

CENTENNIAL HIGH SCHOOL
STUDENT / PARENT HANDBOOK
2017-2018





PUEBLO CITY SCHOOLS

**315 W. 11th Street
Pueblo, CO 81003**

Board of Education

Phyllis Sanchez, President
Barbara Clementi, Vice President
Robert Gonzales, Board Member
Frank Latino, Board Member
R. Kenneth Oneal II, Board Member

Non-Voting Members

David Horner, Treasurer
Gerri Patrone, Secretary/Assistant Treasurer

Superintendent of Schools

Charlotte Macaluso

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

Both Family Educational Rights and Privacy Act and Colorado Law require that parents and eligible students be given notice, on an annual basis, of their rights under FERPA. These rights are: Right to inspect and review, Right to request amendments, Right to consent to disclosure when consent is required; and Right to file a complaint of FERPA violations.

TABLE OF CONTENTS

Assemblies	page 4
Attendance	page 5
Excused/Unexcused Absences & Tardies	page 6
Building Access	page 7
Classroom Conduct	page 8
Cheating/Plagiarism	page 9
Contacting Teachers	page 9
Dances	page 10
Discipline Code	page 11
Elevator Access.....	page 12
Emergency Drills & Procedures.....	page 12
Extra-Curricular Activities	page 13
Graduation Requirements.....	page 13
Homework / Make-Up Work.....	page 14
Immunizations	page 14
Internet Use.....	page 15
Lockers.....	page 16
Lunch & Lunchroom Policies	page 16
Media Center Use.....	page 17
Medications & Emergencies	page 17
Partial Absences	page 18
Student Parking.....	page 18
Textbooks & Classroom Resources.....	page 18
Wellness Center	page 19

Assemblies

- During the year Centennial High School conducts assemblies for sports, academics, royalty or special occasions. Some of these assemblies are optional as students may elect to stay in class to study, catch up on assignments, or get help from teachers. Students are expected to either attend the assembly or remain in class.
- Assemblies are part of the school day, they are not early dismissal time! Students leaving campus without permission during assemblies will be considered truant and face disciplinary action. Students are expected to conduct themselves just as they would in the classroom during assemblies. Disruptions will result in disciplinary action.
- Other assemblies during the year will be ‘all-school’ assemblies (i.e. Bell Assembly) and all students are expected to attend. These assemblies are not optional and are a part of the school day. These assemblies are an important part of tradition, school spirit and community at Centennial. Students are encouraged to participate in order to contribute to and become a part of the rich history of Centennial High School.
- Parents seeking early dismissal for students on assembly days should call **early** in the day, as assembly days can get hectic and phone lines may be very busy. You may be asked to come into the school and get your student during an assembly.
- Parents are always welcome at our assemblies. Please check in at the main office when you arrive.

Attendance & Absence Procedures

- One criteria of a student's success in school is regular and punctual attendance. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school.
- According to Colorado Compulsory Education Law states that it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.
- "Habitually truant" students who have accrued four total days of unexcused absences from school in any month or 10 total days of unexcused absences during any school year. Therefore, any absence beyond the 10 days will only be excused with a formal medical or legal excuse.
- Any barriers that negatively impact regular or punctual attendance should immediately be discussed with a school counselor to identify potential solutions. In some cases, partnerships with our Community Advocate may be needed to help support and improve student attendance.
- Parents should be aware that the absence and tardy policies followed by Centennial are for student safety as well as academic success. Students demonstrating consistent attendance have an easier path to graduation and success.
- **Absence Hotline: 549-7335**
Parents call this phone number to report an absence or tardy for your student(s).
- Students who are absent must have a parent or guardian call the school the morning of the absence to excuse them. Please make every effort to call your student's absence in during the morning. Excessive absences may result in disciplinary actions including truancy court.
- A written excuse from the parent or guardian, as well as statements from a medical or legal source if necessary, will be accepted for a period of three days following the absence.
- Students are not allowed to excuse themselves from school. Students attempting to do so will encounter consequences. This includes students who have turned 18 years old. Under education law, turning 18 does not mean that you are emancipated.
- Parents are asked to make every attempt to schedule appointments, including but not limited to medical, legal, and dental appointments, after the conclusion of the school day.
- Students leaving for appointments must have a parent or guardian excuse them through the front office. **Students cannot leave campus without a pass from the front office and students must sign-out in the main office prior to leaving campus.** If a student leaves campus without a pass or fails to sign out through the main office it is considered unexcused. Parents, please make every effort to call in early to have your students excused during the day.

Excused / Unexcused Absences

- Excused Absences
 - Pueblo City Schools recognizes the following as an **excused** absence:
 - Temporary illness
 - Extended absence due to disability
 - Participation in a school-sponsored activity with advance approval by the school administrator
 - A student who is suspended or expelled
 - Absences due to court appearances and participation
 - Appointments/serious circumstances
 - Family business (i.e. funerals, weddings, etc.) not to exceed three days per school year
 - Administrative approval on a prearranged basis
 - As applicable, the school may require suitable proof regarding the above exceptions, including written statements from medical sources
- Unexcused Absences
 - An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
 - Absences due to vacations and/or travel will be recorded as unexcused.
 - Students that are absent or tardy without a call from a parent or guardian are considered unexcused
- Period Absences
 - 7 period absences = 1 full day absence

Tardy Policy

- Students who are tardy must have a parent or guardian call the school prior to the tardy to excuse them.
- Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Teachers determine if a student is tardy to their class.
- **Tardy students are required to obtain a Sweeps Pass to enter class after the tardy bell rings.**
- Due to the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.
- Students that acquire three or more tardies to school in a week, or two or more tardies in a day, will receive an hour of after school detention for that, and each subsequent, tardy infraction.
 - Students are notified at the time of the infraction, as well as daily detention reminders, of the date of their detention. In every case, students are assigned detention for the next school day to provide the student an opportunity to make appropriate arrangements to serve their detention.
 - Students who have multiple hours of unserved detention and who have not made sufficient attempts, or arrangements, to serve their assigned detention can be issued In-School Suspension.

Building Access

- The building is open at 6:30 am. Students in the building at 6:30 am will remain in the Commons area, unless they are in the building for a supervised activity. (i.e. sports practice, club meeting, etc.) Students are not allowed in classrooms, media center, gym, etc. before classes begin unless they are supervised.
- Students in the building after school, must be in a supervised activity. Students should not be loitering in hallways, classrooms or media center, unless supervised. Students who do not have an activity or reason to be in the building after school will be asked to leave. Students who are waiting for a ride, can sit in the Commons area.
- For safety, security, administrators, and staff have the right to question students about their activities in the building or on the school grounds during the school day, after school or at school activities.
- To ensure the safety of all our staff and students, the building is locked and secured after 1st hour starts. Students, parents or visitors wishing to enter the school after this time, should enter through the main doors on the Mountview side (near the tennis courts). Visitors will be permitted secured access at the front door by office staff.
- **For the safety of all building occupants, doors will not be propped open. Those caught opening locked doors, will face disciplinary action.**

Classroom Conduct

- Students are expected to be on time and ready to learn.
- Students are to be in their assigned classrooms, during their assigned period.
- Students are not to leave a classroom without permission or a pass from the classroom teacher. Hall passes are a privilege granted to students by classroom teachers and administration that can be revoked at any time. Students caught wandering hallways, school grounds or in the bathrooms during a class period will be considered truant and face disciplinary action.
- Students are not to have electronic devices or related accessories out during class time unless otherwise directed by a teacher or administration. Disciplinary action may be taken if these items become a disruption in a classroom.
- Students should not have food in classrooms, unless they have been given permission from the classroom teacher.
- No boutique items (e.g. flowers, stuffed animals, balloons, etc.) are allowed in class as they are a disruption to the learning environment. Florists or other companies attempting to deliver items to students will be turned away at the main office.

Cheating or Plagiarism

- **It is paramount that each student turn in work that is original.** No student may turn in another student's work as his own. Intentionally presenting information from a published resource (e.g. encyclopedia, a magazine, a pamphlet, a book, an internet site, etc.) without appropriate citation will be construed as plagiarism.
- Penalties for plagiarism may include:
 - A grade of zero on the assignment
 - A referral to the assistant principal for cheating/plagiarism and first offense parent contact
 - Administrative disciplinary action

Contacting Teachers

- Parents/guardians or students who would like to conference with a teacher can call the main office (549-7335), or email the teacher directly. A [building directory](#) is located on the Centennial website, or visit our [Classrooms](#) page for more teacher information.
- Parents are asked to please make an appointment if they desire a one on one conference with a teacher.
- Parents are encouraged to attend our Parent Teacher Conferences. These conferences are normally scheduled in November and February. Please check the [calendar](#) on the Centennial website for dates.

DANCES

- During the year, Centennial will sponsor several school dances. Teachers, administrators and security also attend our school dances to chaperone and ensure that everyone has a safe, fun, time. All dances are held at the school, with the exception of Prom which takes place off campus. Please refer to our calendar (on the website) for the dates and times of these events, or call the Activities Office at 549-7339.
- Dress for most dances is semi-formal: dresses, dress pants, dress shirts, no jeans. Dress for Prom is formal: suits, tuxedos, formal dresses, no jeans. Students inappropriately dressed will be turned away.
- Eligibility for dance royalty is open to seniors in good standing only. Seniors must meet the following criteria to be eligible: 2.5 GPA or better, completed 2.5 credits in the most recent semester, no Fs on the most recent progress grade report, no referrals in the year selected, no Type 1 or Type 2 suspensions, and 90% attendance. Nominees will be screened by administration.
- Appropriate conduct and responsible behavior is expected. Alcohol, drugs, cigarettes, vapors, and weapons, are not permitted and students caught with these items will face disciplinary action.
- For safety and security purposes, students are not allowed to leave and then return to a dance. Anyone leaving the dance prior to the scheduled end of the dance will not be allowed to return.
- Students who will be bringing a date from another school, should get a '[Dance Permission](#)' form, from the Activity Office, complete it and return to Centennial before the date of the dance. These permission forms are for the safety of everyone, and assist in determining who is in attendance.
- Parents are always welcome at our dances! If you'd like to help or chaperone, please contact the Activity Office at 549-7339 for more information.
- Activities such as 'Bell Bash' and 'After Prom' are also attended by administrators, security, and staff. Students are also expected to adhere to the student code of conduct at these activities. The same expectations and rules of a dance apply at these events.

DISCIPLINE CODE

- In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all district activities, the widely shared use of district property, and the rights and welfare of other students.
- Centennial High School's disciplinary processes and expectations are in accordance with all district policies located in the Student Conduct & Discipline Code. Students will be held accountable for behavior that does not comply with school district policies and expectations.
 - Parents are asked to review these policies and procedures with their children to help ensure they obey all Pueblo City Schools policies outlined in the Student Code of Conduct and Discipline Handbook.
- After school detention may be assigned to students who violate school or district policies and expectations. It is the responsibility of the student to satisfy the assigned detention as directed. In most cases, after school detention assignments will be made for the next scheduled school day to provide students with the opportunity to arrange for transportation or other scheduling considerations. If students do not satisfy the assigned detention, additional consequences may be applied such as In-School Suspension or additional days of detention.

ELEVATOR ACCESS

- Students have 4 stairways to access the upper floor at Centennial. If a student has been injured, and the use of the stairway is not possible, an elevator key can be obtained from the main office.
- Students obtaining an elevator key, will sign a very short contract of responsibility for the key. Additionally, a doctor's note is required stating the injury and how long they will need the key. If the key is lost or not returned at the appropriate time, a \$25.00 fine will be assessed to the student. Students are responsible for returning the elevator key or paying the fine.
- Students who need to use the elevator are not to abuse the privilege. Peers may be assigned to help with books, backpacks, etc. Abusing the use of elevator privileges can result in disciplinary action.

EMERGENCY DRILLS & PROCEDURES

- During the school year, Centennial is required to hold emergency preparedness drills, which may include, fire drills, tornado drills, secure perimeter and lockdown drills.
- Fire and tornado drills are conducted so that students and staff know the proper exits procedures and places to shelter in the event of one of these emergencies.
- We are required to time many of these drills in order to make sure that procedures are followed as quickly and safely, as possible. Parents or visitors in the building during any drill will follow procedures with the rest of the students and staff.
- A 'Secure Perimeter' is when the building is locked and secured from the inside with security posted at main doors. When a Secure Perimeter is in place, no one is allowed to enter or exit the building until such time as the Secure Perimeter is lifted. Visitors will not be allowed to enter. Parents/Guardians who are picking up a student, will be asked to come into the main office, sign them out, and they will walk out with you. This is done for the safety of students and staff. Secure Perimeter is usually implemented because of police activity in the area of the school -- this could mean a robbery or other incident that the Police dept. or Pueblo City Schools has determined could pose a possible threat to students. The goal of a Secure Perimeter is to maintain the safety and well-being of all individuals in the building.
- A 'Lock Down' is when the entire school and every classroom within the school is locked down. No one is allowed to leave or enter from any room during a lockdown drill. Students and staff are not allowed in the hallways. Students shelter in classrooms or designated areas. The police department is normally involved in lock down drills to ensure procedures are followed and the safety of students is being met.
- We ask that all parties be patient during these situations or drills, as we often will not be answering phones or doors in order to direct students, or to comply with the drill. These procedures are in place for the safety and well-being of the entire Centennial High School community.

EXTRA CURRICULAR ACTIVITIES

- Every student is encouraged to participate in after school or extracurricular activities such as athletics, music, drama, clubs, student council, etc. When students commit to an activity, they owe it to themselves to give their best effort.
- When considering extracurricular activities you should plan your schedule carefully so as not to become overloaded.
- Activities will be scheduled during the day or after school at times convenient to the group or team and its members, advisor, and/or coach. Students are not to remain after school unless requested or participating in activities supervised by an advisor. Only officially recognized school groups may use the school building or its facilities. **Students may not use facilities without staff supervision.**
- Students participating in activities during or after school will be held to the same code of conduct and academic standards and behavior as they are during the normal school day. Problems with behavior during activities will be managed in the same manner as problems during the school day -- this may include detention, suspension or expulsion.
- Students participating in sports sanctioned by CHSAA, are under all eligibility and sportsmanship rules as governed by CHSAA. Questions regarding specific athletic rules should be addressed to the Activities/Athletic Director at 549-7339.

GRADUATION REQUIREMENTS

- Students or parents who have concerns or questions regarding graduation requirements should contact their assigned school counselor to ensure they are getting accurate information that will best fulfill the academic requirements.
- Current PCS Graduation Requirements are available on the PCS website.
(<https://www.pueblocitieschools.us>)
- Parents / Students can also access the **Centennial Pathways document**, (on the Centennial website) for an overview of class selection and academic pathways.
(<https://sites.google.com/a/pueblocitieschools.us/centennial-high-school/pathways>)

HOMEWORK / MAKE-UP WORK

- Students who are out for 1 or 2 days should check the Centennial website for links to their teachers' classroom pages, or information to email their teachers regarding homework or make-up work. Take advantage of these electronic lines of communication! They are the most convenient and quickest means of obtaining make-up work after an absence.
- Students are allowed 1 make-up day per absence day. For instance a student absent 1 day, will have 1 day to make up the work that was assigned, 2 days absent will mean 2 days for a student to make up the work, etc.
- Students who are out for 3 consecutive days can call the school and request homework. Homework will be collected and will be available for pick up in the front office after the school day has ended.
- A student with an unexcused absence may receive a '0' on work assigned during that unexcused absence. Please speak to your administrator and/or teacher if this problem arises.

IMMUNIZATIONS

- All Pueblo City Schools students are required to have the proper immunizations. Please review the immunization chart and information to make sure you student is up-to-date and in compliance. Students who do not have current immunizations can face suspension until their immunizations are up to date.

INTERNET USE

- Students are cautioned as to when and how they use any social media. Inappropriate use of any social media pertaining to school, staff, and/or students will be disciplined accordingly.
- Do not give out personal information online. Do not share your passwords with friends! Please log out of your student account when you leave.
- School computers are for school business! They are not to be used for chatting, Facebook, Instagram, personal email, etc. Using school computers is a privilege, students abusing the privilege will face disciplinary action and may lose their internet privileges.
- Students must have a signed [internet permission form](#) on file, before they will be able to use a school computer.
- Students may not upload pictures, games, or any other software or programs onto a school computer!
- Students may not remove computer accessories from the computer - speakers, mouse, keyboards, etc. Removal of these items is considered theft and will result in disciplinary action.

LOCKERS

- Students will be provided with his or her own locker at no charge and upon their request. Students are given the opportunity at the beginning of each school year, to obtain a locker. New students or students who have decided that they need a locker can check in the security office to have one assigned to them.
- The student must occupy the locker assigned and it is the responsibility of the student to see that the locker is kept locked at all times. The school is not responsible for any loss or theft of items from lockers. **School officials reserve the right to search lockers when there is suspicion of a threat that could endanger the health and safety of other students.** Your locker is adequate for your books and other school supplies and should be kept clean and neat in appearance at all times. If the combination lock issued to you is lost or stolen you will be charged \$5.00 to replace the lock.
- **Vandalism to lockers will result in disciplinary action and restitution for damages. Students are not to share their locker with other students.**
- Locker thefts/break-ins must be reported to the Assistant Principals or Security Personnel. A written report will be filed and an investigation will be conducted. Violators will be prosecuted in accordance with the law.

LUNCH & LUNCHROOM POLICIES

- Students will be assigned one of three lunch periods as determined by their 5th period class. Student assigned lunch times are not negotiable.
- Pueblo City Schools has a 'closed campus' policy for students during lunch. This means that students cannot leave campus for lunch. Students leaving campus will be disciplined accordingly. Students who have to leave for doctor appointments, etc. during lunch must have a parent call to release them.
- Cafeteria lines will move with order and efficiency if you remain patient and polite in waiting your turn.
- The condition of the cafeteria is the responsibility of all who use it. Remember to be thoughtful and considerate of classmates who will be using the cafeteria after you have eaten. Please leave your table clean and the chair in its proper place when you have finished eating.
- The lunchroom is the only place where students may eat or drink. **NO FOOD OR DRINK MAY BE TAKEN INTO THE CLASSROOMS, GYMNASIUM, OR OTHER PARTS OF THE BUILDING.** Students will not be allowed to bring glass bottled drinks onto campus.
- Students are allowed to go to the outside on the East Side Patio of the building during lunch, and when weather permits.
- Students may use their electronic devices during lunch.

MEDIA CENTER USE

- Students are not allowed in the Media Center during their lunch, morning break or after school, unless they are directly supervised by a teacher. The Media Center closes at 2:55 pm Mon-Thu, and 12:50 pm on Friday.
- Students should not interfere with other students' right to learn. The media center is an area that students can study undisturbed. Students not showing responsible behavior will be asked to leave, or may be subject to disciplinary action.
- No student should be in the Media Center without a pass from the classroom teacher. Administration/Security will sweep the Media Center for students without passes.
- Do not leave the media center with media center materials, unless they have been properly checked out. Leaving with items not checked out is considered theft.
- Students are not allowed to exit/enter classrooms via the Media Center. Students must utilize the hallway when passing between classes.
- Computers are for classroom work, not for personal use. Students should follow the PCS internet policy.
- Printers are for classroom work, not for personal use.
- Internet access is not permitted without parent permission, you and your parents/guardian must complete the district Internet Contract. Contracts are available on-line or from the Counseling Office.

Medications & Emergencies

- If a student is required to take medication during the school day, the parent or guardian on record must come to the school, and fill out the necessary paperwork. Staff members cannot give medication without these proper permission forms. Students should not be carrying any medication with them. Parents may come in to the school and give their students medication if they choose. Please check in at the main office when you arrive.
- Parents should make sure they share any important medical information, limitations, etc. with school personnel. Please contact your student's counselor or assistant principal.
- Students seriously injured or in medical distress during the school day, on school grounds, are normally attended to by administration, the school resource officer and/or the school nurse. Parents/guardians will also be notified of the situation. Please make sure that your student's contact information is up-to-date, so that we can reach you.
- 911 Rescue may be called if administration determines it is necessary for the safety, health, and well-being of a student.

Partial Absence / 'PA's

- Students who are not in 7 classes, must have a scheduled 'Partial Absence' (PA) card. These cards are given in the main office once the student has had their PA approved and it has been officially entered on the student's schedule. Students need to ensure the card is available in case administration or security asks to see it. PA cards can alleviate confusion when a student is in the hallway, arriving late or leaving early. This card should be updated at the beginning of each semester.
- Students who have an early PA or a PA in the middle of the day are required to park on the Mountview (tennis court) side of the building since they will need to be buzzed in by the main office when they arrive or return to school.
- **Having a PA is a privilege not a right!** Students may not abuse the privilege by missing other classes. Students who have a PA, but fail another class, may have their PA privileges revoked in order to ensure that their academic standing is not jeopardized, and they remain on track for graduation.

Student Parking

- **Students are to use the designated parking lots only.** Once cars are parked, students are not allowed to sit in cars or loiter in the parking lot during the school day. Cars are to be parked between the lines marked on the lot. Students should not be speeding or driving recklessly through the parking lots! Violators will be prosecuted in accordance with the law. Moreover, disciplinary action will be imposed by school officials.
- Students who have been assigned a PA and will arrive late, must park on the Mountview (tennis court) side of the building in order to enter through the main doors during the school day. This ensures that proper security procedures are consistently followed.

Textbooks & Classroom Resources

- Most textbooks are provided by the school at no cost to the student. Normal use of textbooks will result in no fine. Students are expected to pay for lost or damaged books while the books are in their custody.
- Other resources such as calculators, chrome books, slide rulers, lab equipment, etc. given to students to use while at Centennial, are the property of Centennial High School and Pueblo City Schools. Theft or damage of this property will result in fines and/or disciplinary action.
- Students are responsible for all books, locks and other equipment checked out to them. Fines will be assessed for items not returned or returned damaged.

Wellness Center



- The Centennial School-Based Wellness Center is run by the Pueblo Community Health Center. The Wellness Center is open during the school year, when school is in session. A Physician Assistant is provided 2-days per week to see students. The PA is in the Wellness Center on **Monday from 1:00 to 4:00 pm** and on **Thursdays from 8:00 am to 12:00 pm**. The Wellness Center can be reached at 549-7650.
- PCHC also staffs a secretary in the Wellness Center. She is there to answer questions and take appointments, she is not a nurse and cannot see students for illnesses or injuries.
- Our School Nurse is shared with 3 schools, so she is not always at Centennial. Please check with the main office or call the Wellness Center to see when she is available.
- Students who are in class and need to go to the Wellness Center must get a pass from their teacher. Students who come to the Wellness Center during passing times, will be given a pass back to class. Students will be required to present the pass when they arrive at the Wellness center or when they return to class. Any special instructions will be noted on the pass.
- Parents/Guardians of students with an IEP or IFSP should be aware that the Department of Health and Human Services sponsors a program allowing our district to seek reimbursement for health-related services provided to children with Medicaid health insurance. Please read the 'Notification of Benefits' for your IEP/IFSP student.
- For more information, please visit the [PCHC](http://www.pueblochc.org) website @ www.pueblochc.org.