

# Centennial Cardinals Middle School Policies and Procedures

*A.C.T 212<sup>o</sup>*

*Connect, Engage, Inspire*

We are excited to be the flagship school of the next century for the Higley Unified School District. Our school is leading the way in academic excellence, community and teamwork. We are proud of our EXCELLING school and are eager to continue soaring to great heights together.

By knowing our rights, responsibilities, policies and expectations from the beginning, we can support each other and communicate better to strengthen our community. Together, our students will learn to be responsible for and successful in their studies and in life.

## Our Rights

- Be treated with respect.
- Attend school without fear of teasing, bullying, or harassment.
- Feel empowered to be ourselves.
- Learn in an environment that is safe and caring.

## Our Responsibilities

- Treat others with respect and kindness.
- Refrain from name-calling and other forms of hurtful behavior.
- Avoid behaviors that intimidate, harass, or unfairly judge others.
- Help keep our school and classroom in good condition for learning.

## Pathways

1. Practice the rules.
2. Remind students of the rules.
3. Take a break in the classroom.
4. Take a break in a buddy classroom.
5. Call home and/or meet with parent.
6. Referral to an administrator.

## Attendance

Since full and active participation is essential for success in these courses, regular attendance is required. School policy will be strictly adhered to regarding tardies and unexcused absences.

## CENTENNIAL P.R.I.D.E. PROGRAM

Centennial Elementary believes that students need to be taught lifelong skills such as responsibility, organization, accountability, and preparation. To achieve these lifelong skills, students shall participate in the P.R.I.D.E. (Personal Responsibility in Daily Effort) Program. The P.R.I.D.E. program will:

- Provide increased communication between the school and the home.
- Motivate students to build effective study skills and responsible behaviors.

- Ease the transition from elementary to the middle school as well as the middle school to the high school.
- Motivate students to build effective study skills and responsible behaviors.
- Provide increased communication between the school and the home.
- Improve student participation in daily lessons.
- Minimize the loss of class time because of tardiness.
- Have a positive impact on all students because more students will be better prepared for each learning activity and more time can be devoted to instruction.

Overall, the P.R.I.D.E. program requires students be held accountable for their learning, which will help them become better functioning students, adults, and citizens.

## Student P.R.I.D.E. Book

1. Students are to have P.R.I.D.E. books daily.
2. Students will receive P.R.I.D.E. if they receive a 'No' stamp for any of the specified reasons (see P.R.I.D.E. handout for additional information).

## Grading Policy

The following scale determines the letter grade associated with a student's percentage grade. Assignments turned in after the due date are considered late.

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% or below

## Centennial Middle School Policies

**Dress Code** (Please consult the HUSD Student Handbook for the full policy) Dress code will be enforced at all times, including before and after school, at school events and at off-campus school activities (e.g. field trips, community service, visits to other campuses, etc.).

Higley Unified School District Dress Code Policy states: "Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others." The dress code is meant to "minimize disruption and increase student safety. School administrators will make the final decision regarding the appropriateness of a student's appearance while the student is at school."

### Basic policies:

- No clothing that exposes from the chest to the buttocks (and upper thigh) while standing/sitting/bending.
- Shirt and top straps must be at least 1.5 inches wide: no halter tops or spaghetti straps.
- Pants/shorts and hems must cover the buttocks and a modest area of the legs.
- No clothing made of see-through fabric or that exposes underwear.

- Only hats and visors (in their original unaltered condition\*see below) are allowed at school.
- Students must remove their hats/visors when in a building and when requested to do so by administration/faculty/staff.
- Bandanas, hairnets, knit stocking caps, etc. are not allowed at school.
- \*Clothing items may not create an atmosphere of threat, intimidation or undue pressure.
- \*Clothing may not display or suggest obscene, sexual, or violent language/symbols, feelings of discrimination or satanic markings.
- \*Clothing may not display or advertise alcohol, drugs, tobacco or any illegal or controlled substance or item.
- Accessories, notebooks, backpacks, etc. may not display these prohibited messages/graphics.
- Appropriate footwear must be worn at all times. Safety requirements for specific classes such as industrial technology, life management, physical education and chemistry must be followed.
- No jewelry that presents a safety hazard to self or others is allowed (e.g. chains, spiked collars/wristbands, body pierced jewelry, etc.).
- Gang clothing/paraphernalia, drawings/signs are prohibited on school property, in school vehicles and at school activities.

### **Cell phones/personal music/gaming devices (from the HUSD Student Code of Conduct)**

- To keep the learning environment free from distraction, cell phones and electronic devices are not permitted for use during the school day.
- The District (teacher, principal, etc.) may temporarily confiscate cell phones and/or other electronic equipment if the student's possession or use of the item is causing a disruption to the educational environment and the student has failed to comply with verbal direction from an adult to cease the disruption.
- The teacher will take the phone on the 1<sup>st</sup> offense. The principal will receive it if the situation continues.
- Generally, the item will be returned to the student or the parent at the conclusion of the school day.

### **Computer Usage (Please consult the HUSD Student Code of Conduct)**

- Students have access to computers and the Internet at school for educational purposes only.
- Students may not access websites that are not being used for education or for their assignment.
- Teachers may temporarily curtail computer usage if a student does not follow directions.
- The district may permanently remove student privileges if the student breaks the agreement.
- Students may not access personal email at school.
- If a student needs to print homework, save the document to a USB flash drive and print at school. The teacher will not print student documents.
- If you need to contact the teacher by email, parent/guardian must be CC'd.

### **Tardiness: Centennial's school day is 8:55-3:50 (1:35 Early Release). Students may arrive after 8:30AM.**

- You must have a pass if you arrive late to class (including first period).
- If you are late from another class AND have a pass from the teacher, QUIETLY hand it to the teacher and immediately seat yourself and begin working.
- Any unexcused tardy will result in the student being issued P.R.I.D.E.

### **Absences**

- It is your responsibility to find out what you missed when you have been absent.
- You have one day for each day you were unexcused absent to make up work. (after that the Late Policy applies).
- Make sure you turn in any work that was due the day you were absent as well.
- Test/quizzes make up will be the day the student returns unless the absence could affect his/her

preparation as determined by the teacher. If requested, a student may take an exam before the absence.

### **Late Work**

- a. If an assignment is one day late the student will be issued P.R.I.D.E. and will receive a 10% deduction on the assignment.
- b. Assignments that are two or more days late will receive a 50% deduction.
- c. Assignments will not be accepted once a unit of study has been completed.

### **Plagiarism and Cheating**

If a student is caught attempting to pass someone else's work as his/her own, he/she will receive a zero on the assignment without the possibility to rewrite it.

### **Food/Drinks/Candy**

- a. Centennial is a GUM-FREE campus – no gum is allowed ANYWHERE on campus.
- b. Chewing gum will result in the student being issued P.R.I.D.E.

### **Movement on campus**

- a. Please be considerate after you leave the classroom: sound carries and other classes are in session.
- b. DO NOT attempt to use the elevator: do not push the button or go inside if the door is open.
- c. "HORSEPLAY" will not be tolerated in the classroom, halls, in other buildings or outside.
- d. Running, jumping on, pushing, throwing backpacks (or other items) is not allowed.

## Centennial Middle School Classroom Procedures

### **3. Entering the Classroom**

- a. All students should enter the room quietly and be in their seats by the time the bell rings.
- b. Immediately get your materials ready for the day (i.e., homework turned in, pencils sharpened, P.R.I.D.E. Book open, etc.).
- c. Immediately begin your bell activity.

### **4. Being Prepared for Class**

- a. You must come to class each day prepared to learn and work.
- b. Your notebook, P.R.I.D.E. Book, loose leaf paper, pencil, pen, folder, and any work are required EACH day.
- c. Your P.R.I.D.E. Book is needed for assignments and announcements.
- d. Please refer to individual teacher's syllabi for specific classroom requirements.
- e. Being unprepared will result in the student being issued P.R.I.D.E.

### **5. Announcements**

- a. When announcements come on during class time, sit QUIETLY and listen carefully.
- b. After announcements, you should return immediately to your activity.
- c. Please do not ask for a restroom break during lessons/discussions unless it is an emergency.

### **6. Participation in Class**

- a. Part of your grade will be participation.
- b. Participation points come from the bell activities, class discussions, and other class work.
- c. See "Grading Policy."

### **7. Turning in Assignments/Homework**

- a. All assignments are due the same day UNLESS A SPECIFIC DUE DATE IS GIVEN.
- b. It is your responsibility to turn in your work on time.

- c. Students MAY NOT call home for assignments/supplies/equipment/etc. during the school day.
- d. Check with each teacher to see where and how (s)he wants the assignments handed in.
- e. Individual extra credit is not offered.

**8. Genesis (for grades and assignments)**

- a. Centennial will be using Genesis this year.
- b. Students and parents should access this to check grades and for missing assignments.

**9. Leaving the Classroom**

- a. You must have **PERMISSION** to leave the classroom for any reason!
- b. You must sign out and/or have a pass from the teacher BEFORE you leave the room: **1 at a time.**
- c. Because our class time is short and valuable, please use the restroom and/or get water BETWEEN CLASSES.
- d. At lunch dismissal bell, students will use the downstairs' restrooms by cafetorium (not upstairs' hall).

**10. Dismissal**

- a. Class ends when the teacher dismisses you. The bell is just a reminder.
- b. The room must be in order and everyone must be at their desks before dismissal.
- c. Please push in your chair before you leave.
- d. Make sure assignments are written in your agenda and work has been turned in before you leave.

**11. Additional Study Time: Before/After school**

Your teachers will make arrangements to meet with you before and/or after school to allow you access to resources, provide extra time to work, and/or work with you individually or in small groups for additional support.

- a. Check with your teacher to see when (s)he may be available.
- b. Teachers may have 'walk-in' times, but double-check if they are available on a specific day.
- c. The library and computer lab will be open before school, with the exception of Wednesdays, to offer students additional learning opportunities.