is at all times and never leave the Chromebook unattended.
3. Only I am permitted to use the Chromebook assigned to me.
4. I will not touch another student’s Chromebook.
5. I will always use my Chromebook in a safe place (sitting down).
6. If I am asked to move, I will carry the Chromebook with two hands, and hold it by the base, not the cover.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will not bang, slam, or hit the Chromebook.
10. I will use my Chromebook in ways that are educationally appropriate and meet Centennial Middle School expectations.
11. I will practice digital responsibility.
12. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
13. I will not remove the Chromebook from the classroom.
14. I will return my Chromebook to the cart and leave it unplugged.
15. I will log off after each use.
16. I will report damage to my Chromebook immediately or risk losing my Chromebook privileges.
17. Failure to report damage or improper function to your Chromebook may result in being held liable.
18. I understand that if I cause damage to the Chromebook, I will receive disciplinary action and lose Chromebook privileges until the device is repaired or replaced.
19. If I damage a Chromebook and lose privileges, I will still be required to complete ALL ASSIGNED WORK, Chromebook or not. I will be required to complete the assignment using paper and pen.
20. If I fail to meet this Chromebook Agreement I will receive disciplinary action.
At CMS, our students engage in hands-on activities, especially in their science classes and during Project-Based Learning (PBL) units. While hands-on learning is great for students, it carries possible hazards. For example, students will use tools or equipment that may be dangerous if not handled properly. It is extremely important that our students learn and practice classroom safety skills.

To ensure a safe classroom, a list of rules have been developed. Students must follow these safety rules during labs and hands-on projects. Additional safety instructions will be given, as needed.

Student and parent/guardian signatures are required for student participation in curriculum that includes these potential hazards.

**Safety Rules:**

1. Be responsible and alert when hazardous equipment and materials are present. Move carefully, listen for directions, and take safety seriously. Playing around during lab/project time is unsafe and will not be allowed.
2. Follow all written and verbal safety instructions. Ask your teacher for help if something doesn’t make sense.
3. Do not touch any equipment, supplies, or other materials in the classroom without teacher permission.
4. Perform only authorized and approved experiments/projects. Do not use tools or work with hazardous materials when your teacher is out of the room.
5. Assume all chemicals are dangerous. Do not touch or smell any chemical unless your teacher lets you know something is safe to touch or smell.
6. Never eat, drink, or taste anything that is being used for an experiment or project. No food or beverages are allowed during lab or project construction.
7. Keep hands away from your face, eyes, and mouth while using tools or when working with chemicals. Wash your hands with soap and water after working with hazardous materials.
8. Wear safety goggles when instructed (this is very important!). Never remove safety goggles during an experiment or when using a tool. Your teacher will let you know when it is safe to remove your goggles.
9. Report any accidents (fire, spill, breakage, etc.), injuries (cut, burn, etc.), or hazardous conditions to your teacher immediately. Never try to deal with this on your own, as you might make it worse (for example: don’t ever pick up broken glass... students who do this often cut their hands).
10. Always carry equipment (microscopes, balances, tools) with both hands. Walk carefully when you’re carrying equipment; make sure you have a clear path and people around you know you are carrying something.
11. Use extreme caution when using matches, a burner, or a hot plate. Secure long hair back with a rubber band. Be aware of the flame at all times and never leave it burning if you walk away. Always assume a hot plate is hot; don’t touch the top or don’t leave anything on it. Assume that tools and glassware that you’ve heated are hot: don’t touch them with your bare hands.
12. Use extreme caution with very cold materials (ex. dry ice). These materials can cause serious and permanent skin damage. Follow every teacher direction.
13. Keep your work area clean and organized. At the end of your work time, throw away waste, as directed. Wipe down work surfaces. Clean the floor around you. Return materials to their original location. This is very important for safety.

14. Learn where the safety equipment is located and know how to use it. Know where all exits are located and what to do in case of an emergency or fire drill.

15. Long hair, dangling jewelry, and loose or baggy clothing needs to be tied back or secured when operating equipment. Keep shoes on at all times; close-toed shoes are the safest, especially when working with tools and chemicals.

16. Socializing during work time is dangerous. You will miss safety directions and put yourself and others at risk. Stay focused with your team as you work.

Agreement:

I, _______________________________ (print student name), have read and understand the safety rules in this contract. I agree to follow them, as this protects my safety and the safety of others. I will do my best to prevent hazards and injuries for myself and others. I understand that if I do not follow these safety rules, I will not be allowed to participate in future activities that require safety skills.

_____________________________________________
Print Student Name

_____________________________________________
Student Signature

_____________________________________________
Date (Month/Day/Year)

Dear Parent/Guardian,

Please support our efforts to keep all students safe, by reading over this safety contract with your student, signing, and returning this form. This contract is required for students to fully participate in our hands-on classroom curriculum. In addition, please answer these safety-related questions below:

Does your child wear contact lenses? Yes No Sometimes
Is your child color blind? Yes No
Does your child have allergies? Yes No
If yes, please list allergies:

Does your child have health concerns that could impact them during lab and projects? Yes No
If yes, please explain:

_____________________________________________
Print Parent/Guardian Name

_____________________________________________
Parent/Guardian Signature

_____________________________________________
Date (Month/Day/Year)
Physical and Health Education Expectations  
**Centennial Middle School**

At CMS, we want to make our PE/Health classes successful and fun. Students can do this by following PAWS expectations at all times.

**Our school year at a glance:**

<table>
<thead>
<tr>
<th>Physical Education Units:</th>
<th>Health Units (3 per year):</th>
<th>Grade Breakdown:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Aerobic activities</td>
<td>1. Nutrition</td>
<td>55% Weekly PE</td>
</tr>
<tr>
<td>- Resistance training</td>
<td>2. Growth and Development</td>
<td>PAWS +20% Fitness</td>
</tr>
<tr>
<td>- Flexibility/stretching/yoga</td>
<td>3. Gateway Drugs</td>
<td>Testing</td>
</tr>
<tr>
<td>- Recreational Activities</td>
<td>4. First Aid and Safety</td>
<td>75% PE</td>
</tr>
<tr>
<td>- Team Sports</td>
<td>5. Healthy Relationships</td>
<td>25% Health</td>
</tr>
<tr>
<td>- Fitness Tests</td>
<td>6. Disease Prevention and Treatment</td>
<td></td>
</tr>
</tbody>
</table>

**To ensure safety and participation students will need the following items for PE:**

1. PE uniform (can be purchased at registration or at the front office ~ cash only)
2. combination lock (found at most hardware stores, large grocery stores or pharmacies)
3. athletic shoes with laces

**Excuses from PE participation**
Parents or guardians may request light-duty or partial participation for their child for up to three days maximum from PE. Please call, e-mail or send a note with your child to school. If a student needs a longer period of rest or alternate activities, a doctor’s note with the reason and length of excuse is required.

**Dress Down Policy (PE only)**
Students are required to dress down everyday in their PE uniform and athletic shoes. It is a half of their daily PE grade and essential to the success of each student. If a student forgets their PE uniform at home, they may borrow a PE uniform to ensure full credit for the day. Being prepared and dressed for the day’s activities ensures maximum participation and fun!

**Please e-mail or call your students’ teacher if you have questions:**

<table>
<thead>
<tr>
<th>deLeon, Mike</th>
<th>Dunlap, Jolene</th>
<th>Gibson, Lisa</th>
<th>Roberts, Jake</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:mike_deleon@csd28j.org">mike_deleon@csd28j.org</a></td>
<td><a href="mailto:jolene_dunlap@csd28j.org">jolene_dunlap@csd28j.org</a></td>
<td><a href="mailto:lisa_gibson@csd28j.org">lisa_gibson@csd28j.org</a></td>
<td><a href="mailto:jake_roberts@csd28j.org">jake_roberts@csd28j.org</a></td>
</tr>
<tr>
<td>503-762-3206</td>
<td>503-762-3206</td>
<td>503-762-3206</td>
<td>503-762-3206</td>
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</tbody>
</table>
**Student Contract**

I have received, read, and understand the Centennial Middle School Student Handbook including the School-Wide Behavioral Expectations, Student Behavior Program, and Chromebook Device Usage Agreement. I understand what behavior is acceptable and appropriate, and I understand the possible consequences should I choose not to comply.

Student Signature__________________________________________ Date ____________

Parent/Guardian Signature__________________________________ Date ____________

**Parent/Guardian Contract**

I acknowledge receipt of the Centennial Middle School Handbook including the School-Wide Behavioral Expectations and Student Behavior Program and Chromebook Device Usage Agreement. I have reviewed the handbook and behavior program with my child, and I am aware of possible consequences for inappropriate behavior.

Parent/ Guardian Name________________________________________ Date ____________

Parent/Guardian Signature____________________________________ Date ____________
## CMS Student Core Values and Commitments

<table>
<thead>
<tr>
<th></th>
<th>Our Commitment</th>
<th>Why this matters</th>
<th>What this will look like</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Perseverance</strong></td>
<td>• We will keep trying and not give up even when it gets tough.</td>
<td>• We believe that sticking to it helps build the skills and grit to make future challenges easier to manage.</td>
<td>• We will keep asking questions.</td>
</tr>
<tr>
<td></td>
<td>• We will build each other up within our community.</td>
<td>• We believe that our continued effort and practice will lead to success.</td>
<td>• We will view teacher feedback as a chance to grow.</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td></td>
<td></td>
<td>• We will look to each other for support.</td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td>• We will treat all students and adults with kindness and follow all PAWS expectations.</td>
<td>• We believe everyone should feel valued and safe at CMS.</td>
<td>• We will not get discouraged when we don’t succeed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• We believe everyone’s contribution is important and all students and teachers deserve kindness.</td>
<td></td>
</tr>
<tr>
<td><strong>R</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td>• We will demonstrate honesty and integrity by always doing the right thing.</td>
<td>• We believe being honest and sincere is a characteristic of successful people.</td>
<td>• We will be honest and truthful in our interactions with people, even if it’s the unpopular choice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• We believe our character and community is strengthened when we act with integrity.</td>
<td>• We will stand up for others.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• We will be honest with our mistakes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• We will complete our assignments to the best of our ability.</td>
</tr>
<tr>
<td><strong>Dedication</strong></td>
<td>• We will do our personal best and not give up.</td>
<td>• We believe in learning from our mistakes.</td>
<td>• We will turn in work we’re proud of and re-do when we know we can do better.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Educational Equity</strong></td>
<td>• We will be patient with ourselves and each other.</td>
<td>• We believe we are all different and learn at different rates.</td>
<td>• We will speak up when we need more help or information.</td>
</tr>
<tr>
<td></td>
<td>• We will take responsibility for own learning process and begin the next steps (questions, revisions, etc.) when possible.</td>
<td>• We believe we each have the ability to be our best and deserve that opportunity.</td>
<td>• We will help our fellow classmates learn.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• We will self-monitor our own learning and take responsibility for our own learning.</td>
</tr>
</tbody>
</table>