

# PINES SCHOOL HANDBOOK

CONNECTING. ACHIEVING. PREPARING.



**PINES**  
SCHOOL

CENTENNIAL SCHOOL DISTRICT 12



# Pines Day School Student Handbook

## WELCOME TO PINES SCHOOL!

### Care, Honesty, Respect and Investment – our guiding principles

#### STATEMENT OF RESPECT AND RESPONSIBILITY POLICY

- ✓ **We believe that learning is best achieved through a cooperative effort in which students, parents, educators, and community members share educational responsibilities within an atmosphere of mutual respect and trust.**
- ✓ **We believe that mutual respect and trust is required to meet the diverse needs which exist in our district in gender, race, religion, life-style, life experiences, values, interests, goals, abilities to learn and learning styles.**
- ✓ **We believe that a safe, supportive, and encouraging learning environment to the district Respect and Responsibility Plan. (For further information, see School Board Policy 506)**
- ✓ **We believe that all members of our school community need to treat each other with respect and that all students need to take ownership and responsibility for their actions.**

**Phones and Electronics** - will be turned in when entering the building. They will be safely stored. If students are found in possession of a phone, or electronic device, it will be stored until a parent/guardian can pick it up. Students are not allowed to make personal telephone calls during the school day. This includes calls to parents, PO's, etc. If parents need to be contacted, the office staff will make the call. Students are not allowed to use school telephones.

#### **Beverages & Food –**

Beverages and food are allowed from home. All beverages and food must be turned into staff upon arrival at school. Pop, fruit drinks, water, etc. must be unopened and turned in to staff to be stored until lunchtime. Any open or unsealed container is not permitted, and will be discarded immediately, if brought into school. No homemade treats and no sharing.

**Gym Doors** – Only enter the gym when directed by a staff member. No students in the gym without an adult. Gym doors should not be slammed shut. Students are not allowed to push the button to open the gym doors.

#### **Lunchroom Expectations –**

A free morning snack and lunch will be provided. All food must remain in the lunchroom. Students are responsible for cleaning up after each snack or meal. Students must remain in the lunchroom during designated times.

**Gum** – Students are not allowed to chew gum on a correction's campus.

**Restroom** – There are scheduled bathroom breaks approximately every 2 hours. Only one student in the bathroom at a time.

#### **Personal Property –**

All school supplies are provided at Pines. Therefore, no backpacks, etc. should be brought to school. Any/all personal items (hats, jackets, backpacks, etc.) must be hung/placed in the designated area and will be stored until the end of the day. No personal items will be brought into classrooms nor can they be accessed during the day. No borrowing, selling or trading of personal items. Personal hygiene can be obtained in the main office.

#### **Absences –**

Students are expected to attend everyday Pines School is in attendance. All absences are to be reported to the main office (763-278-4010) by a parent or guardian. An absence is considered unexcused unless accompanied by a Doctor's note. Parents and/or guardians will be contacted to pick up a student who present a fever over 100 degrees.

#### **Bullying, Cyberbullying, Verbal or Physical Intimidation or Fighting –**

Safe and Supportive Schools Act (otherwise known as the Anti-Bullying Law)

Students and staff must respect others and maintain a safe environment. Bullying, whether vocalized, in print, cyberbullying, physical intimidation or fighting, will not be tolerated. This includes verbal assault, sexual assault, physical assault or self-harm.

Report to a staff member as soon as possible.

# Pines Day School Student Handbook

## Chemical and Tobacco Violations –

### Possession or use of drugs/alcohol, including tobacco:

Refers to the use or possession of, use, sale, possession, distribution, or transport of

- Alcohol or any drugs, paraphernalia, which may include over-the-counter drugs and /or herbal products, and tobacco, within the school zone or at school events.
- The school zone refers to an area to a distance of 300 feet or one city block, whichever is greater, beyond the furthest boundary of school district property.
- School sponsored events refer to any school event or activity on or off school district property.
- Consequences per Centennial ISD 12 guidelines.

## Code of Conduct –

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

- Respect self, other people and property
- Cooperate with other students and adults
- Be physically and verbally considerate of others
- Inappropriate displays of affection such as hugging, kissing, or touching will be addressed with students by staff or administration. Parent contact will be made if deemed necessary.

## Computer/Technology agreement – Students will work on sites only as directed by staff.

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

- a. Any damage to hardware or software, deleting of files, usage of unauthorized software or any modification to system files will be regarded as “Damage to School Property.”
- b. Screens must be facing staff at all times.
- c. Internet Usage: Students may **not**:
  - Display or access material, which is obscene, profane, violent, discriminatory or depicts or describes illegal activities
  - Participate in “chat”, “E-mail”, or similar activities
  - Print material from the Internet without permission
  - Copy, delete or alter another student or staff member’s file
  - Students engaging in any of the above-mentioned activities will receive disciplinary consequences.
- d. Use of technology is a privilege, not a right.

**Confidentiality** - We respect yours, please respect each other and staff! Staff go by their first names.

**Physical Contact** – No student-to-student contact, of any kind, please. We don’t know each other’s past, so **respect personal space** and boundaries. No handshakes, high fives, knuckles, hugs, etc.

## Consequences/Discipline –

- Zone – for processing (on third referral to Zone – meeting with Administration)
- Verbal or written warning
- Peer mediation
- Loss of gym time during lunch hour
- Out of the group/class for a period of time.
- Loss of privileges
- Probation Officer contacted
- Student/parent meeting with teachers, counselors, administrators
- Administrative consequences, up to and including:
  - Student, administration and/or parent meeting
  - Suspension, in-school and/or out-of-school
  - Expulsion

# Pines Day School Student Handbook

## **Discrimination –**

Centennial School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, and marital status, and parental status, status with regard to public assistance, disability, sexual orientation, or age.

## **Distance Learning -**

If school must be closed due to inclement weather or for any other reason, schoolwork will be posted online. In the event of an extended closure (such as a pandemic), schoolwork will be provided in paper form to students unable to access this work online. The specifics of any closure will be communicated to families via district messaging and posted on the district website. Students will be expected to complete their schoolwork per guidelines provided at the time of the closure.

## **Dress Code –**

Centennial School District respects the right of students to dress in a way that expresses their personal style as long as it is not offensive to others. Students must be appropriately dressed and groomed for school. **Clothing and accessories should not reflect extreme styles, compromise safety, or distract from the learning environment.** The following guidelines apply to student dress while at school include, but are not limited to the following:

- Clothing or accessories that are obscene, sexually suggestive or display images/slogans referring to weapons, violence, alcohol, other chemicals, tobacco, or gang affiliation are not permitted.
- Clothing may not display demeaning, discriminatory, inflammatory, or intimidating language/images
- No hats or hoods to be worn in the building.
- Jackets/coats are to be hung up during the day (no wearing them during school hours). Any jacket/coat with a liner, is considered an outside garment and will need to be stored in your personal cubby during the school day.
- Shorts and skirts must be of appropriate length, defined as being below the length of your fingertips when arms and hands are fully extended at their sides.
- Bare midriffs, bare backs, short skirts, short shorts, tube tops, halter tops and visible undergarments are not permitted. Tops with spaghetti straps are **NOT** permitted unless a cover shirt or sweatshirt is worn over it. Shoulders must be covered.
- Clothing must cover the back, midriff, cleavage, etc., and may not be revealing.
- Pants, shorts, and skirts must be worn at the waist and must cover undergarments.
- Any accessories that may offend or create a danger to self or others (i.e. spikes, chains, etc.) are not permitted.
- No masks covering the face will be allowed.

Students whose appearance does not comply with these guidelines will be given appropriate clothing to wear for the remainder of the school day or may call their parent or guardian to have them bring in appropriate clothing. Classroom teachers may have additional expectations and have the right to ask students to remove coats in their classrooms. Clothing items that violate these guidelines will be held in the office until the end of the school day or until the student's parent or guardian can come to school to retrieve them.

## **Emergency Procedures –**

Students will wait for staff direction which will follow the Pines School "Emergency Procedure" Quick Reference for guidelines regarding severe weather, fire/evacuation, critical incident and power outage.

**Gambling –** No student shall gamble during any school hours or related activities.

**Gang Consequences –** No gang symbols, graffiti, signs, etc. will be tolerated. Consequences per Centennial ISD 12 guidelines.

**Gifts –** No gifts from students to staff or staff to students.

## Pines Day School Student Handbook

### **Harassment, Violence and Hazing –**

The school district has a policy (#526) against harassment and violence based upon an individual's religion, race, and gender and a policy against hazing. Consequences per Centennial ISD 12 guidelines.

**Lights On!** – For safety, a light/lamp must be on at all times.

### **Medications –**

Medications should be taken at home whenever possible. The school must have, on file, a completed medication consent form. Medication must be in an official Rx container. (Please note that due to district policy, the health services staff is not allowed to administer any medication without proper authorization. This includes prescription and over-the-counter meds.)

**Metal Detectors** – Metal detectors are on campus for safety searches.

**Report** – Please report, to a staff member, any offensive/suspicious/illegal behavior, as soon as possible.

**Respect** – Thank for displaying respect for yourself, your peers, staff, transportation and the school, by:

- Following school policies and procedures
- Staying awake
- Refraining from swearing, disrespect, drug references, war stories, glorifying crime or violence
- Cleaning up after yourself
- Respecting other people and their property

**Safety** - Each student will honor everyone's safety, including their own. No running, shadow boxing, horseplay, throwing things, etc. No glass containers on a corrections campus.

### **Search of student and personal possessions –**

Pursuant to Minnesota statutes, the personal possessions of students and/or student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. Random searches by the Police, with drug dogs, occur throughout the school year.

**Staff in Room** – A staff member must always be in the room with students (except restroom).

### **Transportation –**

Transportation is arranged through each student's home district. Students must arrive and leave in transportation that is arranged by the school. Students may not drive to or park on the Pines School campus lot. Under preapproved situations (dr. appt, court, etc.) a parent or legal guardian is allowed to bring, or pickup, a student. If transportation is not taken for 3 consecutive days, transportation will be cancelled, at which point, unexcused absences are received. Transportation requires at least 3 days to set up.

### **Suspensions, expulsions and exclusion –**

As used in the Respect and Responsibility Policy and Student Code of Conduct, it includes in-school suspension and out-of-school suspension and can be for a period of 1-10 consecutive days.

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