

Centennial Junior High School

The Thunder

Administration

Cerissa Thompson - Principal
Lorrie Barber - Assistant Principal
Martin Hardy - Assistant Principal

Counselors

Marci McQuiston – Counselor (Students A - G)
Beverley Jacobs – Counselor (Students H - O)
Kellie Robb - Counselor (Students P - Z)

Office Staff

Angela Floyd - Head Secretary
Debbie Evans - Attendance Secretary
Brenda Harris - Citizenship Secretary



Contact Information:

740 South Sunset Drive
Kaysville, Utah 84037
<http://centennialjr.davis.k12.ut.us>
Main Office - (801) 402-0100
Counseling Office - (801) 402-0107
Attendance Office - (801) 402-0106

ACCIDENTS/ILLNESS

Accidents and illnesses are to be reported to the office where immediate care can be arranged. Parents will be contacted before students will be allowed to check out of school with an illness or injury.

ATTENDANCE PROCEDURES

Absence - The parent must make a personal contact with the school before a student will be excused during school hours. The school cannot release a student from school to anyone but the legal guardian or adult designated by the guardian. All activities during the school day are mandatory. Activities are planned for students' educational value. All assemblies, dances, testing, etc., are an important part of the junior high school experience. In the event of an absence, all make-up work is the student's responsibility. Absences must be cleared within 3 days after returning to school from an absence. Five (5) unexcused absences will result in a citizenship U. To clear an absence the parent/guardian may either send a note with their student (to be turned in at the office), excuse the absence on your myDSD account or email the attendance secretary at centennialattendance@dsdmail.net.

Prearranged Absence - Students who miss school for hospitalization, family trips, etc., should plan to make up the work that will be missed. When students arrange absences in advance, they stand a better chance of maintaining academic and citizenship standing.

Admit to Class - Admits will only be written for students who have been detained in the office. Admits do not excuse a student's tardy unless so specified. Classroom teachers will determine the expectations for attendance in their individual classes.

Check-in/Check-out Policy - A student must check in through the office before going to class if he or she has arrived more than five minutes late to school. A student must be checked out in person through the office if he or she is going to leave school before the end of the school day. A student can only be checked out by a parent or designated person on the emergency contact list. Photo ID and your My DSD login is required to check out your student.

Closed Campus Policy - Centennial Junior High School is a closed campus. Students are to remain on campus during school hours, including lunchtime. Students who choose to leave campus without checking out will be marked truant.

Tardiness (Unexcused) - Tardiness is disruptive to the orderly environment of a school. Students who are excessively tardy will receive reduced citizenship grades and will be subject to school discipline. Four (4) tardies are excessive in one term in any given class. After the 3rd tardy the student's parent will be notified of an N in citizenship grade. After the 4th tardy the student's parent will be notified that a U may be given. After the 5th tardy the student will be referred to the office to schedule a Lunch Detention for each subsequent tardy.

Truant (Unexcused Absence) - Students are truant if they are not where they are supposed to be during school hours. Citations, unsatisfactory citizenship grades, school suspensions and alternate school placements are all possible consequences of truancy. According to District Policy, the following citations and fines will be issued as follows:

Truancy Citation Schedule- 1st Truancy= Warning, 2nd Truancy= \$10, 3rd Truancy= \$15, 4th Truancy=\$20, and 5 or more Truancies= \$25 each time.

Other Consequences of Truancy

- A U citizenship grade may be given in each class missed during truancy.
- An administrative U may be given each term for truancy.
- Teachers are not obligated to allow students to make up assignments or tests missed due to a truancy.
- In school suspension.
- Parent conference may be required for students to return to school.
- Students who exhibit a pattern of excessive truancy will be referred to District Student Services.

BUS CONDUCT

To insure safety, students must demonstrate responsible behavior while riding the school bus. All students being transported are under the authority of the bus driver and must obey driver requests. Students should follow these rules:

- Stay off the pavement as the bus approaches
- Enter the bus in an orderly manner
- Be seated and remain seated while the bus is in motion
- Maintain orderly and respectful behavior
- Obey bus driver's directions immediately
- Do not place objects or body parts out the windows of the bus
- Do not eat or drink on the bus
- Do not litter or vandalize
- Do not open the emergency door or window except in case of emergency
- Do not carry any item which could cause a hazard to passengers

A school administrator will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers.

To find out if a student is eligible for bussing, please do the following: Log on to the student myDSD account at <http://mydsd.davis.k12.ut.us/studentinformationsystem/faces/login.jsp>, go to the "Report Tools" tab, select the "Transportation Information" tab. Students without Internet access can ask a secretary for a printout of the same information. Do not ride the bus if you are not eligible.

CAFETERIA

All food purchased in the cafeteria must be consumed in the cafeteria/commons. The following behaviors are strictly prohibited:

- Running to get in line
- "Cutting in" or saving a place for others in line
- Throwing anything
- Leaving trash, trays, or food on the tables, ledges and floor
- Taking food out of the cafeteria/commons area. No food will be allowed on stairways or on the second level

CITIZENSHIP POLICY

The Davis County School District has instituted a citizenship policy that affects high school graduation. Ninth grade students who receive citizenship U's must make them up prior to high school graduation. Citizenship grades will be determined each term by the teacher. Students may work with a teacher to correct a behavior during the term before the U is posted. District policy states that opportunities for students to make up the citizenship grade will be provided prior to the end of the term. The class citizenship grade is at the discretion of the teacher. The school administration can also issue a citizenship U for negative or inappropriate behavior. An unsatisfactory citizenship grade can result from serious negative behavior. Serious negative behavior may also result in appropriate administrative action including suspensions and/or referral to Student Services for further action. Serious negative behavior might include, but is not limited to, documented conduct such as:

1. Disrespect for school authority
2. Disrespect for school staff
3. Use of vulgarity or profanity
4. Public displays of affection and other inappropriate touching
5. Direct and willful disobedience of school rules and policies
6. Cheating - Cheating includes using someone else's work as your own
7. Fighting
8. Theft of private or public property
9. Property destruction
10. Trespassing

11. Excessive absences or tardies
12. Truancy
13. Disruption of learning activities
14. Vandalism of private or public property
15. Harassment
16. Extortion

In addition to receiving a citizenship U, many of the behaviors described above are considered Safe Schools violations (see the Safe and Orderly Schools section of this handbook).

To clear a U, a student must complete a school-approved project and pay a citizenship fee. When the citizenship credit is satisfactorily made up, the administration will restore the lost credit, the U will remain on the record.

CLASS CHANGE POLICY

Class changes for both semesters are allowed prior to the beginning of the school year. Only class changes to the second semester schedule will be allowed during the first semester. By school policy, no class changes will be allowed during a semester already in session. Any exception to this policy will be rare and require certain conditions, i.e. physical impairment or injury that prohibits or limits participation in a given subject area, improper level placement in subject areas, or professional or medical recommendations that require class changes. Each time a request is submitted for class schedule changes there will be a \$10.00 charge.

COLLABORATION AREAS

All collaboration areas in each of the houses are closed during lunch. Students should be in the cafeteria, the commons area, or outside (West area) during lunch.

DELIVERIES FOR STUDENTS

The office will not accept items such as: balloons, flowers, stuffed animals, outside food, etc.

A drop off table is available outside the office for items that students need for class such as: Binders, books, assignments, projects, instruments, etc. (Home lunch may be dropped off, if forgotten.) Students will not be called out of class to pick the items up. Students will only be called to pick up their item during the next break if needed.

ELEVATOR USE

Students who have a need to use the elevator should contact the office for approval/to be issued a key and to be trained on its proper use. (Only one student helper may accompany the student at a time.)

FEES AND FINES

Students and parents are responsible to pay all applicable school fees and fines. Persons interested in applying for a Fee Waiver should contact the school. Unpaid fines or fees are referred to collections.

FIRE DRILLS

Emergency evacuation drills are conducted monthly for the purpose of practicing safe and efficient exit of the building. Students should take each drill seriously and follow the exit routes posted in classrooms. Once outside, students should stay at least 30 feet from the building and close to their teachers. Once the drill is completed, teachers will lead students back into the building. Under no circumstance should students reenter the building on their own following an alarm.

HALL PASSES

Students must have a hall pass in order to be in the hall during class time. Each faculty member will have a hall pass. This pass will be given to any student leaving class and returning the same period. A hall pass can only be used by one student at a time. Class time is valuable and use of the hall pass will be limited to those situations where it is absolutely necessary.

HARRASSMENT/BULLYING

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, extortion, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity, including but not limited to any form of gang-related activity, fighting, bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

Response to Bullying/Harassment- Do not ignore bullying or harassment to you or others! Tell the bully you do not want them to harass you or the other person. Clearly tell them to “stop,” and name the form of harassment. For example, say, “Stop kicking me. That is harassment and I do not want you to do it.” If they harass or bully you again, report it to a teacher or an administrator. If the harassment is major, such as sexual or violent, report it immediately to an adult – we do *not* want it repeated and want to work with the student to change the behavior. Those observing another student being bullied or harassed are asked to *not* tolerate it and report it to a trusted adult at school for assistance. Parents, please help us become aware of any student concerns in order to establish a safe and enjoyable school climate.

Racial/Ethnic Harassment- “Racial/Ethnic harassment” includes, but is not limited to: racial name-calling, use of racial slurs, taunting, and wearing or displaying racially offensive symbols or messages.

Inappropriate Conduct of a Sexual Nature and Sexual Harassment- “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature and any other gender-based harassment, whether initiated by students, school employees, or visitors. Examples of sexual harassment include, but are not limited to, the following:

- Sexual displays of affection
- Sexually explicit jokes, notes, pictures, “ratings lists,” rumors, and graffiti
- Catcalls and whistles
- Unwelcome and offensive touching of clothing
- Sexually suggestive dancing
- Sexually suggestive or sexually degrading name-calling
- Profanity that is sexually suggestive or sexually degrading, implies sexual intentions, or is based on sexual stereotypes or sexual preference
- Sexual gestures
- Sexual jokes or skits
- Unwelcome leering and staring
- Clothing with sexually obscene or sexually explicit slogans or messages
- Possession or distribution of pornography (including sexually-explicit Internet sites) of any kind
- Harassment through phones, texting or e-mail

No form of sexual harassment by students, school employees, or visitors shall be tolerated. Immediately tell the person that their behavior is unwelcome and to stop. Victims of sexual harassment and persons with knowledge of sexual harassment are required to report the harassment immediately. Any criminal violation will be reported to the proper legal authorities.

No Retaliation. All complainants have the right to be free from retaliation of any kind. Retaliation may result in a referral to our School Resource Officer with possible legal consequences.

HOME/HOSPITAL

If a student is going to be homebound or hospitalized for more than ten consecutive school days, the parents should contact the school to apply for Home/Hospital services through the district student services department. A physician’s signature is required in order for the school to authorize Home/Hospital services.

HOMEWORK REQUESTS

Homework assignments can be obtained for students who have been absent from school on a teacher’s website. Teachers can be contacted through email or phone, if necessary, to clarify any questions concerning missed work.

HONOR ROLL

A student may achieve the Honor Roll in scholarship, citizenship and attendance. The requirements for being placed on the honor rolls are as follows:

- 4.0 Honor Roll - 4.0 GPA
- High Honor Roll - 3.70 - 3.99 GPA
- Honor Roll - 3.5 -3.69 GPA
- Citizenship - five (5) Hs
- Perfect Attendance - No absences or tardies (school excused excluded)

Students who make the Honor Roll or who have perfect attendance are recognized each term they qualify.

IN SCHOOL SUSPENSION (ISS)

In school suspension is designed to provide a place where students in violation of school policies may study. Students can be assigned to ISS by the administration.

INTERNET ACCESS OF GRADES AND ATTENDANCE

Student grades and attendance can be accessed on the myDSD app.

LATE OPENING - NO SCHOOL

If a severe blizzard, heavy snowstorm, or ice storm occurs during the night, which makes driving hazardous, and such conditions are known by 7:00 a.m., or for any other emergency identified hazardous by the Superintendent either a "Late Opening" or a "No School" announcement will be made over local radio stations email and phone call. In the event that it is necessary to start school late, the predetermined starting time for "Late Opening" will be 10:10 a.m.

LOCKERS

During registration, each 7th grade student will be issued a locker. Lockers are optional for 8th and 9th grade students. Lockers are to be maintained in a neat and clean fashion. Any object, photo, or picture displaying alcoholic or tobacco substances, or other inappropriate material may not be hung in lockers. Students should not leave valuable items, such as money, in their lockers. The school will not be responsible for the theft of items taken from lockers. Combination locks are provided on all lockers. Upon request, the combination may be changed for a fee. Students should not give the combination to others. Individuals having problems with their locker should report to the office after going to class first and getting a hall pass.

MEDIA CENTER

The Media Center hours are from 7:45 a.m. to 3:15 p.m. for student and faculty use. During class and lunch hours, students are admitted with a pass from their teachers for reference work, book check-out and check-in, or other specific class related assignments.

MEDICINE

A student who needs to take prescription medicine during the school day should only bring the prescribed dosage needed for one day. Students can carry the one day's dose on them or in their backpack. Parents desiring the school to dispense doctor prescribed medicine to their students should contact the office for requirements to do so.

PERSONAL BELONGINGS - TOYS, ETC.

Personal items that are brought to school should not interfere with the educational process. Such items may be confiscated. The school is not responsible for lost or stolen personal property.

Roller Blades and Skateboards may not be used on campus. If a student brings these items to school, they must be put in that student's locker or the skateboard racks upon arrival.

Large amounts of cash and other expensive personal belongings are prime targets for theft. It is expected that students not bring articles to school that are not used in the educational process.

PHONE USE

The office phones are for business purposes. Students using the student phone during class time should first obtain a hall pass from their teacher. Students who need rides after school, should plan in advance of school activities and arrange for transportation before they come to school. The office phone will be available for students needing to check out.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each classroom, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory. Students will be made aware that; 1) participation in the Pledge is voluntary and not compulsory; 2) it is acceptable for an individual to choose not to participate in the Pledge for religious or other reasons; and 3) students should show respect for individuals who participate and individuals who choose not to participate.

SPORTSMANSHIP

Centennial Junior High School has high expectations for exemplary student behavior at all activities. The following rules will help us maintain a high standard of behavior at athletic events

1. All spectators will remain in the stands before and after events
2. Spectators are prohibited from having noisemakers of any kind such as whistles, cowbells, horns, etc.
3. Megaphones and signs are also prohibited at athletic events
4. Booing or contesting calls made by referees is not considered to be good sportsmanship and will not be allowed
5. Students and community need to sit in the correct designated and marked areas

VANDALISM

There is a standing cash reward for information that conclusively identifies individuals who have committed an act of vandalism at the school. Students who know about or observe vandalism have the responsibility to report it to the administration. Our school is a nice place to be. Don't allow a few students to ruin it for the rest.

VENDING

Vending machines are provided in the commons area for the convenience of students and staff before, after school, and during lunchtime. Vending is not owned by the school and is at your own risk. The school is not responsible for money lost in the vending machines. Students should be sure to place wrappers and containers in trashcans in order to ensure a clean school environment. Theft or damage to machines will have school disciplinary consequences and may result in a referral to the police.

VISITING STUDENTS

Due to safety, and being a closed campus, we are unable to allow students from other schools or out of town to attend with a student in our school. Please arrange to have out of town guests entertained at home.

VISITORS

Visitors are required to check in at the main office upon entering the building. Only school personnel, parents or legal guardians are permitted to visit with students during school hours. Any exceptions to this policy must be cleared with the administration, Centennial Jr. High is a closed campus. High school students are not allowed on campus or in the Centennial designated parking areas. Trespassers will be referred to the police.