



Centennial Middle School

Welcome to Centennial Middle School!

We are excited that you are here! This year you will be given many opportunities to meet many people and make new friends. Our tradition of excellence in the middle school is made possible by your hard work and our teachers' enthusiasm. It is our hope that your experiences this year will be challenging and fun. This agenda is the key! Recording your assignments in this agenda will help you stay organized, get homework done and achieve better grades.

We also know that middle school students can have those times when having someone to talk with makes all the difference. Be sure to take advantage of your teachers, counselors and administration. We all are good listeners!

In this agenda are numerous tips to help you with your studies. Also, be familiar with the rules we follow to help make this building a safe learning environment. Our school district promotes the concepts of Respect, Responsibility and Right Choices. Don't let the improper behaviors of others be your excuse. If you are respectful to others they will return the favor!

Centennial Middle School will provide you the opportunity for transition between the elementary school and the senior high school. It is our hope this transition is smooth and offers you the opportunity to grow not only educationally but also as a person. Good luck and have a great year!

This agenda belongs to: _____

Grade _____ Team _____

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Centennial Middle School Calendar of Events 2011-2012

AUGUST

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

AUGUST

10	Early Bird Activities Registration	10:00 a.m. - 1:00 p.m. & 3:00 p.m. - 7:00 p.m.
11	Early Bird Activities Registration	7:00 a.m. - 11:00 a.m.
15	Early Bird Activities Registration	7:00 a.m. - 11:00 a.m. & 3:00 p.m. - 7:00 p.m.
16/17	Early Bird Activities Registration	7:30 a.m. - 3:30 p.m.
23	Orientation (6th Grade & Siblings)	2:00 - 7:00 p.m.
24	Orientation (7th & 8th Grade)	2:00 - 7:00 p.m.
30	Teacher Workshop (Aug 30-Sept. 2)	
31	Open House (6th, 7th and 8th Grade)	5:15 - 7:15 p.m.

FEBRUARY

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SEPTEMBER

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29	30			

SEPTEMBER

5	NO SCHOOL - Labor Day
6	FIRST DAY OF SCHOOL!
7	Picture Make-Up Day
12	MS Fund-Raiser Begins

MARCH

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4	5	6	7
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OCTOBER

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OCTOBER

3	NO SCHOOL - Teacher Workshop	
12/13	1st Quarter Mid-Term	
17	Parent / Teacher Conferences	3:00 - 7:00 p.m.
18	Parent / Teacher Conferences; Picture Retake Day	3:00 - 7:00 p.m.
19	NO SCHOOL - Parent / Teacher Conferences	8:00a.m. - 11:30a.m.
20/21	NO SCHOOL - Professional Organization Meetings	

APRIL

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NOVEMBER

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NOVEMBER

1	Late Start - School 2 hours late
8	General Election
10	End of 1st Quarter
11	NO SCHOOL - Teacher Workshop
24-25	NO SCHOOL - Thanksgiving Vacation

MAY

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DECEMBER

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DECEMBER

5-16	PTA Holiday Drive
14/15	2nd Quarter Mid-Term
26	Winter Break Begins

JUNE

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JANUARY

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JANUARY

3	Students Return from Winter Break
10	Late Start - School 2 hours late
16	NO SCHOOL - Martin Luther King Day
20	End of 2nd Quarter
23	NO SCHOOL - Teacher Workshop

JULY

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30	31				

October 4th December 6th January 3rd January 31st March 6th April 3rd

PARENT - TEACHER ASSOCIATION MEETINGS
(CMS STAFF DINING ROOM - 6:30 - 8:00 PM.)

Belief Statements of Our Learning Community

Centennial School District Mission Statement:

Through academic, emotional, and social development, Centennial School District #12 prepares students for life.

The Centennial School District will:

- Partner with students, parents, staff, and the community
- Produce learners with high academic and communication skills
- Develop responsible citizens

Strategic Goals:

- Implement a rich, integrated curriculum which is in alignment throughout the district.
- Develop and maintain a strong two-way communication system between district, students, staff, parents, and the community.
- Manage our resources of time, people, facilities, and funds to the maximum benefit of students.
- Develop standards of excellence for all district functions based on a system of continuous improvement

Middle School Site Leadership Team

The Site Leadership Team is a consulting board of the middle school; meeting once per month (or more if needed). Parents who have recently served on the site leadership team are located on the school website. Feel free to contact any of them if you have questions or concerns about the middle school.

Centennial School Board

Christina Wilson (dchriswilson@msn.com)
Cindy Norton (cnor2000@msn.com)
Karen Lodico (KarenLodico@comcast.net)
Superintendent

John Burns (jburns@AE-solutions.com)
Barb Regnier (barbregnier@comcast.net)
Suzy Guthmueller (sguthmueller@isd12.org)

Non-Discrimination Policy

Centennial School District #12 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Centennial School District #12 Policy 5000 applies to all areas including employment, academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of employment or enrollment. It is the responsibility of every school district student and employee to comply with this policy conscientiously. Mr. David Thacker (4707 North Road, Circle Pines, MN 55014; 763-792-5282) has been designated to handle inquiries regarding the non-discrimination policies.

Centennial Respect & Responsibility Student Code of Conduct/Discipline Policy (6030)

Policy Statement:

WE BELIEVE that learning is best achieved through a cooperative effort in which students, parents, educators, and community members share educational responsibilities within an atmosphere of mutual respect and trust.

WE BELIEVE that mutual respect and trust is required to meet the diverse needs which exist in our district in gender, race, religion, life-style, life experiences, values, interest, goals, abilities to learn and learning styles.

WE BELIEVE that a safe, supportive, and encouraging learning environment must be available to serve our diverse needs and that such an environment can be created through our community's commitment to the district Respect and Responsibility Plan and Policy. (Complete copies of the Respect and Responsibility Plan will be provided upon request at the District Office.)

WE BELIEVE that all members of our school community need to treat each other with respect and that all students need to take ownership and responsibility for their actions.

Respect and Responsibility – Behavioral Expectations

The Respect and Responsibility Policy sets expectations for behavior above and beyond those defined as Severe Behaviors.

In the classroom, on school property, or at a school sponsored activity or event:

- Respect self, other people, and property
- Cooperate with other students and adults
- Be physically and verbally considerate to others

On the bus:

- Be respectful of others at all times
- Stay seated
- Keep all parts of your body inside the bus
- Talk quietly and use appropriate language
- Respect the school bus property and obey the bus driver

Specific expectations for the bus, school ground, hallway, and lunchroom will be included in this handbook. These expectations are a part of the school's Respect and Responsibility Policy. Those specific expectations shall conform to the general statement of policy under this Respect and Responsibility Policy.

Consequences for violations of the district Respect/Responsibility Policy on the bus may range from

- Verbal warning and written bus referral to parents
- Indefinite suspension from the bus

Consequences for Violations of Policy

Violations of the district Respect and Responsibility Policy will be responded to. Responses may include:

- Verbal or written reminder / notification
- Student conference with teacher, principal or other district personnel
- Parent contact
- Parent conference with teacher, principal other district personnel
- Restriction or loss of privileges
- Detention
- Removal from class for up to five class or activity periods
- Written contracts
- Schedule modifications
- Peer modifications
- Suspension, in-school or out of school
- Expulsion for more severe or repeated violations.
- Referral to police
- Other disciplinary action as deemed appropriate by the District

Student Code of Conduct/Discipline Policy – Severe Behaviors

The following behaviors will not be tolerated within the District 12 and will be dealt with immediately by the administration:

- Bomb Threat
- False fire alarm
- Theft
- Property damage or destruction, or
- Bullying, verbal or physical intimidation or fighting
- Possession or use of drugs/alcohol
- Weapons possession
- Sexual, racial, or religious harassment or violence or discrimination based upon sexual orientation
- Hazing
- Truancy

Reports of severe behaviors should be made to a teacher, school counselor, building principal, or other responsible adult. In the case of an alleged violation of the district's harassment, violence, and hazing policy, the complainant may report the incident to the individuals just noted, but also, may report directly to the District Human Rights Officer, Larry Jablinski at 763-792-6009. An investigation will follow in accordance with district policy.

Consequences may include all items listed in the Behavioral Expectations.

Bullying Prohibition Policy (Policy 5060)

The purpose of School Board Policy 5060, Bullying Prohibition, is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Find the complete policy on the district website at www.isd12.org under School Board.

District 12 expects all students and staff to respect others and maintain a safe environment and will not tolerate verbal or physical intimidation or fighting. Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Verbal or physical intimidation is behavior which creates a climate of intimidation or harassment, regardless of whether such intimidation is related to race, religion, gender, or sexual orientation. Fighting is physical contact with the intent to hurt another person or to inflict pain. Consequences range from: Immediate removal from class and, if necessary, police contact, Parent / guardian notification. Interventions ranging from: verbal or written warning, peer mediation, student/parent meeting with teachers, counselors, assistant principal or principal, loss of privileges, detention, contracts, schedule modifications, suspension and/or expulsion.

Possession or Use of Drugs / Alcohol, Including Tobacco

Possession or use of drugs/alcohol, including tobacco means the use or possession of tobacco within the school zone or at school events, or the use, sale, possession, or transport of any drugs or alcohol within the school zone or at school events. Consequences for violations of this policy are similar to all other behaviors with the addition of required on-site chemical pre-assessment or tobacco awareness meetings.

Weapons Possession

It is the intent of District 12 to maintain a safe and orderly environment for students to learn. Students shall not possess, use or transport a dangerous weapon or any object that can reasonably be considered a weapon on school property, a school bus or any other approved school vehicle or at school functions or events held at other locations.

A weapon is identified as any object that can reasonably be considered a dangerous weapon: including but not limited to knives, blades, firearms, pellet guns, BB guns, air guns, explosives, incendiary devices, look-alike weapons, toy guns, or any other instrument which can be utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of harm, or inflict self-injury. A dangerous weapon is further identified to include the actual weapon, whether loaded or unloaded, or whether in working or non-working order.

Consequences for violations of the weapons policy, which will be determined at the discretion of the school administrator in accordance with the School Board policy, include:

- Immediate removal from class and if necessary, police contact
- Administration or police confiscation of the weapon
- Parent / guardian notification

Intervention may include, but is not limited to peer mediation, family conferencing, contracts, staffing, schedule modifications, 1 - 10 day suspension OR expulsion. In addition a student who is determined to have brought a firearm, as defined by federal law, to school will be expelled for at least one year, although this may be modified on a case-by-case basis.

Harassment, Violence, and Hazing

The school district has a policy (#5061) against harassment and violence based upon an individual's religion, race, and gender, and a policy against hazing. A complete copy of the policy is available at the district office. In addition, Minnesota law prohibits the discrimination against an individual based upon sexual orientation. A brief explanation of the district's harassment, violence, and hazing policy follows.

Everyone at District 12 has the right to feel respected and safe. District 12 expects all students and staff to maintain an environment that is free from sexual, racial, or religious harassment or violence, and hazing, and Minnesota law prohibits discrimination based upon one's sexual orientation.

A harasser may be an adult or a student. Harassment must relate to an individual's religion, race, gender, or sexual orientation to violate this policy and the law. Any person who believes s/he has been subjected to harassment, violence, or hazing in violation of district policy, should submit either a verbal or written report to a teacher, school counselor or building principal, to the District Human Rights Officer, Larry Jablinski, or to another responsible adult (including a parent). The district will respect the complainant's privacy as much as possible, balancing the need to conduct a thorough investigation. The district takes seriously all reports of religious, racial, or sexual harassment or violence, harassment or violence based upon sexual orientation, or hazing. The district will take all appropriate actions based upon the report made and upon the results of any investigation which follows. The district will also take appropriate action if anyone tries to intimidate or harm the complainant because of reporting harassment, violence, or hazing.

- Sexual Harassment includes unwelcome verbal harassment or abuse, unwelcome pressure for sexual activity, unwelcome sexual behavior or words, or unwelcome touching, except as necessary for school personnel to restrain a student to avoid physical harm.
- Racial or religious harassment includes physical or verbal conduct relating to an individual's race or religion which creates an intimidating, hostile or offensive environment, interferes with the individual's work or school performance, or otherwise affects an individual's employment or academic opportunities.
- Sexual violence is a physical act of aggression or force, or a threat, which involves the touching of someone's intimate parts.
- Racial or religious violence is a physical act of aggression or assault upon another because of or related to that person's race or religion.
- Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person for any purpose, including as a condition to a student to be initiated into a student organization.

Consequences for violations of the district sexual, racial, religious harassment, violence, and hazing policy, and for discrimination based upon sexual orientation include:

- Immediate removal from class
- Parent / guardian notification
- Intervention ranging from mediation, family conferencing, contracts, staffing, suspension, to expulsion

Suspension/Expulsion/Exclusion

As used in the Respect and Responsibility Policy and Student Code of Conduct, it includes in-school suspension and out-of-school suspension and can be for a period of 1 - 10 consecutive days. The suspension period may be extended for an additional 5 days when it is determined by the administration that the student will create an immediate and substantial danger to persons or property around him/her. "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed beyond one calendar year.

Search of Student Lockers, Personal Possessions and Student's Person (Policy 6017)

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are also the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent and without a search warrant.

The personal possessions of students and/or student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions. (Copy of the Search of Student Lockers, Desks, Personal Possessions and Student's Person (Policy 6017) will be available on the district's web site.)

Truancy

We realize there are occasions when students will miss school. When that occurs, the following procedures on excused absences must be followed.

Excused absences require phone or written notification from parent/guardian, preferably on the morning of the day the student is absent. If the parent/guardian has not contacted the school, or the school has not contacted the home, regarding a student's absence, the student must bring a note explaining the absence, signed and dated by the parent/guardian, when the student returns to school. Failure to do this will result in the absence being considered unexcused. The principal shall have the final authority to determine whether an explanation for a student's absence shall be considered an "excused absence."

Unexcused absences will result in a parent contact and, at the secondary level, a classroom consequence. In addition, when a student has 3 or more unexcused absences in one school year, the school is required by law to inform the parent/guardian of the continuing truancy. If there are 7 or more unexcused absences during one school year, a habitual truancy offense report must be sent to the county.

School Visitors (Policy 2073)

Policy Statement: School visits by parents and citizens are often enlightening and educational experiences for both visitors and school personnel. The School board encourages such visits by parents and citizens as a means of becoming involved in and informed about school affairs. The Superintendent is directed to encourage visitations by parents and citizens.

Rules and Procedures:

- The School News section of The Observer as well individual school newsletters to citizens will encourage visitations.
- Building principals or a designate will conduct building tours for citizens on request or scheduled at evening events such as Open House or Orientation.
- Citizens should contact the principal of the building they desire to visit to make appropriate arrangements. Teachers should be notified of classroom visitations.
- No visitation should be disruptive to the classroom learning process.
- All visitors, including students and adults should check in at the building and display the proper ID badge.

Student Surveys (Policy 6520)

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information about students. Student surveys may be conducted as determined necessary by the school district. Surveys, analysis, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with regulations of the U.S. Department of Education. Copy of complete policy is available on the district's web site.

Notice Concerning Use of Pest Control Materials

The Centennial School District uses a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around district buildings. Their program consists of:

- Inspection and monitoring to determine whether pests are present, and whether treatment is needed;
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking and screening; and
- Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, the district must work to prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of an application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Centennial Middle School Procedures

Attendance Procedures

Research has shown there is a direct link between attendance in school and academic success. Additionally, building a lifelong attitude that attendance is important will lead to success on the job! If your child is absent, follow one of the procedures below:

- Excused Absence:
 - A. For illness and/or unexpected absences, parents or guardians should call the attendance line at 763-792-5407 to provide the reason for the student's absence from school. Baby-sitting, work at home, oversleeping and missing the bus are not excused absences.
 - B. The student must report to the office upon returning, unless the parent has contacted the school and the absence is excused.

- Unexcused Absence:
 - A. Upon returning to school, if a signed written note is not presented to the attendance secretary, the office will mark the permit slip "unexcused" and allow the student to attend class.
 - B. If verification is not received from the parent or guardian the next day, the unexcused absence changes to a truancy and the usual penalty will be assigned.

- Excessive Absences:
 - A. Students are considered to have excessive absences when absences are greater than 10% of the school year.
 - B. School officials will require a written note of explanation from a physician for excessive absences due to health reasons. Student may be considered truant if an acceptable physician's statement is not produced.

- Prearranged Absences:
 - A. All absences resulting from activities such as family vacations and special trips will be excused providing the student's absence is prearranged. If a student will miss 3 or more days of school, an absence form must be filled out. Forms can be picked up in the main office.
 - B. Students who become hospitalized, confined at home under the supervision of a doctor or have an extended illness should have the parents or guardians contact the school nurse at 763-792-5426. The nurse will verify the absence and report it to the administrators. All such absences are excused.

- Leaving the School During the Day
 - A. If students become ill in school, see the school nurse. She must approve requests to leave the building.
 - B. Students may be excused for medical or dental appointments by bringing a note from their parents to the receptionist before school. A pass to leave school will be issued at the required time. The student must sign out in the office when leaving and sign in again when returning. Parents or guardians must come into the building to sign out their child for any early release.
 - C. Students leaving the building without permission by an administrator or the nurse are considered truant and are subject to disciplinary action.

Tardiness

If a student reports late to school, before 8:00, they should report to the cafeteria. After 8:00 all late students should report to the office. Students who are tardy for advisory will be marked as tardy by their advisor. Students who receive 3 or more unexcused tardies in the morning each trimester will be given detention through the middle school office.

Detention

School-wide detention will be assigned to students by the administration, teachers and staff as a consequence for inappropriate behavior. Individual teachers may assign detention in their classrooms as they see fit. Students will serve detention following the infraction on Tuesday or Thursday. Skipping detention may result in an automatic suspension. Students who receive their 4th and subsequent referral / detention may be assigned another consequence.

Student Attire

We encourage students to think of school as a work place - and to dress accordingly. Students who wear or display clothing that is of questionable taste will be asked to change the clothing immediately, or sent home for other attire. Respecting the student's individuality is of a major concern of the middle school; however, it will not be at the expense of safety or good taste. For safety reasons, shoes must be worn at all times. Dress and grooming which disrupts the educational process includes:

- Clothing or jewelry that depicts tobacco, alcohol, drugs, sex or inappropriate words or pictures
- Clothing that shows the midriff or underclothes.
- Low cut fronts (underarm level and below) and tops with straps less than 2 inch in width.
- Shorts/skirts/dresses or clothing with holes no shorter than finger tip length.
- Hats, scarfs or bandanas worn or displayed by boys or girls.
- Jackets / coats / wallet chains / sunglasses.
- Pants must be properly sized, fitted, and worn at the waist - no boxers showing.

Perfume & Cologne - Excessive Use

Students are reminded the excessive use of perfume or cologne may create problems for those who have acute sensitivity to these products or have allergies or asthma. Student abuse of these products may result in removal of the items from his/her possession.

Electronic Games / Laser Pointers

Use of electronic games or laser pointers in the middle school are a distraction and should not be brought to school. Items such as these may be confiscated by middle school staff.

Cell Phones, iPods & MP3 Players

Students are not permitted to use cell phones, camera phones, Ipods and MP3 players during the school day. These devices are to be kept out of sight and turned off. Teachers or supervising adults may allow students to use these devices as a valid part of the educational process. Centennial Middle School assumes no responsibility for the loss, recovery and repair or replacement for any cell phone, Ipod or MP3 player brought onto school property. Failure to comply with the above guidelines may result in disciplinary consequences and/or confiscation of the device.

We kindly request that parents who wish to contact their children during school hours for emergencies to please call the main office, as students are not permitted to use their cell phones during the school day.

The use of back packs, shoulder bags and purses by students is limited to before school and after school. Trapper keepers are allowed during the school day.

Tennessee Warning

Whenever a student (or parent on behalf of a student) is requested to provide information about them that is of a concern, they must be given the Tennessee warning. The warning informs the student what's going to be talked about, consequences for not sharing information, how information will be used and how private the information can be kept.

Health Office

Students are welcome to come to the health office for medication or first aid needs. We do require a pass from the teacher for attendance purposes. The student not feeling well will be assessed and allowed to rest for 20 minutes if necessary. Then a decision will be made as to whether they should be sent home or back to class. The nurse or office will notify parents before they are sent home. The school nurse does not medically diagnose or prescribe. Parents who are in doubt as to the condition of their child should consult a physician. We encourage parents/guardians to keep the office updated with current home and work numbers.

All students enrolled in school must have up-to-date immunizations for preventable diseases. Students transferring into the district will have 30 days to submit a physician, public health clinic, or parent statement of their immunizations. The minimum immunizations requirements are as follows:

1. No less than one dose of vaccine for Measles, Mumps, and Rubella.
2. No less than three doses of vaccine for Polio.
3. No less than four doses of vaccine for Diphtheria, Tetanus, and Pertussis.
4. No less than 3 does of vaccine for Hepatitis B.
5. No less than 1 dose of vaccine for Varicella (chicken pox) or a date of the disease.

Students will be denied access to the school if immunization records are not received within 30 days of enrollment.

Parents should administer medication to their child at home whenever possible. Sometimes the student must have medication at school such as short-term antibiotics given four times a day, long-term medications that need to be taken at noon and PRN medications such as pain medication or inhalers used to treat asthma problems (inhalers may be carried per state law, but only if the doctor's order states a "self carry" is approved). In this case, please follow the school district procedures found below. (Please note that due to district policy, the health service staff is not allowed to administer any medication without proper authorization.)

In order to comply with district medication procedures and for the safety of your child, it is essential that the following be observed when over the counter and/or prescription medications are to be given during the school day. The school must have on file a completed medication consent form containing:

- Student's name
- Name of medication
- Diagnosis
- Time and directions for administration
- Dosage and route of administration
- Possible side effects
- Termination date for administration
- Signature of the doctor prescribing the medication
- Signature of the parent/ guardian

Medication must be sent to school in the prescription bottle with the following information on the label (ask the pharmacist for a separate bottle for school):

- Student's full name
- Name and dosage of medication
- Time and directions for administration
- Physician's name
- Date

Medication will be taken by the student at the designated time and supervised by authorized personnel. Limited quantities of the medication should be sent to school. All medication administered at school will be kept in a locked drawer, cabinet or file. Parents must notify the school when the medication is discontinued or when the dosage or time is changed. If the medication is resumed, a new order must be received. No aspirin or over-the-counter medication will be administered to students unless the above provisions are followed. New consent forms with appropriate signatures must be received annually. Consent forms are available from the health services office at school and online under health forms. If you have any questions, please call the District Nurse, or the building health service staff for clarification.

Please Note: Emergency medications such as epi pens or insulin will be handled with an emergency care plan written by parents and school nurse in collaboration with building health service staff and physician approval. Directives of this emergency medication will need to be on file annually or as changes occur. When requested by parent, students may keep all labeled medications in the health room and take it under supervision of the nurse.

Food allergies—Food and other allergies that present a life-threatening episode need to be reported to the Health Services prior to a student's start date. The building nurse and district nurse will collaborate with the parents and student to formulate an emergency plan of care as indicated. Cooperation with Nutrition Services will be included in the care plan. Minor allergic reactions will be managed via standard communication between school health office and home (reporting of symptoms and care given). Classroom snacks and a student's allergies should be considered but are the responsibility of the parent and student to manage and provide information/alternative snacks as per the child's developmental capacity.

Latex allergies—Due to the increasing number of latex sensitivities, balloons are discouraged at school.

Emergency Contact

An emergency contact other than the parent should be listed on the student's health/emergency sheet. Parents who have call blocking should have 763-792-5400 allowed to ring through on their home phone.

Telephone Calls

An activity phone is located in the cafeteria near the student store. Students are not to use the main office phones unless permission is given.

Messages/Announcements

Unless the telephone message to a student is an emergency, classes will not be interrupted. Normally phone calls for students will be handled between classes, during lunch time, or at the end of the last class period. Parents should contact the school if a message needs to be delivered to your student during the school day. Please do not rely on your child's cell phone as it is against school policy to be using it for personal use throughout the school day. Announcements that include items of interest and importance to most students are displayed on the monitors in the classroom. At the end of the day, more specific announcements are read over the intercom.

Change of Address / Withdrawals

Students who change addresses or telephone numbers during the year should report such changes to the office immediately. When students transfer from Centennial Middle School, they must bring a note from their parents or guardians at least one day before leaving. Students will be given a checkout slip and all instructors must sign it. All obligations must be taken care of before a student can check out.

Weather Related Dismissal

At times when the weather is inclement and there is a question as to whether or not the school will be closed, or that the school buses will not operate, an official announcement will be made over radio station WCCO (830 AM) in the morning. When there is a possibility school will be closed and students sent home, an announcement will also be made over this radio station. School closing status can be obtained by calling 763-792-6030.

Flowers, Signs, Balloons

Gifts such as flowers and balloons for students will be given to students at the end of the school day. All signs, posters, and other notices posted in the school buildings or on the school grounds shall first be approved for posting by the principal's office. Celebration signs (Birthdays, Sports teams, etc.) are limited to the students locker face and must be removed by the end of the school day. The use of mylar balloons is preferred.

Dances and Social Events

During the school year dances or parties will be organized through the student council and activities director. Social events such as these provide an excellent opportunity for students to positively interact with each other in an appropriate setting. Students who are absent without prior parent approval during the morning or afternoon of a special event or have been suspended in or out of school will not be allowed to attend these activities.

Money and Valuables

Occasionally students bring money or other valuables that would create a hardship if lost. Any students who wish to check these valuables in the office for safekeeping may do so. Always have names printed on coats, shoes, or other items so they can be identified. The school cannot be responsible for money or valuables left in lockers.

Lost and Found Articles

The lost and found areas are located in the main office and locker rooms. Often, students believe something has been stolen that has merely been misplaced. At the end of each quarter, lost and found items will be given to charitable organizations. Please write your name on all clothing or belongings so ownership can be verified.

Guests

Guests are not allowed to accompany students during the school day or at school sponsored parties. Tours of the building will be arranged through the counseling office for students and/or parent/guardians who are interested in attending the middle school.

Inappropriate Display of Affection

Recognizing middle school students become more social during this time of adolescence, it is necessary to remind students that boundaries must conform to rules of good taste. Inappropriate displays of affection such as hugging, kissing or touching will be addressed with both students by teachers or the administration. Parent phone contacts will be made if students are unwilling to abide by this guideline.

Beverages/ Snacks

Students are not allowed to chew gum, drink caffeinated beverages or eat candy in school unless authorized by a classroom teacher. Students in the Middle School may not purchase juice or snacks during the school day. Snack and juice machines are only turned on after 2:30 p.m. and may not be used during lunch periods as mandated by state and federal law. Unless there are special circumstances, students will be expected to consume all food and beverages in the cafeteria.

Textbooks & Library Books

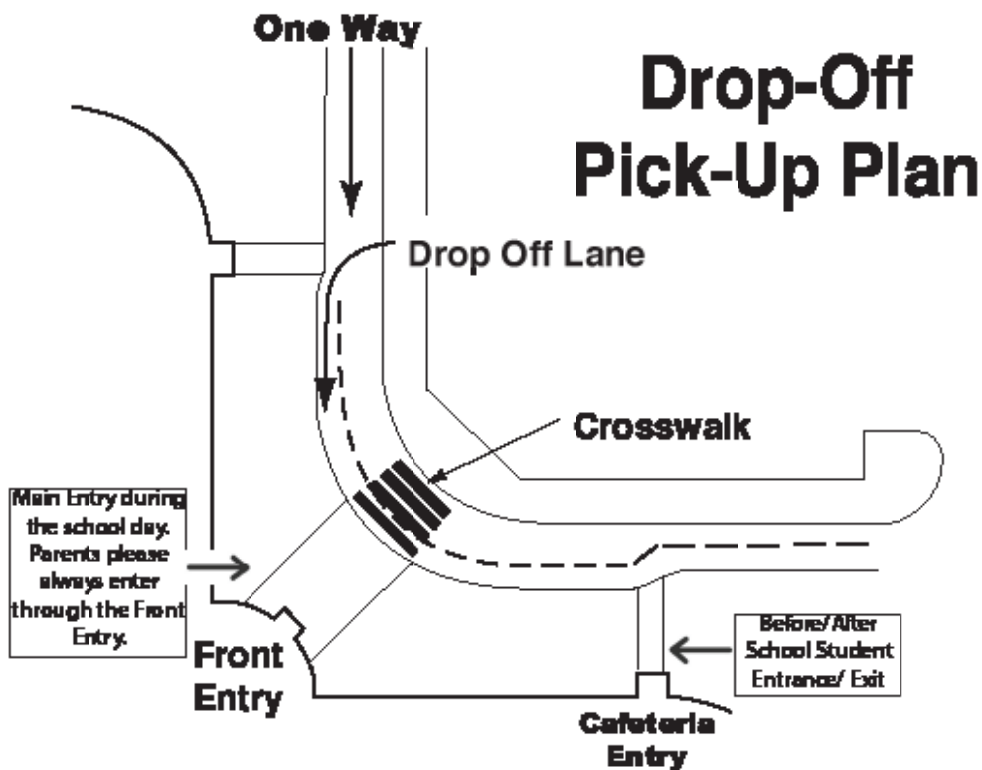
A lost or damaged library book is the responsibility of the student. Library books are examined by library staff upon return and any damage is recorded in the book and/or Destiny Library Manager System. If a damaged library book is deemed unusable, the student will be responsible for current replacement costs. If a student notices damage in a library book, it is the responsibility of the student to report the damage to a library staff member before they return the book.

Building Hours

For the safety of students and the security of our school, STUDENT/ BUILDING SUPERVISORS ARE AVAILABLE FROM 7:15 A.M. TO 2:40 P.M. STUDENTS CAN ONLY BE IN THE BUILDING OUTSIDE THESE HOURS IF THEY HAVE A PRE-ARRANGED APPOINTMENT WITH A TEACHER OR ARE INVOLVED IN A SCHOOL ACTIVITY. Please make arrangements for personal childcare before 7:15 and after 2:40.

Students are not to be in the classroom or locker bay areas prior to 7:25 a.m. . Students arriving between 7:15 and 7:25 a.m. are to remain in the cafeteria.

Drop-Off & Pick-Up Plan



- Form a single file line of vehicles
- Drop students off in the "drop off lane" not in the parking lot or lanes of traffic
- Watch for pedestrians in the cross walk
- Before/ After school student entry/exit is through the cafeteria
- The Front Entry will be the only entrance open during the school day from 7:40 a.m. to 2:20 p.m. This entrance should be used before and after school for: parents, parent escorted students, injured students, late students and special circumstances only. Please come into the main office to check-in.

After School Expectations:

Due to safety concerns, students staying after school need to be in one of the following supervised settings:

1. Activities Program.
2. Working with a teacher until 3:15 p.m. (with teacher preapproval in a.m.).
3. Detention.

Students need a Cougar Card or a red bus pass to board the activities bus. Students must wait for rides/activity buses in the cafeteria after they have been dismissed from their supervised activity. Students waiting in the cafeteria need to be seated; talking in an inside voice; and be respectful of the supervisors and follow their direction.

Students wanting to watch an after school event need to go home first on their regular bus, and make arrangements to come back to watch the event.

Parent Communication, Grading & Report Cards

Acceleration and Retention Policy

Accelerating a student from one grade to the next prior to the completion of the lower grade, or retaining a student in the same grade for another year, are decisions which have a major impact on a young person's social, intellectual and emotional development. Strict criteria for accelerating or retaining students are not recommended. Each individualized decision about a student should involve teacher, principal, parents, counselor, the school psychologist, and the student, when appropriate.

- A. Acceleration must consider intellectual, social and emotional development.
- B. Retention is more likely to be successful if practiced in the early elementary grades (K-2), rather than the upper elementary or middle school age.
- C. Criteria for retention include: test scores, achievement, maturity, psychological evaluation, absenteeism, teacher, parent and student perceptions and recommendations.
- D. Decisions of the school may be appealed to the Superintendent.

Students must obtain 13 of 16 credits to gain the privilege of being promoted to the next grade level as outlined in School Board Policy #7007. All students must pass both Math and Language Arts/Reading to be promoted to the next grade. A course grade point average of .3334 is considered passing.

Grading for Honor Roll

Honor status is determined by the following grade values. All subjects are weighted equally for the purpose of determining the A and B honor roll.

A	4.0000	B-	2.6667	D+	1.3333	S+	3.0000
A-	3.6667	C+	2.3333	D	1.0000	S	2.0000
B+	3.3333	C	2.0000	D-	0.6667	S-	1.0000
B	3.0000	C-	1.6667	F	0.0000	Inc	0.0000

A Honor Roll: 3.6667 – 4.0000

B Honor Roll: 3.0000 – 3.6666

Grade Percentages

Daily assignments, quizzes and tests are assigned percentages as listed:

A	93-100%	B-	80-82%	D+	67-69%
A-	90-92%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	0-59%

Progress Reports / Report Cards

Student progress reports will be issued somewhere around the midpoint of each grading period. Students will take an envelope to each of their teachers and collect their midterm reports. This envelope will be taken home, signed by the parent, and returned to their Cougar Time advisor. Report cards will be mailed or given to students to take home depending on the timing of the grading period and parent conferences.

Special Grade Notations

A teacher may modify the curriculum for individual students when circumstances are warranted, such as students who transfer into our school, gifted students, students who struggle with the regular curriculum, home bound students, students who have had lengthy illnesses, etc. When a grade is placed on the report card in these situations, the teacher may place an asterisk (*) after the grade to indicate assignments and the resulting grade are a result of modified curriculum. This notation does not exclude the student from gaining honor roll recognition.

Honor Roll

Students receive A honor roll status if they have an average of 3.6667 to 4.000 each grading period. Students receive B honor roll status if they have an average of 3.000 to 3.6666 each grading period. Names will be posted in the middle school in different locations.

Parent Portal

Parents are encouraged to fill out appropriate forms (available on the district web site) that allow them to gain access to their child's grades. Teachers are asked to update the grades within two weeks of receiving the assignment from the student. At times, the update may go beyond two weeks because of the grading of major projects.

Homework Requests

Homework requests should be called in no later than 10:00a.m. in order to give teachers time throughout the day to collect and fill these requests. Homework will be available for pickup in the office between 3:15 – 4:30 p.m. If students will be gone more than two days, you may request homework at the same time you call in your child absent. Students are encouraged to find a "buddy" in each class or team which they can contact to receive assignments.

Transcript Requests

Transcript requests should be either faxed or emailed to the principal's secretary. Requests will receive a response within one week.

Academic Honesty

Academic honesty promotes learning. Dishonesty interferes with learning. Students must submit work that is wholly and truly their own. Students who permit another student to commit academically dishonest acts will be held equally responsible. Some examples of academic dishonesty are copying other student's homework and/or tests; plagiarism – writing other people's words or ideas without citing them as a source; using crib sheets, note cards, or other illegal means of prompting memory on a test. The penalty for academic dishonesty will be determined by the classroom teacher and/or administration and will follow consequences as listed under the Student Code of Conduct - Policy 6030.

Computer Technology Use and Rules

Student behavior must conform to all rules set forth by School Policy and the instructor.

- Any damage to hardware or software, deleting of files, usage of unauthorized software or any modification to system files will be regarded as "Damage to School Property."

Internet Usage: Students may not –

- Display or access material which is obscene, profane, violent, discriminatory or depicts or describes illegal activities
- Participate in "chat", "E-mail", or "bulletin board" activities
- Print material from the Internet without permission
- Copy, delete or alter another student or staff member's file

Theft: Any unauthorized removal of computer equipment or related items will be regarded as "Theft of School Property".

Use of the District Network/Internet by Students

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and Internet enables exploration of thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that staff will blend appropriate use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Use of System Is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right.

Photo Policy

There are occasions when representatives of District 12 and/or the media photograph or videotape students while in school or while attending/participating in school sponsored functions. Parents/ guardians not wanting their child(ren) to be specifically identified in photographs or on a videotape, should notify—in writing—the principal's office of the school their child(ren) attend. All families are asked to respect the privacy rights of other families by refraining from posting pictures or videos from school-sponsored events on a social network.

Student Services and Information

Middle School Curriculum

The middle school will form interdisciplinary teams for all students, and use the subjects of Mathematics, Language Arts, Science and Social Studies as the core curriculum.

Sixth Grade	Seventh Grade	Eighth Grade
Math 36 wks	Math 36 wks	Math 36 wks
Lang. Arts 36 wks	Lang. Arts 36 wks	Lang. Arts 36 wks
Physical Science ... 36 wks	Life Science 36 wks	Earth Science 36 wks
Social Studies 36 wks	U.S. History 36 wks	Geography 36 wks
Encore (Required)		
Visual Arts 12 wks	Art 9 wks	Visual Arts 9 wks
Technology Ed 12 wks	Technology Ed 9wks	Technology Ed 9wks
Investigations 12 wks	Investigations 9 wks	Investigations 9 wks
	FACS 9 wks	FACS 9 wks
Electives*		
Band 36 wks	Band 36 wks	Band 36 wks
Choir 36 wks	Choir 36 wks	Choir 36 wks
Phys Ed 36 wks	Phys Ed 36 wks	Phys Ed 36 wks

Note: Band or Choir and Physical Education is offered every other day for the entire school year.
 * Students are required to be in Band or Choir and Physical Education unless the middle school staff determines the student has a demonstrated need for academic assistance during this period.

Student Support Services

Centennial Middle School offers a variety of programs and services for students.

- Counseling Services (support groups)
- Special Education Services
- English as a Second Language (ESL)
- Student Assistant Team (SAT) & Child Study Team
- Police Liaison Officer
- Gifted Services Program

Student Council

The Student Council is an organization through which the students may express their opinions and participate in the management of school activities. The council tries to promote leadership and good citizenship among the student body. Council representatives are elected from the student body by grade level. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to report to their fellow students the actions of the council.

ID/Library Cards/Media Center

Each student will be issued a photo ID card with a bar code. The ID card must be presented for scanning when checking out resources from the Media Center. Lost, missing or damaged ID cards must be immediately reported to the Media Center staff. The ID replacement cost is \$3.00.

Resources (books, magazines and books-on-tape) checked out of the Media Center are the responsibility of the student. If items are lost or damaged, the student will be responsible for the current cost to replace the item. The Media Center staff will notify students of overdue materials through their advisories. Students are expected to return or renew items by the date due. Students require a Media pass to use the Media Center when not accompanied by a teacher.

Counseling

The goal of counseling is to help you understand yourself so you can make better decisions about your life.

Together, you and your counselor can:

1. Sort out what your problem is or what decision you need to make.
2. Discuss your needs and feelings. Do you have doubts or pressures that make it hard to reach a decision? What do really want? What are your goals?
3. Explore alternatives and discuss their likely effects on your life and your goals.
4. Make a decision with which you feel comfortable. It should be flexible enough for change if needed.

Let's look more closely at ways your counselor can help you.

1. Personal life
 - a. Your self-image
 - b. Your feelings (shy, fearful, lonely, angry)
 - c. How you relate to a group
 - d. Drugs, alcohol, sex
2. Family problems
 - a. Do you feel your parents don't understand you?
 - b. Is there too much pressure from parents?
 - c. Do you fight with brothers and sisters?
 - d. Talking over these problems may give you a better perspective.
 - e. Your parents may be consulted to help clear up misunderstandings or to answer questions about how they can help you.

In summary, your counselor can help you:

1. Assess your strengths and weaknesses.
2. Make decisions about your life.
3. Develop positive attitudes.
4. Choose courses that are right for you.
5. Work toward solving personal problems with:
 - family
 - friends
 - teachers

Pledge of Allegiance

Students and staff recite the Pledge of Allegiance at the start of each week led by students on the daily announcements broadcast to each classroom. Students and teachers may decline to recite the pledge for personal reasons. Others must respect the person’s right to not recite the pledge.

“I Pledge Allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

Food Service

All lunch meals include milk. Students who have purchased a school meal may also purchase a la carte items. The cafeteria is cashless which means all students and staff must make their meal deposits by 9:30 a.m. either on-line at www.paypams.com (the fastest and preferred method), or in the cashier’s office for the money to be accessible for that day’s purchases. Students are not allowed to incur a negative balance. There will be no cash/checks accepted in the lunchroom. Prices can be found in the Back To School Observer newsletter in August and on the district web site.

There will be various options to choose from at the Cougar Café. A brief outline of what will be available is shown below.

Cougar’s Grill

Every day there will be a variety of options that will be advertised to the students.

The Main Line

The Main Line will follow the menu that is run district-wide. These menus are published in the Observer and can be found on the district web site. Additional copies will be available for middle school students/staff.

Cougar’s Choice

The Cougar’s Choice line offers a variety of meals built on a 5 day cycle which repeats throughout the school year.

Pizza ‘N’ More

There are 2 pizza choices daily, one will be meatless

Quick ‘N’ Serve Center

Box lunches and a variety of salads and box lunches are offered every day.

Lunch Schedule

Six lunch periods have been planned this year:

Teams 603	10:00 a.m. - 10:24 a.m.
Teams 702, 703	10:24 a.m. - 10:48 a.m.
Teams 701, 704	10:48 a.m. - 11:12 a.m.
Teams 801	11:32 a.m. - 11:56 p.m.
Teams 601, 602	12:04 p.m. - 12:28 p.m.
Teams 802	12:54 p.m. - 1:18 p.m.

Centennial Middle School has a closed lunch period requiring all students to remain inside. Students who choose to eat in the school cafeteria may bring their own lunch or buy the lunches offered by the food service. Students will be expected to keep their table clean and will not be dismissed until told by lunch room supervisors.

Lunch Account Deposits

Centennial School District uses a prepaid computerized Food Service system. To access his or her account at mealtime, each student is assigned a PIN (Personal Identification Number). This PIN is found on their class schedule. We encourage students to keep this number in a confidential manner. This is not to be shared with other students. We encourage meal payments to be made by check in weekly or monthly increments, or to use the online payment service. A few rules are needed to assure a smooth flow of service:

- Payments must be in the Food Service Cashier's Office by 9:30 a.m. Deposits after 9:30 a.m. are not entered or available until the following school day.
- The student's full name and PIN must be written in the memo area on the check.
- If paying by cash, place your payment in an envelope with your child's full name and PIN written on the outside of the envelope.
- The account balance can be checked on-line at no cost at www.paypams.com.
- Al a carte items are for sale to students who have purchased a school meal. The student uses his/her PIN to purchase additional meal or al a carte items. Students are not allowed to incur a negative balance. Please have a discussion with your son/daughter regarding how much they are allowed to spend. Ala carte prices are posted at the al a carte window. You may monitor your child's cafeteria purchases at www.paypams.com.

Applications for Educational Benefits are available in the main office. If you need information about this program, call the District's Food Service Office at 763-792-5422.

Interscholastic Program

The following Interscholastic Athletic Programs are available for 7-8th grade students. This is a competitive athletic program where students meet five days a week and will compete against students from other schools. There may be tryouts to participate on these teams.

Fall	Winter	Spring
• Cross Country- Boys/Girls	Basketball- Boys/Girls	• Golf- Boys/Girls
Football	• Adapted Floor Hockey- Boys/Girls	• Lacrosse- Boys/Girls
• Adapted Soccer- Boys/Girls	Gymnastics- Girls	• Adapted Softball- Boys/Girls
• Soccer- Boys/Girls	• Slalom Skiing- Boys/Girls	• Tennis- Boys
• Swimming & Diving- Girls	Wrestling	Boys/Girls Track
• Tennis- Girls		
Volleyball- Girls		

Costs: All middle school activities cost \$135.00 except those that are bulleted (*), which vary according to the high school fee schedule. Skiing is \$140.00 for the activity; however, students must pay for their own lift tickets.

The following requirements must be met prior to participating in any Centennial School District Interscholastic Athletic Program. All forms can be picked up at the Middle School Cashier's office, in the wall racks located in the Media Center hallway, Main Office, or the CMS web site. Turn in all completed forms and fees to the CMS Cashier.

1. Student must submit a current physical (within 3 years of last exam date), as well as a signed Annual Sports Health Questionnaire Form / Athletic Eligibility Statement.
2. Pay the appropriate athletic fee prior to the participant's first practice.
3. Parent/Guardian of student must sign an insurance waiver form.
4. Sports Emergency Information Card completed and turned in.

Intramural Program

Centennial Middle School is offering the opportunity for all students to participate in an Intramural Activity Program. The program will consist of instructional time and game time. Activities will meet one to three days a week. The Intramural Program has a 'no cut' policy.

Fall	Winter I	Winter II	Spring
Competition Cheerleading	Basketball - Girls	Basketball - Boys	Dance Clinic
Cross Country - Boys/Girls	Competition Dance Team - Girls	Floor Hockey/Knee Hockey - Co-ed	Tennis - Boys
Dance Team Performance Team - Girls	Gymnastics - Girls	Martial Arts - Co-ed	Track - Boys/Girls
Frisbee Golf - Co-ed	Martial Arts - Co-ed	Trench - Co-ed	Ultimate Frisbee - Co-ed
Kickball - Co-ed	Table Tennis - Co-ed	Weight Training - Co-ed	Volleyball - Boys/Girls
Soccer - Boys/Girls	Trench - Co-ed		Weight Training - Co-ed
Tennis - Girls	Weight Training - Co-ed		
Ultimate Frisbee - Co-ed	Wrestling - Boys		
Volleyball - Boys/Girls			
Volleyball Clinic - Girls			
Weight Training - Co-ed			
Wiffle Ball - Co-ed			

NOTE: Activities will be offered based on student interest, advisor availability and weather. All 7th and 8th grade students need to fill out a MSHSL athletic registration packet (one per year) to participate in Intramural Activities. An athletic physical, within the last three years, must be on file at the school. All students need to fill out an insurance waiver form and the intramural registration form. All forms, fees and paperwork can be picked up at the Middle School Cashier's office, in the wall racks located in the media center hallway, main office or CMS web site. Turn in all completed forms and fees to the CMS cashier.

Clubs and Activities

Centennial Middle School will be offering a variety of clubs throughout the 2011-2012 school year. Clubs will meet on the average of one to two days per week during each season. The Fall season begins in late September or early October. Clubs will be offered based on student interest and advisor availability. Additional clubs may be added during the school year.

Clubs / Activities:

Art	Fishing	Newspaper	Stickers
Babysitting	Fitness Trends	One Act	Stock Market
Book	French	Origami	Sweater Hats & Mittens
Cake Decorating	Future Problem Solvers	Photography	Symphonic Band
Canoe/Kayaking	Games of Strategy	Recycle Blue Jeans	Tech 1 (Lego)
Choir (extra-curricular)	German	Remote Controlled	Tech 2 (Supermileage)
Choose Respect	Guitar	Running	World Culture
CO2 Cars	Guys Read	Science	X-Mod
Computer Gaming	Hair Up Dos	Scrapbook	Yearbook
Cooking	Improv/Sketch Comedy	Sew Pajama Pants	Yo-Yo
Cougar Mentors	Jazz Band	Sign Language	
Craft	Junior Citizen Academy	Skate	
Creative Writing	Knitting	Spanish	
Drama	Knowledge Bowl	Speech Team	
Duct Tape Crafts	Math Team	Sports Movies	
Everything But A Card	Microwave Cooking	Stamping	

Off Campus Activities are field trips sponsored by the Activities Department. Fees will be assessed for transportation, insurance and admission costs. Trips will be offered throughout the year. Trips will be based on student interest. Some trips may be limited on a first come, first serve basis. Additional trips will be added if interest is high.

Special Events:

3-on-3 Basketball Tournament	Crafting Classes
Baking Classes	Cribbage Tournament
Blanket Making Classes	Geography Bee
Candle Making Classes	School Parties
Chess Tournament	Spelling Bee

Off Campus Activities:

- Bowling Club
- Camp Laurentian (6th grade only)
- Cosmic Bowling – trips to local bowling allies
- Cougar Y Time @ the Y
- Downhill Ski/Snowboard Club – Trips to local ski resorts
- Golf Club – golf lessons and tee time at driving ranges and golf courses
- Horseback Riding/Hayride – trail riding and hay ride trips
- Rock Climbing – trips to Vertical Endeavors
- Showstoppers – Trips to see local drama/musical performances
- Snow Tubing – trips to Eko Bakken, Trollhaugen or Wild Mountain
- Water Park Trips – trips to local water parks

Cougar Club

This year the Middle School Activities Office will again be offering a Cougar Club Membership which provides for free and reduced priced activities throughout the school year. The cost of membership is \$90.00.

Cougar Club Memberships include:

- 1st Intramural Activity - Free
- Additional Intramurals - \$25.00 each
- Middle School Clubs - Free
- Off Campus Activities - 20% off
- Selected School Store Items - 10% off
- Special Events/School Parties - Free

Individual Costs w/o Cougar Club:

- Intramurals - \$25.00 - \$100.00 each
- Clubs - \$30.00 - \$70.00 each
- Special Events - \$5.00 - \$10.00
- Off Campus Activities - TBA

Cougar Club registration must be completed by September 30, 2011. Registration for all middle school activities should be completed at the Middle School Cashier's office.

Student Activity Buses

Student activity buses for students engaged in after school activities will run on a regular schedule. The activity bus will leave at approximately 4:00 p.m. each night, loading in front of the cafeteria. Bus passes are required in order to ride the activity buses. Bus passes should be issued by the staff member, coach or advisor keeping the student after school. Students must wait for the activity buses in the cafeteria. Students staying for activities past 4:00 p.m. will require their own transportation home.

Request for Financial Assistance

Limited funds are available for students with financial need. (Fees will be waived for students on the free lunch program and reduced for those on the reduced lunch program except for Off-Campus activities.) Return a copy of your letter of approval for the lunch program to the Middle School Cashier.

Fee Payment by Check

Centennial School District accepts checks for payment of school-related fees. The district asks that your check include identifiable information such as current, full and accurate name, address, telephone number, driver's license number and state. Please write your child's name in the memo area of the check along with the purpose of the payment. When paying by check you authorize the recovery of unpaid checks and the recovery of the state-allowed fee by means of electronic re-presentment or by paper draft.

Bullying (5060) STUDENT CONTRACT 2011-2012

District 12 expects all students and staff to respect others and maintain a safe environment and will not tolerate bullying, verbal or physical intimidation or fighting.

Bullying means a pattern of any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property; (6030)
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

Verbal or physical intimidation is verbal or physical behavior which injures, degrades, embarrasses or disgraces other individuals and which creates a climate of intimidation or harassment, regardless of whether such intimidation is related to race, religion, gender, sexual orientation or any other category.

Fighting is a physical act which causes or could cause injury to another person or which otherwise endangers the health, safety or welfare of another person.

1. Consequences for verbal or physical intimidation or fighting may include:
 - immediate removal from class, and if necessary, police contact
 - parent/guardian notification
 - intervention ranging from:
 - verbal or written warning
 - peer mediation
 - student/parent meeting with teachers, counselors or deans, assistant principal or principal
 - loss of privileges
 - detention
 - contracts
 - schedule modifications
 - suspension
 - expulsion

This is not intended to be an all-inclusive list of possible interventions, but a range of interventions.

Harassment

Everyone at District 12 has the right to feel respected and safe. District 12 expects all students and staff to maintain an environment that is free from sexual, racial or religious harassment or violence and hazing and Minnesota law prohibits discrimination based upon one's sexual orientation.

The district will also take appropriate action if anyone tries to intimidate or harm the complainant because of reporting the bullying, harassment, violence or hazing.

1. Sexual harassment includes unwelcome verbal harassment or abuse, unwelcome pressure for sexual activity, unwelcome sexual behavior or words, or unwelcome touching except as necessary for school personnel to restrain a student to avoid physical harm.

2. Racial or religious harassment includes physical or verbal conduct relating to an individual's race or religion which creates an intimidating, hostile or offensive environment, interferes with the individual's work or school performance or otherwise affects an individual's employment or academic opportunities.

3. Sexual violence is a physical act of aggression or force, or a threat which involves the touching of someone's intimate parts.

4. Religious or racial violence is a physical act of aggression or assault upon another because of or related to that person's race or religion.

5. Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person for any purpose, including as a condition to a student to be initiated into a student organization.

6. Consequences for violations of the district sexual, racial, religious harassment, violence and hazing policy and for discrimination based upon sexual orientation include, but are not limited to:

- immediate removal from class
- parent/guardian notification
- intervention ranging from:
 - verbal or written warning
 - student or parent conference with teacher(s), counselor or dean, assistant principal or principal
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 - suspension
 - expulsion or exclusion

VICTIMS AND BYSTANDERS MUST REPORT THE BULLYING OR HARASSING TO A TEACHER, SCHOOL COUNSELOR, THE PRINCIPAL, OR AN ADULT

HOW TO REPORT FOR VICTIMS

- Report the incident to a teacher, counselor, principal, or adult in your life.
- Write down what was done or said to you and how you responded. Bullies will often try to shift the blame.
- Make a list of witnesses.

FOR BYSTANDERS

- Intervene in the situation. Tell the bully to stop and comfort the victim.
- Stand up to the bully and support the victim.
- Report it to a teacher, counselor, principal, or adult in your life.
- Write down what was done or said.
- Write down everyone who witnessed the situation.

I am responsible for knowing the District policy on bullying/harassment and doing my part to make CMS a bully-free school.

Modern Language Association (MLA) Format

Language Arts teachers ask students to follow MLA format guidelines when creating research papers for assignments. The formats shown below are a basic sample of MLA requirements.

Basic Paper Format

1. Print out the report on standard-sized paper (8.5 x 11 inches).
2. Double-space your lines (12 pt. text).
3. Set the margins of your document to 1 inch on all sides.
4. Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
5. Use either underlining or italics throughout your essay for highlighting the titles of longer works and providing emphasis.

Formatting the First Page

1. Do not make a title page for your paper unless specifically requested.
2. Provide a double-spaced entry in the top left corner of the first page that lists your name, your teacher's name, the course, and the date (not necessary if a title page is required).
3. Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your teacher may ask that you omit the number on your first page. Always follow their guidelines.)
4. Center your title on the line below the header with your name, and begin your paper immediately below the title.

Below is an example of what your first page should look like:

John Q. Student

Your Teacher's Name

Language Arts 8

Today's Date

Your Title Goes Here

This example shows the essential features of MLA format: margins, indentations, font, line spacing, and widow/orphan control. Shown below are samples of the 'Works Cited' page and a sample block quotation. Here, then, is a sample block quotation:

A quotation that occupies more than four typed lines should be indented one inch (or ten spaces) from the left margin. It should be double spaced, without quotation marks at the beginning and end of the quoted material. Its parenthetical citation should be placed after the block's last item of punctuation ("Source" 16).

Be sure your printer is properly configured to produce an MLA page. It should produce 27 lines on this page, plus the header.

Works Cited Page

1. Alphabetize the list by the last names of the authors (or editors); if a work has no author or editor, alphabetize it by the first word of the title other than A, An, or The.
2. Do not indent the first line of each works cited entry, but indent any additional lines one-half inch (or five spaces).
3. Do not insert a hyphen when dividing a Web address (URL) at the end of a line. Break the line after a slash.
4. Please refer to <http://owl.english.purdue.edu/owl>

Media Center Works Cited Resource Page:

<http://www.liunet.edu/cwis/cwp/library/workshop/citmla.htm>

Works Cited Format

Book

Okuda, Michael, and Denise Okuda. Star Trek Chronology:

The History of the Future. New York: Pocket, 1993.

Newspaper or Magazine Article

Di Rado, Alicia. "Trekkling through College: Classes Explore

Modern Society Using the World of Star Trek." Los

Angeles Times 15 Mar. 1995: A3

Encyclopedia Article (well known reference books)

Sturgeon, Theodore. "Science Fiction." The Encyclopedia

Americana. International ed. 1995.

Gale Reference Book (other books featuring reprinted articles)

Shayon, Robert Lewis. "The Interplanetary Spock." Saturday

Review 17 June 1967: 46. Rpt. in Contemporary

Literary Criticism. Ed. Sharon R. Gunton. Vol. 17.

Detroit: Gale Research, 1981. 403.

Website

Lynch, Tim. "DSN Trials and Tribble-ations Review." Psi Phi:

Bradley's Science Fiction Club. 1996. Bradley

University. 8 Oct. 1997

<<http://www.bradley.edu/campusorg.html>>.

Newspaper or Magazine Article on the Internet

Andreadis, Athena. "The Enterprise Finds Twin Earths

Everywhere It Goes." Astronomy Jan. 1999: 64.

Academic Universe. Lexis-Nexis. B. Davis Schwartz

Memorial Lib., Brookville, NY. 7 Feb. 1999

<<http://web.lexis-nexis.com/universe>>.

Below is an example "Works Cited" Page

Works Cited

Doe, Jane Q. "Title of an Article." Title of a Magazine

12 Aug. 1999: 23.

Doe, John R. "Title of an Article." Title of a Scholarly

Journal 18 (1987): 112-28.

Last name, First name. Title of a Sample Book. City:

Publisher, Year.

Maner, Martin. "Women and Eighteenth-Century

Literature." 14 Apr. 1999. Wright

University. 9 Aug. 1999

<<http://www.wright.edu/>>.

Virtual Media Center:
www.centennialvirtualmediacenter.wikispaces.com

What is Plagiarism?

Plagiarism is taking someone else's work and passing it off as your own!

Using someone else's ideas or statements as one's own without giving credit to the author would be considered plagiarism. This could include not giving a proper citation in a research paper by crediting the source of information, the copying of another student's work (e.g. homework assignments) and handing it in as one's own, the giving of one's work to another to copy, copying text from the internet, or any similar use of another's work.

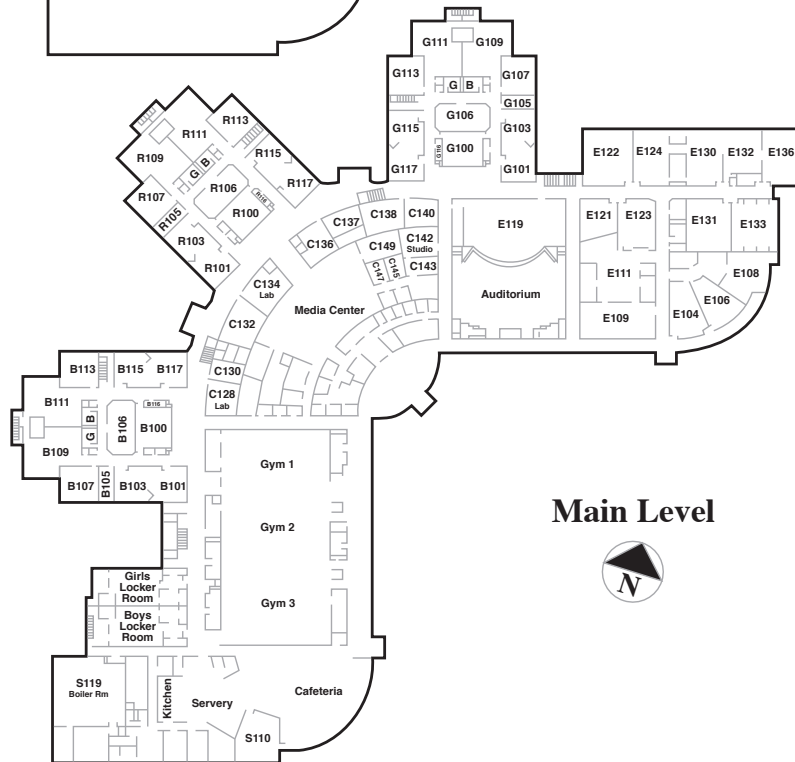
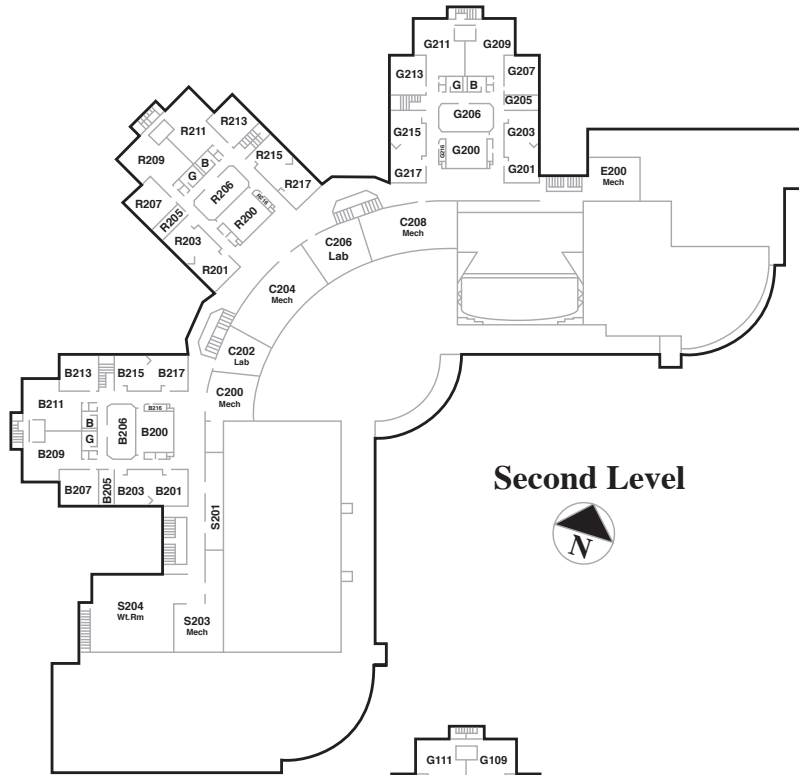
Examples of Plagiarism:

- Copying word for word without quotation marks or acknowledging the author or source
- Using some key words or phrases without quotation marks or acknowledging the author or the source
- Paraphrasing, giving no author or source credit
- Using an author's idea without giving credit
- Turning in someone else's work having made minor changes, making it "yours"

Cornell Style Notes

Use this style of notes when the teacher does not specify what style of notes to take. This style helps to organize key concepts and specific details. This style of notes is ideal for studying for tests!

Key Concepts/Main Ideas	Examples, Details, Explanations
*The role of the press * Bill of Rights	*vital after the war *no TVs *main form of communication *guaranteed freedom of the press *allowed for advances in printing



MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

May 20, 2011

To: School Board Members, District #12
Dr. Paul Stremick, Superintendent

From: Glen Stevens, Middle School Principal

Re: Student/Parent Handbook (2011 - 2012)

Shown are changes made to the middle school student/parent handbook for the 2011 - 2012 school year approved by the middle school teaching staff and Site Leadership Team.

Centennial Middle School Handbook Changes - 2011 - 2012

Middle School Site Leadership Team (p. 4)

The Site Leadership Team is a consulting board of the middle school; meeting once per month (or more if needed). Parents who have recently served on the site leadership team are located on the school website. Feel free to contact any of them if you have questions or concerns about the middle school.

Prearranged Absences: (p.11)

A. All absences resulting from activities such as family vacations and special trips will be excused providing the student's absence is prearranged. If a student will miss 3 or more days of school, an absence form must be filled out. Forms can be picked up in the main office.

Student Attire (p.12)

We encourage students to think of school as a work place - and to dress accordingly. Students who wear or display clothing that is of questionable taste will be asked to change the clothing immediately, or sent home for other attire. Respecting the student's individuality is of a major concern of the middle school; however, it will not be at the expense of safety or good taste. For safety reasons, shoes must be worn at all times. Dress and grooming which disrupts the educational process includes:

- Clothing or jewelry that depicts tobacco, alcohol, drugs, sex or inappropriate words or pictures
- Clothing that shows the midriff or underclothes.
- Low cut fronts (underarm level and below) and tops with straps less than 2 inch in width.
- Shorts/skirts/dresses or clothing with holes no shorter than finger tip length.
- Hats, scarfs or bandanas worn or displayed by boys or girls.
- Jackets / coats / wallet chains / sunglasses.
- Pants must be properly sized, fitted, and worn at the waist - no boxers showing.

Cell Phones, iPods & MP3 Players (p.12)

Students are not permitted to use cell phones, camera phones, iPods and MP3 players during the school day. These devices are to be kept out of sight and turned off. Teachers or supervising adults may allow students to use these devices as a valid part of the educational process. Centennial Middle School assumes no responsibility for the loss, recovery and repair or replacement for any cell phone, iPod or MP3 player brought onto school property. Failure to comply with the above guidelines may result in disciplinary consequences and/or confiscation of the device.

We kindly request that parents who wish to contact their children during school hours for emergencies to please call the main office, as students are not permitted to use their cell phones during the school day.

Messages/Announcements (p.15)

Unless the telephone message to a student is an emergency, classes will not be interrupted. Normally phone calls for students will be handled between classes, during lunch time, or at the end of the last class period. Parents should contact the school if a message needs to be delivered to your student during the school day. Please do not rely on your child's cell phone as it is against school policy to be using it for personal use throughout the school day. Announcements that include items of interest and importance to most students are displayed on the monitors in the classroom. At the end of the day, more specific announcements are read over the intercom.

Flowers, Signs, Balloons (p.15)

Gifts such as flowers and balloons for students will be given to students at the end of the school day. All signs, posters, and other notices posted in the school buildings or on the school grounds shall first be approved for posting by the principal's office. Celebration signs (Birthdays, Sports teams, etc.) are limited to the students locker face and must be removed by the end of the school day. The use of mylar balloons is preferred.

Building Hours (p.16)

For the safety of students and the security of our school, student/building supervisors are available from 7:15 a.m to 2:40 p.m. Students can only be in the building outside of these hours if they have a pre-arranged appointment with a teacher or are involved in a school activity. Please make arrangements for personal childcare before 7:15 and after 2:40.

Students are not to be in the classroom or locker bay areas prior to 7:25 a.m. . Students arriving between 7:15 and 7:25 a.m. are to remain in the cafeteria.

Beverages/ Snacks (p.16)

Students are not allowed to chew gum, drink caffeinated beverages or eat candy in school unless authorized by a classroom teacher. Students in the Middle School may not purchase juice or snacks during the school day. Snack and juice machines are only turned on after 2:30 p.m. and may not be used during lunch periods as mandated by state and federal law. Unless there are special circumstances, students will be expected to consume all food and beverages in the cafeteria.

After School Expectations: (p.17)

Due to safety concerns, students staying after school need to be in one of the following supervised settings:

1. Activities Program.
2. Working with a teacher until 3:15 p.m. (with teacher pre approval in a.m.).
3. Detention.

Students need a Cougar Card or a red bus pass to board the activities bus. Students must wait for rides/activity buses in the cafeteria. Students waiting in the cafeteria need to be seated; talking in an inside voice; and be respectful of the supervisors and follow their direction. Students wanting to watch an after school event need to go home first on their regular bus, and make arrangements to come back to watch the event.

Photo Policy (p.21)

There are occasions when representatives of District 12 and/or the media photograph or videotape students while in school or while attending/participating in school sponsored functions. Parents/ guardians not wanting their child(ren) to be specifically identified in photographs or on a videotape, should notify—in writing—the principal's office of the school their child(ren) attend. All families are asked to respect the privacy rights of other families by refraining from posting pictures or videos from school-sponsored events on a social network.

Interscholastic Program (p.23)

Costs: All middle school activities cost \$135.00 except those that are bulleted (•), which vary according to the high school fee schedule. Skiing is \$140.00 for the activity; however, students must pay for their own lift tickets.

Cougar Club (p.25)

This year the Middle School Activities Office will again be offering a Cougar Club Membership which provides for free and reduced priced activities throughout the school year. The cost of membership is \$90.00.

Cougar Club Memberships include:

- 1st Intramural Activity - Free
- Additional Intramurals - \$25.00 each
- Middle School Clubs - Free
- Off Campus Activities - 20% off
- Selected School Store Items - 10% off
- Special Events/School Parties - Free

Individual Costs w/o Cougar Club:

- Intramurals - \$25.00 - \$100.00 each
- Clubs - \$30.00 - \$70.00 each
- Special Events - \$5.00 - \$10.00
- Off Campus Activities - TBA

Cougar Club registration must be completed by September 30, 2011. Registration for all middle school activities should be completed at the Middle School Cashier's office.

Bullying (p.27-28)

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*Centennial
Middle School*



Student Handbook
2011-2012