WELCOME TO CENTENNIAL!
HOME OF THE EAGLES!

PRINCIPAL
BRIAN DONER

ASSISTANT PRINCIPAL
LISA ALLEN

ADMINISTRATIVE MANAGER
TRACYLEE AGUILAR

OFFICE MANAGER
PAMELA ERBEN

ATHLETICS AND ACTIVITIES FACILITATOR
CHERI NEIBAUER

CAMPUS SECURITY OFFICER
TODD SEXTON

SCHOOL MASCOT
AMERICAN BALD EAGLE
**Mission Statement**

Centennial Junior High School will prepare all students to be successful citizens in our community by:

- Engaging students academically with high expectations
  - Developing character to encompass leaders
  - Responsibility and respect
- Whatever it takes; make learning happen
- Students will become the best version of themselves

**Centennial’s Goals**

**Goal 1**

By 2024, Centennial will meet or exceed school-level performance expectations as defined in the Wyoming School Accountability model.

**Goal 2**

By 2024 each assessed Centennial grade level will meet or exceed targets on the ELA, math and science indicator as measured by the statewide (WYTOPP) assessment.

**Goal 3**

By 2024, Centennial will ensure a safe, orderly, supportive, and conducive to a climate of high expectations for students, staff, and the community as measured by receiving a score of meeting expectations on the NCSD Climate Survey.

**Keys to Success**

Be Here * Be On Time * Do Your Best Work * Be Nice
Letter from the Principal:

August 2019

Dear Students and Parents,

Welcome to Centennial Junior High School! This school year begins on Tuesday, September 3, 2019, and barring any unforeseen snow days will conclude on Thursday, June 5, 2020. Our school hours for this year are 8:00 a.m. – 2:40 p.m. We are excited and look forward to the opportunities a new school year brings.

Communication is essential in guaranteeing the success of our students. This handbook contains information about Centennial and N.C.S.D. #1 policies, procedures, and protocols. Please take a few moments and review this handbook together. If you have any questions about anything in the Parent/Student Handbook, please do not hesitate to contact the office for clarification at 253-2900.

Parent involvement is highly valued here at Centennial. Back-to-School Night will be held on Monday, September 9th. Fall conferences are scheduled for after school on Thursday, November 7th and Tuesday, November 12, 2019. Spring Conferences will be after school on Thursday, February 6, 2020, from 3:30 to 7:00 PM.

Working together, we will make this year a great experience for all our students, parents, and staff. As I talk with students in the hallway, cafeteria, classroom, and before and after school, I remind them of what it takes to be successful in school and life. Come to school everyday, be on time, do your best work, and be nice.

Again, welcome to Centennial Junior High School.

Brian Doner
Principal
#tryhard
NONDISCRIMINATION STATEMENT
Natrona County School District #1 and Centennial Junior High do not discriminate on the basis of race, color, national origin, sex, age, or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources of the school district, 970 N. Glenn Road, Casper, WY, 82601, (307) 253-5231, or the Wyoming Department of Education, Office for Civil Rights Coordinator, Second, Hathaway Building, Cheyenne, WY 82002-0050, (307) 777-6198.

AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION
I understand that the Natrona County School District will protect my child’s health information (form SS-H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Protection and Accountability Act (HIPPA) and that the information becomes part of the student’s permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.

ACTIVITY TRIPS/NON-PARTICIPANT RIDERS
In keeping with the District’s insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sporting events on any NCSD#1 Activity Bus carrying participants. Non-participant riders include, but are not limited to: parents (unless approved as chaperones,) friends, relatives, and/or the children of the coaches, sponsors, and drivers.

ACTIVITY TRIPS AND THE RETURN TRIP
Students riding to an activity/sporting event on any NCSD#1 Activity Bus are required to ride the Activity Bus on the return trip. A participant’s parents and/or legal guardians are required to provide a written request to the activity sponsor/coach indicating the student will be returning with the parent/guardian. Student participants are not permitted to make the return trip with the parents of a friend or other relatives unless arrangements have been made in writing with the sponsor or coach PRIOR to the Activity Bus leaving for the activity. Permission letters or notes requesting students be permitted to depart the Activity Bus at destinations other than the school where the activity concludes will not be honored.

ATHLETICS/ACTIVITIES
Centennial offers a wide variety of before and after school activities. Please feel free to contact the Athletics and Activities Coordinator or appropriate staff member for the activity you are interested in.

ATHLETICS:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>7-8</td>
</tr>
<tr>
<td>Boys’ Basketball</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Girls’ Basketball</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Wrestling</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Nordic Skiing</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Track</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Volleyball</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Cross Country</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Swimming</td>
<td>6-7-8</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>6-7-8</td>
</tr>
</tbody>
</table>

ACTIVITIES:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Affiliate Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>Student Council</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Spanish Club</td>
</tr>
<tr>
<td>Spelling Club</td>
<td>Foods Club</td>
</tr>
<tr>
<td>Art Club</td>
<td>Robotics</td>
</tr>
<tr>
<td>Anime Club</td>
<td>Yearbook Club</td>
</tr>
</tbody>
</table>
Sportsmanship
Sportsmanship is key. Players and spectators alike should treat each other, the visiting teams, the coaches, and the officials with respect. This is true sportsmanship. An Athletic Code Of Conduct Letter (Natrona County School District Board Policy Code: 5131:71) must be signed by student and parent in order to participate in sports. This is available to be signed online on the district website.

Physical Examinations
Students must have a physical examination form on file with the Athletics and Activities Facilitator prior to try-outs and participation in the athletic program. Physical statements must be dated after May 1 to be valid for the upcoming school year. In case of financial hardship, please contact the Athletics and Activities Facilitator. Physical forms are available on the district website.

Insurance
Insurance coverage is mandatory for anyone who participates in try-outs and athletic activities. The Natrona County School District # 1 does not carry accidental injury insurance that covers students injured at school or in activities.

Medical Assistance
Parents must sign the Parent/Guardian Consent Form For Medical Assistance for traveling athletics. Some out of town hospitals will not administer emergency treatment without this.

AT RISK POLICY
Centennial Junior High School provides a process for identifying students who appear likely to fail. Therefore, the staff and administration of Centennial Junior High School, in accordance with the Natrona County School District #1 Board of Trustees, understand the need to provide free and appropriate educational services. Students who may be at risk and who require interventions will receive services and programs tailored to individual needs.

Pyramid of Interventions
- School Counseling
- Diagnostic Assistance
- School Nurse
- CORE Team and Classroom Interventions
- Tutoring Services
- Correctives/Remediation
- MTSS Tutor
- Extended Day After School
- CWCC Counselor (Central Wyoming Counseling Center) on site

BEHAVIOR EXPECTATIONS
The following expectations are designed to create a pleasant and safe environment for all students in our school. These expectations will be used along with those contained in the NCSD#1 Student Discipline and Conduct Handbook, which can be found on NCSD’s website under the Parent/Student section.

Your primary purpose for coming to school is to learn and participate in classroom and extra-curricular activities, you will probably never encounter serious disciplinary problems.

You must remember that you are responsible for your own actions. If your actions are in violation of school expectations, you will have to accept the consequences. You should also understand that state law allows the school district to hold you accountable for your behavior on the way to and from school and during any school sponsored activity.
We are proud of our students. We sincerely hope you will take advantage of the programs provided you and continue to be the best you can be. All students attending Centennial have the capacity to demonstrate good behavior. All students can excel in school citizenship. Parent support and encouragement can make a big difference between average and excellent student behavior.

Centennial students:

- Are considerate and kind to other people.
- Display appropriate behaviors. (Displays of affection are not allowed)
- Attend school daily and are on time to class.
- Respect the authority of all staff members of the school.
- Check out with the attendance office if leaving the school during school hours.
- Park bikes using bike racks.
- Help keep grounds and facilities free of litter.
- Use appropriate language. (No profanity or obscene language.)
- Settle differences or disagreements peacefully without fighting, name-calling, or insults. (Students are encouraged to seek third party mediation to resolve conflicts. Fighting will result in a minimum of 5 days of suspension and notification of parents and police.)
- Do not bring knives, weapons, or other unsafe objects to school. (Any weapons brought to school will result in suspension and/or expulsion from school.)
- Do not ride skateboards/scooters on school grounds. If you use a skateboard as transportation to and from school, the skateboard/scooter must be turned in to the office upon arrival to campus and picked up from the office after school.
- Do not use controlled substances or vapes. (Use of any controlled substance, alcohol or other illegal drugs will result in suspension and notification of parents and police.)
- Do not disseminate nude images or participate in any forms of sexting.*

*These problem areas may also violate city and/or state laws. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate police authorities.

BEHAVIOR – DISCIPLINE

Centennial Junior High School strives to provide a safe, orderly learning environment. School and class rules and expected behavior are explained to the students the first week of school and retaught throughout the school year. Any student who does not follow class rules will receive disciplinary action. Teachers will carry out classroom procedures in a fair and consistent manner. We maintain a positive environment by recognizing and praising good behavior and taking corrective action when a student misbehaves. All office referrals are documented in the students’ discipline files. Administrative interventions, including conferences, time outs, detentions, suspensions, behavior contracts, loss of enrollment, and recommendations for expulsion are tools used to encourage students to be on their best behavior. We make every effort to fully communicate with parents so we can all work together.

Generally, problems with conduct are handled in the following way:

1. Students who misbehave in class despite redirection by the teacher are sent to the office with either a refocus referral or a misconduct referral.
   a. If sent on a refocus referral, the student will call their parent/guardian to discuss their behavior and usually spends anywhere from 15 minutes to the remainder of that class period in the ISS room. The intent of a refocus referral is to assist the student on getting back on track and focusing appropriately for the remainder of the day.
   b. If sent to the office on a misconduct referral, the behavior was more serious and the student is in need of a consequence. Consequences can include a detention (to be served before or after school or at lunch), a time out from that class period for at least one period, or a day(s) of suspension.
2. Students who repeatedly misbehave will receive more severe consequences. Parents are notified of the referrals and of disciplinary actions.
   a. There are three types of suspension;
      i. In School Suspension (ISS): the student remains at Centennial but is only permitted to be in the ISS room. Students assigned ISS report to the ISS room immediately upon entering campus.
      ii. Out of School Suspension (OSS): the student is sent home.
      iii. Suspension at the Safe Schools Suspension Lab (SSSL): (located at 920 S. Beverly.) If your student is assigned to SSSL it is your responsibility to get your student there no later than 7:45 AM and picked up at 2:30 PM. If your student rides the bus it is the parent’s responsibility to notify the Transportation Dept at 253-5283 to arrange a bus schedule that will drop off your student at SSSL instead of Centennial.
   b. When a student is determined to be habitually disruptive they are placed on a behavior contract. When placed on a behavior contract, the student, parent/guardian, principal or designee will meet and go over the contract together. The contract essentially allows the student up to no more than 5 more misconduct referrals before recommendation for expulsion.

BULLYING POLICY
Natrona County School District has a policy that prohibits bullying. Students and their parents are asked to report bullying to the Administrative Manager or Campus Security Officer. Each report of bullying is documented per District policy and addressed. If staff do not see or are not made aware of bullying problems, they cannot be addressed and stopped. Please refer to NCSD#1’s Student Discipline and Conduct Handbook for the full District Bullying Policy. Twice a year students are educated on what bullying is and how to handle it if it does occur.

BUS RULES AND REGULATIONS
School bus transportation is provided as a service to the students of Natrona County. A student who is non-compliant and refuses to cooperate with established rules may be denied the privilege of riding a school bus. Specific bus rules and regulations are presented to each bus student at the time they register for transportation. All bus misconduct will be directed from the transportation department to the school’s Administrative Manager and may result in loss of consequences on campus as well. NCSD #1 utilizes a bus hub system in which all students ride their neighborhood bus to the bus hub and are transported from the hub to school and vice versa on their way home after school. The bus hub is considered a closed campus. Students leaving the bus hub will receive a bus citation that could result in the loss of the privilege to ride the bus.

Please consult the office when a student would like to ride the bus with a friend. A note from both students’ parents must be turned in a day ahead of time.
The Centennial staff asks for your help, cooperation, and support regarding cell phones and electronic devices (including earbuds.) School District Board Policy states that during school hours (except for lunch and before and after school) cell phones should not be seen or heard. Students violating this policy will have the device confiscated until the end of the day. If the same student has to be reminded continually, an office referral will enable the administrative manager, campus security officer, or principals to become involved and to contact parents for support. There are phones in each classroom and in the main office available to students. Emergency messages may be delivered to students by calling the main office.

Remember, during school hours (except for lunch and before and after school) cell phones should not be seen or heard. Please do not text your child while they are in class. Regardless of who the student is texting, they will be required to hand over their phone and could possibly receive a misconduct referral.

Students are not to leave school during regular school hours unless a parent or guardian comes to the office to sign a student out. Due to the disruption caused when students enter classes late after lunch, STUDENTS RETURNING LATE FROM LUNCH WILL BE COUNTED AS TARDY. Students riding school buses must stay on the school grounds from time of arrival until departure in the afternoon. No student is permitted to leave school before regular dismissal time without permission of the principal or designee. An employee is not to permit a student to leave the school in the custody of a person other than the parent/legal guardian unless that person is listed on Infinite Campus, or the person is a law enforcement officer.

Art Club, Centennial Singers, Strings Club, Drama Club, Archery Club, Jazz Band, Spanish Club, Student Council, Robotics Club, Foods Club, Anime Club, Spelling Club and Yearbook Club are just a few of the many ways students can be involved.

There are many ways to stay connected with your child's education and to stay in communication.

- Infinite Campus Parent Portal, the District's electronic grading and student information system, offers parent/student access so that grades and attendance information can be checked daily. You can download the app if you don't have a computer or would like the information sent directly to your phone. Call 253-5306 to set up your Infinite Campus account. It is free and very helpful! See the flier at the end of this handbook.
- The Centennial website is updated often and is a great source of information pertaining to school events and activities. Our website is http://sites.google.com/a/myncsd.org/cms/home.
- The Centennial Facebook page is Centennial Junior High. Like our page and stay updated with fun pictures and information. Follow us on Twitter @CentennialJH. Both our Facebook and Twitter accounts are updated regarding school closures due to inclement weather.
- Remind apps are free, safe, and are a simple messaging tool that helps teachers share important updates and reminders with students and parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs. Specific remind codes will be given out by individual teachers, coaches, club sponsors, etc.
- CORE teams will communicate with parents through emails, phone calls, meetings, events, mailings, newsletters and planning guides. Parents should contact a teacher on the CORE Team to schedule a conference with all teachers. Each staff member at NCSD #1 has the same email format, which is their first name, underscore, last name @ natronaschools.org. For example, john_doe@natronaschools.org.
- School events such as Back to School Night, Veteran's Day Assembly, Library Open House and Book Fair, Honor Roll Celebrations, Open House events, and all student activities and performances are great venues for communicating with school staff.
- Surveys and the results help us guide the direction of our school so that we are all partners in our students’ education. Please help with surveys and feedback so that we can grow and improve.
- Parents are asked to volunteer their time as chaperones, guest speakers, event helpers, concert assistants, pianists, and more! If you have time and talent to share, contact the school office.
CONFERENCES WITH TEACHERS
Parents are encouraged to contact their child’s CORE team of teachers to arrange a conference to discuss any student concerns. CORE teams meet together weekly for daily collaboration. This is a good time to meet with all of your child’s teachers at one time. Contact the school office to leave a message for the CORE team. Arranging to meet at the first sign of a problem is a very proactive way to assist your student.

CUSTODIANS AND SCHOOL STAFF
The school custodians are very important people at our school. Their major responsibility is the care and maintenance of our school building and school grounds. Students and staff are pledged with the task of keeping hallways and classrooms free from the accumulation of debris that often collects in school buildings. Wastebaskets have been placed in strategic places throughout the school building. Please use them. Take the Centennial challenge! When you’re in the building, pick up any trash you see in the halls and toss it in a trashcan. We can all be role models for each other. All of the adults at Centennial Junior High School have a responsibility to make our school run smoothly. Treat them with respect.

DANCES
Centennial clubs and organizations sponsor two dances a year. The dances are two hours long and students must have rides at the school when the dance ends. Dances begin at 5:30 P.M. and are over at 7:30 P.M. Please be respectful of the sponsors and chaperones and arrange for timely rides. Students from other schools are not permitted to attend Centennial dances unless agreed on by both principals in advance. A visiting student must be in good standing and in the same grade as the hosting student. Students who bring contraband or weapons to a dance may lose the privilege of attending future dances.

DRESS CODE AND APPEARANCE
Primary responsibility for appropriate dress and appearance rests with the student and his/her parent/guardian. Students are to be appropriately covered for school and that clothing is not disruptive to the educational process. We ask that you support us in complying with School Board Policy Number 5375 that was adopted June 8, 2015. The attached picture guidelines support this effort.

Students will be referred to an administrator to secure acceptable clothing should their dress not comply. Parents or guardians will be contacted. Students will have the choice to either change into other clothing that they may have with them, or wear the clothing offered to them by an administrator. Students can contact a parent/guardian to bring them a change of clothes. Our focus is on students being in class. Therefore, in order to miss as little class time as possible, the student needs to accept the clothes offered to them by the administrator until their parent/guardian arrives with different clothing. Should a student refuse to wear the appropriate clothing offered them, it will be considered an act of defiance and an office referral can be issued.

Face paint and/or masks are not allowed on campus as they are distracting to the educational process.
## Natrona County School District Dress Code Guidelines

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any shirt or blouse should cover the back, top of shoulders, and stomach.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>midriff or undergarments are not permitted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shorts and skirts must be no shorter than mid-thigh.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All pants, shorts, skirts, and shorts must be worn no lower than the hips,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>no sagging or undergarments showing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sharp objects are not to be worn in the school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate shoes must be worn at all times. Slippers are not allowed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No sleepwear is allowed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing or personal items that are racist, sexist, promote drug/alcohol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or tobacco, or vulgar in interpretation are not allowed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tights or leggings must be worn with a shirt, blouse, or tunic that is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>long enough to cover one's behind.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved 6/8/2015

Hoods are NOT to be worn inside the school building at anytime.

Outerwear, such as coats and jackets, are not to be worn inside classrooms without the consent of the classroom teacher. Due to temperature variations in the building, teachers may permit coats or jackets if the temperature warrants. **Shoes** must be worn for health and safety reasons unless the shoes are unsafe, distracting to the educational process or destructive to school property.
DRILLS
At least once each month building safety drills are held in order for the entire school to be ready and prepared in case of a fire or some other emergency. Drills are to be taken seriously and students are to be absolutely quiet during the entire drill. Students are to go to their designated area during evacuations and attendance must be taken. We practice several different types of drills each year, therefore preparing our students and staff for any type of situation.

ELEVATOR SERVICE
Elevator service is provided for students not capable of going up and down the stairs. Students who need such a service will bring a note from home and visit the school nurse for an elevator pass and further instruction.

ELIGIBILITY REQUIREMENTS
The Natrona County School District Board of Trustees has increased the eligibility requirements for participation in extra-curricular and co-curricular activities as governed by the Wyoming High School Activities Association. The philosophy of strengthening the eligibility requirements is not to make students ineligible for activities. By monitoring grades it is believed we will not only provide increased academic standards, but will, hopefully, contribute to the academic success of each student involved. Once a deficiency is identified, academic counseling and remediation will start immediately. Individual coaches may require higher eligibility requirements. These requirements are shared with parents and students at the beginning of each season.

Students must complete half a day of school in order to participate in extracurricular activities on days when they are absent from classes. Any student suspended the day of a game/meet is not eligible to compete in events on that day. They are still eligible to practice.

ELIGIBILITY PROCEDURES:

The purchase of insurance for all students participating in athletics is required.

Those participating in interscholastic athletics must have the signed approval of both a doctor and a parent. Physical forms are required and are kept on file with the Athletic Director.

The principals are the final authorities in decisions of eligibility.

ENROLLMENT
During late winter/early spring of each year, parents and students are asked to register their school of choice for the next school year. The school selected becomes the “home school.” Schools are staffed based on the number of students registered at each school, therefore, changing the home school after registering at a school involves obtaining the permission of the principal of the receiving school (the one you now wish to attend) to confirm enrollment possibility and course availability. Students wishing to transfer during the school year must obtain permission from their home school principal and from the receiving school principal.

ELECTIVES
Students have two periods of electives each semester. Year long choir, orchestra, and band are offered for interested students. Sixth grade electives are randomly assigned. Seventh and eighth grade students complete a registration form each spring indicating their choice of electives. We do our best to accommodate the top choices, though no guarantees can be made.
EVACUATION REUNIFICATION PLAN

NCSD#1 Crisis Management Plan dictates that in situations where the students and staff have needed to evacuate the building for their safety they evacuate to our rally point. NCSD#1 transportation will pick them up at the rally point and bring them to a reunification point determined at that time by the District. The District, using news, social media, and the shout out system, will publicize the reunification point. Parents/guardians need to bring their photo ID to the reunification point and follow the process there to be reunified with their student.

Do NOT come to Centennial for your child—they will not be here. It is important that you listen to the news and/or shout out messages in their entirety for information on where the reunification point is and not try to call the school, the District, or the police. No one will be at Centennial and the District and police phone lines are not equipped for what would be over a thousand phone calls.

Once at the reunification point parents/guardians lineup by the alphabetical sign of their child's last name. Personnel will be there to check the photo ID of the person trying to pick up a student to ensure that person is on Infinite Campus as someone who is allowed to pick up that student. We understand that you want to be reunified with your child as soon as possible, but please stay calm and follow the process so that the District can ensure students are being released with people they are legally allowed to be with.

EXPENSES AND SUPPLIES

Every child is entitled to a free and appropriate public education. Every effort is made to minimize the necessary expenses of going to school. Students are responsible for loss and abuse of the books and materials. When items are lost, students are assessed the replacement costs. Students will be fined for unusual wear and tear of school books and technology.

FOOD AND DRINK

Food and drink may be allowed in the classroom with the teacher’s approval. Please be respectful and put trash in its proper place. No food or drinks are allowed outside, including before and after school and at lunch.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. All staff members are responsible for checking to be sure that students in the hallway have passes.

HATS/HOODS

Hats and hoods are not permitted indoors at anytime. Hats may be worn outside at lunch, but should not be worn to and from lunch in the halls.

HOMEROOM

This year each school day will begin with a twenty minute homeroom. Homeroom will serve as a place to assist students to prepare to have a successful day. Homeroom teachers will teach students how to check their grades on Infinite Campus, as well as teach a social emotional curriculum that focuses on teaching students how to reset and return to a mindful place.

HONOR ROLLS

The Honor Roll grade point average requirements:
Principal's Honor Roll 3.8 -4.0 GPA*
First Honor Roll 3.5 - 3.79 GPA
Second Honor Roll 3.0 - 3.49 GPA

*GPA stands for grade point average. GPA is computed as follows: a grade of A is valued at 4 points; a grade of B is valued at 3 points; and a grade of C is valued at 2 points. Add the points and divide by the number of subjects. Example: A student received two grades of A (8 points), two grades of B (6 points), and two grades of C (4 points). Eighteen points divided by six subjects equal a GPA of 3.0

HONOR ROLL RULES

Students receiving a grade below a C in any course will not be eligible for any honor roll.
HOURS THE BUILDING IS OPEN
Students should not arrive at school before 7:15 a.m. unless they are involved in an activity. The doors are locked until 7:15 a.m. regardless of weather. Teachers are on duty and available to students before and after school each day. Students are to leave the building and campus immediately after school. Centennial is open to the public during the summer from 8:00 a.m. – 3:00 p.m.

IMMUNIZATION RECORDS
Parents will need to supply immunization records to the school to comply with state requirements. All kindergarten students, 7th grade students, and students new to the school district will be responsible for providing a current and up-to-date immunization record to the school within 30 days of the first day of school or within 30 days of the date of enrollment.

LOCKERS/BACKPACKS
Each student will be assigned a hall locker and a physical education locker. The combinations to these lockers should not be revealed to any other student. If the lock does not work, the student should report it to the school office. It will then be repaired. All combinations are changed during the summer. STUDENTS ARE NOT TO SHARE LOCKERS. Students are legally responsible for anything inside their locker. Students are not to write on, kick, or deface lockers in any way. Lockers are not to be decorated on the outside. No duct tape, locker tape or other decorations that leave residue are to be used inside the lockers. Violations will result in paying the cost of repair or cleaning. In accordance with NCSD#1 Board Policy, student lockers may be searched by school personnel when deemed necessary.

Backpacks cannot be worn and/or taken to class during the school day. Backpacks must remain in the student's locker except for before and after school.

LOST AND FOUND
Centennial is not responsible for the loss or theft of personal property at school, but we will make every effort to help students try to find missing items. Students are not to bring unnecessary or expensive items to school. Students are also reminded to carefully secure clothing, jewelry, and personal possessions in a plastic bag at the back of locked PE lockers during PE class and to make certain that the locker is secured and the lock engaged. Lost and found receptacles are located in the cafeteria. Several times a year the unclaimed lost and found items are donated to charity.

MAKE-UP WORK
Every student shall have the opportunity to make up work for credit after an excused absence within reasonable timelines as established by their teachers. Make-up work for excused absences of consecutive days must be completed within a period of double the number of days. All make-up work for absences exceeding three consecutive days must be completed within two weeks unless special arrangements are made with the teacher. These arrangements have to be made before the end of time specified in previous sentences. No credit will be allowed for make-up work resulting from truancy. Make-up work after an absence is the responsibility of the student. Upon returning to school, the student must contact the teacher regarding assignments and supervised tests that the pupil might have missed.

Parents/guardians can call the office and request homework if they anticipate their student being gone for more than four days. Please call the office by 8:30 AM so the homework request can be sent to all teachers in time. Homework can be picked up after school if request was called in prior to 8:30 AM, otherwise it can be picked up the following school day.

MEALS
Centennial has a full service cafeteria that serves breakfast and lunch. Students may bring their own lunches from home. NCSD#1 has adopted Administrative Regulation 3441, which reads as follows: This document outlines the meal charging regulations for NCSD#1 students. For the purpose of this document, "parent" means a parent, guardian, caregiver, etc. Free and Reduced Meal Applications will be mailed to each family’s household before the start of school. Applications will be available at each school throughout the year. Applications will also be available online during the year at, www.natronaschools.org. Once an application has been approved, the student will be eligible for free or reduced meals. Parents will be held liable for any charges incurred until the application is approved.
Parents are expected to maintain a positive meal account balance to pay for student meals or pay cash. NCSD offers [www.myschoolbucks.com](http://www.myschoolbucks.com) as a tool for parents to review their student's account balances and meal choices. When the student’s positive account balance reaches $10.00, the student will be verbally reminded that the account balance is getting low. The charge limit for all students is $10.00. Parents of secondary students will be notified of negative account balances of $10.00 and above, once per month. NCSD#1 wants to ensure that no student goes hungry. Students will be provided an alternate meal when the charge limit of $10.00 is exceeded. Accounts will be charged the current cost of an alternate meal. Students will continue to receive the alternative meal until the negative account balance is settled. There are no provisions to allow charging for any a-la-carte items. Staff members are not allowed to charge meals. After the negative account balance exceeds $10.00, the principal or designee will contact the parent to settle the negative account balance. Principals or designee may also offer parents the option of settling balances using the online payment system, www.myschoolbucks.com. The principal may inquire as to whether the parent wants to receive a Free and Reduced Meal Application (anyone needing financial assistance, even for a temporary period, may fill out an application for free and reduced meals at any time). Upon investigation and documentation, the principal may be able to complete a Meal Application for a needy student whose parents are unresponsive. Principals cannot submit an application for a family that has a previously denied application during that school year. If the principal or designee is unable to settle negative account balances, the Director of Food Services will be notified. All efforts will be made in conjunction with the Business Services Department to collect the debt owed. Uncollected debt may be submitted to a collection agency.

Negative balances will carry forward from year to year. Therefore, it will be possible for a student to begin the school year being served alternate meal. NCSD policy prevents us from allowing a student to become more than $10 behind in their lunch account. If a student owes more than $10 they cannot charge another lunch and will be given an alternate lunch that usually consists of a nut butter sandwich and an apple.

Our first priority is the safety and security of students and staff. In order to reduce the amount of unauthorized people coming inside our building students are not allowed to have lunch delivered. Students are welcome to bring their own lunch or choose from several options offered in our cafeteria.

**Dropping off lunch for your student:**
Please write your child’s name clearly on their lunch and leave it on the counter in the front office.

**MAILINGS**
In order to reduce cost we print and mail home a minimal amount of information. Student’s progress reports and report cards can be accessed online by using the Parent Portal on Infinite Campus. We encourage parents to check our school website, our Facebook page and Twitter accounts for upcoming news. We do our best to keep those current with pertinent information, including early school closures due to implement weather, etc.

**MEDICATIONS**
When a student requires medication of any type (including all over-the-counter medications, including cough drops if they contain medicine in them) to be given during school hours, parents may come to school and administer the medicine to their child at appropriate times. Parents may also ask the school nurse for the “Request for Administration of Medication” form (# SSS-H-08 Reviewed 5/13) and request that the child’s Health Care Provider (HCP) indicate the diagnosis, drug name, dosage, and administration time on the form. Medications brought to the school must be in a pharmacy labeled or manufacturer’s ORIGINAL container.

Students must take all medications in the presence of the school nurse, principal or principal designee with the EXCEPTION of life saving drugs (e.g.: epi-pens, inhalers, insulin or others) which may be carried by the student if the "EXCEPTION’s section on the Request for Administration of Medication Form has been signed by both the parent/guardian AND the HCP, and is on file in the school nurse’s office. More detailed information on medication protocol is available in the NCSD#1 Student Handbook.

**MESSAGES**
We try not to interrupt our classrooms with messages for students unless absolutely necessary. We would appreciate your cooperation and ask that you let your student know about after school plans, etc. before they leave for school each day. We will try our best to deliver messages from home to students during their lunch period.
PHYSICAL EDUCATION

The total physical education program includes physical education classes and competitive athletics. Students may be excused from PE classes for short periods of time by bringing a written excuse from their parents. Excuses exceeding five days (or permanent) must be written by a doctor. All excuses are to be given to the student’s P.E. teacher and any medical notes must also go to the school nurse. Students are required to provide and wear attire appropriate for P.E.

Required P.E. Dress Code:
• Short sleeve t-shirt with minimal logos or writing
• Plain, elastic-waist gym shorts
• Athletic tennis shoes that lace – no skater shoes

All students are required to change into clothing for P.E. and then change back into their clothes before returning to class. Due to hygienic purposes, students cannot participate in P.E. in the same clothing they are wearing to classes that day.

Policy for Not Dressing
Students in P.E. are expected to be dressed for class every day unless excused by the nurse. Students who do not dress will be offered clothing. If students refuse the clothing offer, they can be referred to the office where they will again be offered clothing. If students refuse to dress out they will be issued an office referral for defiance.

SEXUAL HARASSMENT

Natrona County School District has a policy that prohibits sexual harassment. Concerns regarding sexual harassment should be brought forward to the administrative manager or campus supervisor. All concerns will be documented and addressed in accordance with District policy. Concerns cannot be addressed if school officials are not made aware. Parents and students are encouraged to report all incidents of sexual harassment.

SHOUT OUT MESSAGES

Shout Outs are recorded messages sent to the parent/guardian phone numbers as they have signed up on Infinite Campus. These messages can be from the District regarding school closures due to implement weather, etc. or from Centennial regarding upcoming school events and/or game cancellations, etc. Shout Outs are essential in communicating important information to a lot of people very quickly. Please listen to the complete message before hanging up or calling the school. We ask that you don’t just hang up and call the school to ask what is going on. We have over 850 students and do not have the staff or phone lines to answer that many phone calls.

SCHOOL SERVICES TO THE STUDENT AND THE PARENTS

1. Administrative Manager and Campus Security Officer
The administrative manager and the campus security officer are the first contact staff members for students and parents who have questions or concerns regarding student behavior, student conflicts and student safety. The administrative manager works with the campus security officer, educational support personnel, and principals to meet the needs of students and their parents. Concerns regarding teachers should be addressed with a principal.

2. The Library Media Center (LMC)
All Centennial students are entitled to library services and privileges. The LMC is open each school day from 7:30 a.m. to 3:30 p.m. As part of the curriculum, Language Arts classes visit the library. Classroom teachers arrange visits to the library as needed to support student learning. Students are also welcome in the library before and after school. During the school day students may come to the library with a pass to work on specific assignments.

3. Guidance and Health Services
Counselors and a school nurse are available to help students. The nurse’s office is adjacent to the main office. The nurse is available for consultation with students and parents. The counselors are available to help students discover their abilities and interests, to assist them in planning their education, to discuss general behavior and performance in school, and to help with any personal or social problems that students encounter. Students and parents may visit the Student Support Services offices to meet with the social workers, psychologist, school counselors or CWCC therapist. Centennial’s professional support staff will help with IEP Meetings and decisions, At-Risk Meetings and intervention ideas, emotional issues, family issues, assessment results, and increasing student achievement and success. The registrar’s office is located in the main office; the registrar can assist with schedule changes and student records.
STUDENT DROP OFF
In the interest of student safety, Centennial uses a single point of entry for student entry. **Students are only allowed to be dropped off in the back of the school on Donegal Street. Please pull all the way forward to the student drop off zone to drop off your student.** That allows for more students to be dropped off at a time and the line to move quicker. Please be considerate of others and have your student ready to exit your vehicle when arriving at the student drop off zone. For example, do not wait until pulling up in the student drop off zone to first start giving your student their lunch money, or sign papers, etc. Students using crutches, etc. will be granted an exception and can be dropped off in the front of the school and will need to be buzzed in by office staff.

STUDENT PROJECTS
Free public education is the standard for all required courses that include projects to be completed. Introductory projects to be completed in the class will be provided to the students free of charge. If students who are enrolled in elective classes choose to take their projects home, they will be required to purchase the materials used for their projects. Students who cannot afford to pay the project fee for projects should be referred to a principal for assistance.

STAIRS
Centennial Junior High School has several steep stairways. Students are cautioned to walk, not run, and to use the handrails when using the stairs. **The stairways are slippery when wet.** Extra caution should be exercised during rainy or snowy weather. Pushing, shoving, and other forms of horseplay are prohibited. Sitting on stair steps is dangerous, blocks traffic flow, and is not permitted.

TARDY POLICY
It is important for learning and orderly operation of the school that students be on time for classes. Being on time is an important part of the work ethic that students need to take into the job market. A teacher will determine the consequences for tardiness. If tardiness becomes a chronic problem (more than three times to the same class), a referral may be made to an administrator.

VALUABLES
Centennial students are requested not to bring large sums of money or items of great value to school. If this must be done, students should check the valuables in at the school office for safe keeping during the school day.

VEHICLE REGULATIONS
1. Riding in Automobiles
It is dangerous for a student to get into a car with strangers or careless drivers. The parking areas in front of and behind Centennial are school property and only authorized adults and relatives are permitted to park and pick up passengers in those areas. If any person approaches one of our students, or attempts to get a student in a car unwillingly, that student is to report the incident to the school office. If possible, the student should try to get the license number of the car. This should be reported to the school office; the school will handle the matter.
2. All vehicles are to abide by the campus speed limit of 15 miles per hour. Vehicles, which speed, spin tires, or drive in a reckless manner will be reported to the Casper Police Department.
3. Bicycles: Students may ride a bicycle to and from school. The bikes are to be parked directly in the bike rack and left - not ridden during school hours. For safety’s sake, bikes are always to be placed in the bike rack. It is also recommended that students purchase a lock and keep a record of the serial number. The bike rack is unsupervised; ride at your own risk. All vandalism and theft should be reported to the office immediately.

VISITORS
Parents and community members are always welcome to visit Centennial Junior High School. Visitors are asked to go to the main office on arrival so that school officials will know who is in the building and can provide assistance when needed. A student who wishes to bring an out of town student visitor for one full or partial day must obtain prior permission from the office. All visitors are asked to wear an identification tag while they are in the building. **VISITORS ARE DISCOURAGED DURING THE LAST TWO WEEKS OF CLASSES. VISITORS MUST BE AGE APPROPRIATE - GRADES 6, 7, 8.**

Visitors must be 18 years of age or older and no longer attending high school in order to join a student for lunch.
IN GENERAL ALL STUDENTS ARE EXPECTED TO BEHAVE IN A MANNER THAT DOES NOT INFRINGE UPON THE SAFETY OF OTHERS. STUDENTS WHO CHOOSE TO COMPROMISE THE SAFETY OF OTHERS ARE SUBJECT TO CONSEQUENCES ASSIGNED BY ADMINISTRATION. PLEASE REFER TO THE DISTRICT HANDBOOK FOR FURTHER INFORMATION.

MORE DETAILED INFORMATION ON THE TOPICS ABOVE AS WELL AS MANY OTHER TOPICS ARE AVAILABLE IN NCSD#1’S STUDENT AND PARENT HANDBOOK. THE HANDBOOK CAN BE ACCESSED ONLINE BY GOING TO WWW.NATRONASCHOOLS.ORG, CLICK ON THE PARENT/STUDENTS TAB, SCROLL THE DROP DOWN LIST AND CLICK ON STUDENT HANDBOOK.
There are new apps for the 2019-20 school year. You will need to download the new app!

**Parents & Students,**
information is at your fingertips.

**Access on the Web**
Campus Student and Campus Parent

- Campus Student and Campus Parent are designed to provide real-time access to student information. The easy-to-use design displays what is currently happening in the classroom so you can understand, monitor, and participate in the educational process.

**Download the Mobile App**
Campus Student and Campus Parent

- Announcements
- Assignments
- Attendance
- Grades
- Schedules

- Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store.

Learn more at
infinitecampus.com/parents-students
Meet your new apps

Parents and students,
We are excited to inform you Infinite Campus has two new and improved mobile apps: Campus Student (for students) and Campus Parent (for parents). Download your free app for real-time access to grades, assignments, attendance, schedules, announcements and more.

Student

Parent

If you are using the old Infinite Campus app, please download the new app.
The old app will be removed from the app store June 2019.