



PARK CENTER SENIOR HIGH SCHOOL

STUDENT/FAMILY HANDBOOK

PARK CENTER SENIOR HIGH INTERNATIONAL BACCALAUREATE WORLD SCHOOL

STUDENTS AT PCSH EXPERIENCE:

- Tradition built upon 50 years of academic excellence in ISD 279;
 - The dedication of our school staff who are committed to supporting all students reach their academic potential;
 - High expectations with rigorous and relevant curriculum standards that prepare students for post-high school opportunities;
 - International Baccalaureate curriculum and the opportunity to participate in the Diploma Programme;
 - A student body rich in diversity with over 30 native languages;
 - Outstanding athletic programs competing in the Northwest Suburban Conference; and,
 - Dozens of student group opportunities offering rewarding experiences for all students.
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OSSEO AREA SCHOOLS – ISD 279

MISSION

Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

CORE VALUES

We believe that-

- Lifelong learning is essential for the individual and community to thrive;
- Everyone has equal intrinsic value;
- Trust is essential to sustaining successful relationships and to achieving results;
- Better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- Everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and,
- Everyone can learn more.

OSSEO AREA SCHOOLS

ISD  279

PARK CENTER SENIOR HIGH SCHOOL

7300 Brooklyn Blvd.
Brooklyn Park, MN 55443

Telephone: (763) 569-7600
<https://pcsh.district279.org/>

STAFF DIRECTORY

School Leadership

Principal:	Dr. Antwan Harris
Assistant Principals:	Paris Kyles Erin Nelson Erik Thompson Keelie Sorenson
Activities Coordinator:	Jarrette Fellows (Ma-Sh)
Student Management Specialists:	Leonard Jones (Fe-Ly) Arriel McDonald (A-Fa) Miles Webb (Si-Z)
Business Manager:	Matt Newell

Student Services

Special Education Building Coordinator:	Suzanne Blum Grundyson Carmen Middleton
Counselors:	GaVae Piner (A-Di) Jack Krueger (Do-K) Liz Johnson (L-Pe) Denise Warner (Ph-U) Erin McCormick (V-Z) Emily Juaire (Student Assistance Counselor)
College/Career Resource Specialist:	Sara Schreiner
Social Workers:	Ryan Adkins (Fe-Ly) Elizabeth Gunckel (A-Fa) Amber Turcotte (Ma-Sh) Anthony Turner (Si-Z)
Nurse:	Gail Blesi, RN
Educational Support Personnel:	Elizabeth Lee (Attendance, 9th-10th grades) Aidan Thao (Attendance, 11th-12th grades) Jada Ingram (Career Resource) Mirna Mariche Juarez (Copy Center)
Library Media Specialist:	Sam Kottke
Technology Educational Support Personnel:	Dominic Sudue and Kong Xiong
Hall Monitors:	Jacob Ademino, Chris Chance, Antonio Tate, Kemi Shittu, Zugonthia Williams
Instructional Educational Support Personnel:	Amanda Wallner, Angie Vivatson

Main Office Support Staff

Administrative Support Personnel:	Sean Fogarty (Registrar) Lisa Donaldson (Counseling) Samantha Zolnosky (Activities) Karen Waldman (Principal) Jillian Rosby (Student Services)
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Amendment Clause: Any and all of the following material is subject to amendment by ISD 279 at any time.

DAILY SCHEDULES

Monday/Friday		Tuesday		Wednesday		Thursday	
1	7:30–8:17	1	7:30–8:38	1	7:30–8:38	2	7:30–8:38
2	8:22–9:09	2	8:43–9:51	A	8:43–9:51	3	8:43–9:51
3	9:14–10:01	3	9:56–11:04	4	9:56–11:04	4	9:56–11:04
4	10:06–10:53	*5	11:09–12:47	*5	11:09–12:47	*6	11:09–12:47
*5	10:58–12:16	6	12:52–2:00	7	12:52–2:00	7	12:52–2:00
6	12:21–1:08						
7	1:13–2:00						
*Lunches A 10:53-11:18 B 11:23-11:48 C 11:51-12:16		*Lunches A 11:04-11:34 B 11:39-12:09 C 12:17-12:47		*Lunches A 11:04-11:34 B 11:39-12:09 C 12:17-12:47		*Lunches A 11:04-11:34 B 11:39-12:09 C 12:17-12:47	

PARK CENTER SCHOOL SONG

Come on, let's cheer our team to victory

Fight for the green and gold

Loyal mighty fans are we

Our team is brave and bold

FIGHT!

FIGHT!

We are the Park Center Pirates

We'll always hold our colors high

Come on, let's go team! Fight team, fight!

For we are out to win tonight!



ACADEMIC INFORMATION

Academic Support

Park Center Senior High provides academic support to meet the needs of each and every student. Our homework help center is available after school for students who need additional support from licensed staff members. More information is available in the counseling office for those students interested.

Credit Load

Students are required to carry at least five credit-bearing classes per trimester. With limitations, other courses are available outside of the regular high school day. For example, a student may earn credits in summer school or at an alternative school during the school year. Counselor recommendation is necessary prior to enrollment to receive credits toward graduation.

Grade Point Average

Grade point average (GPA) is determined by multiplying the credits earned for a class by the point equivalency for the grade earned for that class. Add the total products for all of the classes taken and divide by the number of classes taken. GPAs are calculated by trimester and cumulatively.

The ISD 279 GPA scale is as follows (this is not the grading scale used in courses):

4.00.... A	2.00.... C
3.67..... A-	1.67..... C-
3.33..... B+	1.33..... D+
3.00.... B	1.00.... D
2.67..... B-	0.67.... D-
2.33 C+	0.00.... F

Graduation Requirements

To graduate from ISD 279, students must satisfy the following minimum requirements earned in grades 9-12:

- 12 trimester credits in English
- 10 trimester credits in Social Studies
- 9 trimester credits in Science
- 9 trimester credits in Math
- 3 trimester credits in the Arts
- 1 trimester credit in Life Fitness
- 1 trimester credit in Health
- 19 trimester credits in Electives

64 trimester credits

Incompletes

When an Incomplete is given for a final trimester grade:

- The teacher and student are to complete the Incomplete Grading Agreement and submit a copy to the student's counselor.
- Per the agreement, a reasonable amount of time is provided for the student to complete the necessary assessments. If the student chooses not to complete the course during the extended time, they will receive a letter grade of "F."
- The classroom teacher or the appropriate administrator may extend the time limit where circumstances require.

Online Grade Access ([Schoology](#))

Students are expected to consistently review their academic progress via [Schoology](#), accessible from district-issued Chromebooks or personal smart devices.

Pass/Fail Grading Option

Pass/Fail grading may be assigned to a student by administrative action. These circumstances would include medical issues, hospitalizations and other unique situations as deemed appropriate by school administration.

Progress Reports

Students and families have 24/7 access to student learning data in [Schoology](#). Mid-tri and end-of-trimester term grades will be reported in [StudentVUE](#) and [ParentVUE](#). For information on how to access [ParentVUE](#), please contact the main office and/or refer to our website.

Repeating Credits

Students may repeat a course to receive a higher grade if there is room in the class. If a student repeats a previously failed class, the “F” will be removed from the transcript and replaced with an “NC”, which does not impact the GPA. In both cases, it is the student’s responsibility to inform the teacher that the course is being taken for the purpose of improving the GPA and the student must inform the counselor and registrar so that the original grade can be changed to a “No Credit” (NC). An additional credit is not earned by repeating a course.

Report Cards

Report cards are available on [StudentVUE](#) and [ParentVUE](#) upon publication. Transcripts can be requested from [Parchment](#), also found on the [school webpage](#).

Schedule Changes

The master schedule and instructional personnel are set using student course requests. When a student registers for a class, they have the responsibility of remaining in the class and completing it. It is extremely difficult, and often not possible, to make schedule changes once the process is complete. Schedule changes are subject to administrative approval, class availability and seat counts. If a schedule change is approved, it must be changed during the first week of a trimester.

The **only** acceptable reasons for a schedule change are:

- Need a class to graduate
- Want to drop a study hall and add a course
- Have been placed in the wrong level of course (i.e. Spanish III instead of II)
- Have attended an online/other alternative setting and no longer need the credit
- Have an obvious error in schedule (i.e. same class twice)
- Have not fulfilled the prerequisite requirement
- Opt-in to a higher level/more rigorous version of their current course (i.e. US History to AP US History)

The following requests cannot be accommodated:

- Dropping full-year classes
- Requests for preferred teachers
- Requests for classes during specific hours
- Requests for classes with friends
- Requests for a class based on lunch preference
- Requests for a switch due to activities participation
- Requests for class drops due to changing your mind once the class begins/lack of interest in the class
- Requests for dropping AP, HP, IB courses

Important: Classes dropped after the first week of the trimester will result in a failing grade for the course.

Standards-Based Grading – Policy 626

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards-based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

Grading and Reporting Standards of Practice:

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student assessments.
- Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning.
- Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner.
- **The ISD 279 course grading scale** is as follows:

3.51–4.0..... A	2.17–2.33..... C
3.00–3.50..... A-	2.00–2.16..... C-
2.84–2.99..... B+	1.84–1.99..... D+
2.67–2.83..... B	1.67–1.83..... D
2.50–2.66..... B-	1.50–1.66..... D-
2.34–2.49..... C+	0.00–1.49..... F

Weighted Grading

ISD 279 high schools use a weighted grading system that adds a value of .34 to any grade of "C" or higher earned in an Advanced Placement (AP) course. PSEO course grades are not weighted. Final transcripts will show both weighted and unweighted GPAs.

ACADEMIC RECOGNITION AND AWARDS

Students have many opportunities to be recognized for academic achievement. Grade point averages are never rounded up in the awarding of academic honors.

Academic Lettering

Students who achieve a weighted or unweighted GPA of 3.80 or higher, based on Trimesters I and II of the current school year, earn an academic letter.

Academic Recognition Ceremony

Park Center Senior High hosts an Academic Recognition Ceremony in May where students are honored for exemplary academic performance and participation in competitive student groups.

National Honor Society

National Honor Society (NHS) consists of selected junior and senior students who have accumulated a 3.70 grade point average, have met all the requirements and the criteria of the selection committee. Members must maintain a 3.70 grade point average to be eligible to wear the NHS gold cords at commencement.

ATTENDANCE PROCEDURES

School attendance is a joint responsibility to be shared by the student, family, and school personnel. The following attendance procedures are an effort to ensure student success. Students 18 years of age must follow the same attendance procedures as all other students.

Student Responsibility

Students are required to attend school each day school is in session and to attend all scheduled classes and/or required programs.

Family Responsibility

It is the responsibility of the family to ensure the student attends school, to inform the school in the event of a student absence, and to collaborate with the school to address student attendance concerns that may occur.

Teacher Responsibility

It is the teacher's responsibility to maintain accurate attendance records, start and end each class on time, and communicate attendance concerns with students, families, attendance personnel, and administration.

School Responsibility

It is the responsibility of the school to inform the family of the student's attendance concerns and to collaborate with the family to interrupt patterns of student absences. *Final decisions regarding excused/unexcused absences are made by school administration.*

Procedure for Excusing a Student's Absence

In order to excuse all or any part of a day, parents/guardians should notify the school on the day of the absence via email, phone call or written note. If a parent/guardian is unable to notify the school on the day of the absence, attendance personnel may call the parent/guardian to verify the student's reason for absence.

Students are to clear missed classes due to appointments, partial-day absences, or full-day absences on the day of the absence or on the following day. Failure to do so may result in an unexcused absence. ***An absence not cleared within five school days is recorded as truancy.*** Students 18 years of age must follow the same attendance procedures listed here.

Prearranged Absences

If students plan to be absent for more than five consecutive days on a family trip, prior approval of an administrator is required for the absence to be excused. **The final decision as to whether or not absences are excused rests with school administration.**

Procedures for Leaving the Building

The student shall present a note or have a parent/guardian call the attendance clerk asking that the student be excused and giving the reason (i.e. doctor's appointment, family illness, etc.). If a note is sent, the student is to present it before 7:30 a.m. on the day of the absence. Students with appointments (medical, dental, etc.) may be requested to bring verification of the appointment (upon return) to the attendance desk.

If a student becomes ill during the day or an emergency situation arises during the day, they must have the approval from the nurse or an administrator before leaving. Failure to follow these procedures may result in an unexcused absence, a truancy, and/or disciplinary action.

If a student leaves the building without permission from a staff member or without an excused pass and returns to the building, the student will not be allowed to return to school for the remainder of the day.

EXCUSED ABSENCES

Definitions of Excused Absences

- Illness
- Religious instruction (not to exceed three hours a week)
- Family vacations provided prior approval has been obtained (students benefit if vacations coincide with school breaks)
- Serious illness or death of a family member or close relative
- Appointments that cannot be scheduled outside of the school day provided prior approval has been obtained
- Approved school activities
- Family emergencies
- Court appearances
- Administrative dismissal or suspensions

When an Absence is Excused

For a single-day absence, students are responsible, upon their return, for being prepared for all class activities and assessments assigned by their teacher prior to their absence. Students are responsible for being proactive in their absence by monitoring [Schoology](#), contacting their teachers or communicating with classmates.

For multiple-day absences, students are responsible for completing all assessments within five school days from the date of the student's return to school. This also applies to assessments assigned during the absence. Upon their return, students are expected to communicate with their teacher regarding class content missed during the absence.

Note: The decision whether a student comes to school is up to the family. The decision as to whether a student is excused rests with the school administration.

UNEXCUSED ABSENCES

Definitions of Unexcused Absences

- Absences without family permission and/or administrative approval
- Arrival ten or more minutes late to class
- Oversleeping or missing the bus
- Failure to follow the proper procedures when leaving the school building
- Work at home or at a business, except under a school-sponsored work-release program
- Babysitting or family member care
- Any other absence not included under the attendance procedures

Note: Final decisions regarding excused/unexcused absences are made by the school administration.

Interventions for Unexcused or Excessive Absences/Tardys

Students who accumulate unexcused or excessive absences can expect to have interventions put in place. These interventions are assigned in an effort to improve student attendance; they may include, but are not limited to one or more of the following:

- Meeting with the teacher, counselor, or administrator
- Loss or restriction of school privileges
- Meeting with parents/guardians and the creation of an attendance agreement
- Referral to Hennepin County Attorney's Office there Be @ School Program

State Tournament Absences

For all state tournament events where Park Center Senior High School teams or individuals are participating, procedures for excusing absences will be communicated to students. Students are excused for these events **only** if they follow the communicated procedures. No phone calls to excuse students for tournament absences will be accepted.

Tardiness

Students are considered tardy any time they are not in the assigned area when the bell rings through the first ten minutes of class. Teachers will communicate and enforce their tardy expectations; chronic tardiness may result in a referral to administration. Excused tardies are any for which the student is excused in writing by a staff member.

Truancy

Truancy is defined as an absence of one or more entire class periods without the approval of building administration. The authority to decide whether an absence is excused or unexcused rests with the school administration.

Withdrawal Procedures

If a student moves from ISD 279 or transfers to another school within the district, parents/guardians are asked to contact the counseling office. The school should receive this information at least two days before the student's last day of attendance. The student should report to the counseling office on the day of withdrawal from school.

Should a student choose to withdraw from school, please do the following:

- Notify the school two days prior to the student's final day of attendance
- Contact a counselor to explore possible alternatives to leaving
- Complete an exit survey with the counselor or administrator
- Obtain the withdrawal forms from the counseling office support professional
- Obtain the necessary signatures on the withdrawal form
- Return the completed withdrawal form to the Student Services secretary
- Return all district-owned property and pay all fees or fines

BEHAVIOR EXPECTATIONS

A safe and healthy learning environment is essential. When it becomes necessary to implement disciplinary measures, those measures should be implemented in a manner that is fair and equitable and that provides a learning opportunity for students that forms a basis for future self-discipline and student achievement.

The following behavior expectations are in accordance with ISD 279 School Board Policies and are in effect on school property and at all school-related activities, whether on or off school property, for all students regardless of age.

Suspension, exclusion, and expulsion are governed by The Pupil Fair Dismissal Act.

Behavioral Definitions

It is the responsibility of the Park Center Senior High staff members to promote a quality learning environment which is safe, respectful, and productive. The following definitions clarify behaviors that interfere with a productive learning environment.

Academic Misconduct: Defined as any student behavior that creates a situation in which the student is not able to accurately demonstrate his or her learning due to behaviors including, but not limited to:

- inappropriate use of resources,
- cheating,
- plagiarism, and/or
- collusion.

Staff members are expected to teach, model and reinforce appropriate academic behaviors to all students, such as knowing how to use research tools and properly cite references.

Academic misconduct is addressed as a behavior, not an academic penalty. An office referral will be submitted to administration and students will be required to provide additional evidence of learning at the discretion of the teacher. This may be taking a different form of a test, rewriting an assessment, or doing a different project as necessary to demonstrate learning. The teacher will establish a reasonable timeline for the student to complete the assessment(s), and they will be assessed with the opportunity for earning full credit by demonstrating what the student knows and can do.

In addition, the report of misconduct will be forwarded to the National Honor Society advisor; members are subject to consequences per the NHS constitution.

Students are responsible for knowing and avoiding the various forms and levels of plagiarism. *Writers Inc.* defines “**plagiarism** [as] the act of presenting someone else’s ideas as your own” (179). The following are the most common types of plagiarism that occur in student assessments:

- **Word-for-word plagiarism** is the direct copying of another’s material without giving credit.
- **Paraphrase plagiarism** is using someone else’s **ideas** without crediting the source of the material or idea in English or any other language.
- **Spot plagiarism** is using keywords or phrases without giving credit.
- Translation websites used to complete World Language assessments.
- In addition, a student who allows others to use their assessments in fulfillment of class requirements will also be held accountable.
- **Dual Submission** – submitting the same paper or substantially similar papers to meet the requirements of more than one course without the prior approval of all instructors concerned.

Bullying: A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying and hazing, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and participate in school activities and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and hazing and to take action to investigate, respond, remediate, and discipline such acts of bullying which have not been successfully prevented. In compliance with [MN Statute 121A.031](#) – School Student Bullying, ISD 279 prohibits any act of bullying by an individual student or group of students. See [Bullying Prohibition – Policy 514](#) for more information.

Cell Phones: Students are expected to conduct themselves in a manner that respects the rights of others. Use of a personal electronic device (including cell phones, computers, cameras, recording devices, listening devices and any other device that can be used to transmit or capture images, sound or data) in a manner that interferes with a positive, orderly, educational environment or does not respect the rights of others is prohibited.

Students bring personal electronic devices to school at their own risk. ISD 279 assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.

Student personal electronic devices are subject to search upon reasonable suspicion that the device has been used in a manner that violates the law or school policy. Any search of a student's personal electronic device must be conducted at the direction of the building administrator and must be narrowly tailored to respect a student's privacy. See [Policy 505](#) for more information.

Chemical Use/Abuse: No student, regardless of age, may possess, use, be under the influence of, distribute, sell and/or exchange unauthorized or illegal chemical substances including but not limited to, narcotics, drugs, or other controlled substances, alcohol, or other intoxicating substances or mood-altering chemicals, drug paraphernalia or look-alike substances, or other articles that are illegal or harmful to persons or property.

- This prohibition also includes one student sharing a prescription medication with another. Medication prescribed by a physician must be handled in accordance with [Policy 516 – Student Medication](#).
- [Policy 541 – Chemical Use/Abuse](#) applies district-wide on school property and at all school related activities, trips and functions, whether on or off school property, school bus stops, school buses, any other vehicle approved for ISD 279 purposes, and the area of entrance to or departure from school premises or events for all students regardless of age.
- Students apprehended using, possessing and/or exchanging chemical substances are subject to [Policy 506 – Student Discipline](#), and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.
- Students presently not under the influence who disclose their use of chemicals for the purpose of obtaining help with this problem are treated in a non-punitive way by school personnel.
- In the event a student receives treatment outside ISD 279, every effort must be made to effect a successful continuation in or re-entry into the school community.

Chemical/Tobacco Use/Abuse Regarding Students in Activities

Student participants in school activities are subject to [Policy 541](#) and Minnesota State High School League (MSHSL) rules. For out-of-season chemical violations and additional information, refer to the Extracurricular Eligibility Information Bulletin. MSHSL consequences are **cumulative** beginning with and throughout the student's participation in high school activities.

- If a student is found to be under the influence of alcohol or any other mood altering chemical at an ISD 279 activities event, they may not be allowed to attend any further activity events for that season or beyond.

Community Chemical Violations

When a student violates Minnesota law regarding chemical use, that community police department is mandated to notify the school. MSHSL consequences apply to any student participant of a MSHSL activity.

**Students who receive a chemical violation during the school year may jeopardize all parking privileges for the remainder of the school year.

Digital Learning Devices and Electronics: Students are expected to bring their district-owned Chromebooks, fully charged, to school every day. It is the responsibility of each teacher to establish expectations for the use of digital learning devices in their classroom, and it is the responsibility of each student to follow those expectations. Use of digital learning devices and electronics that disrupt students from learning or teachers from teaching may result in confiscation of the device for the remainder of that class period. Students are responsible for securing their personal digital learning and electronic devices at all times as the school is not able to provide staff time to investigate lost or stolen items.

Any photographic or movie image taken of staff members on ISD 279 property without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of staff members on ISD 279 property cannot be published or posted on a public forum (Twitter, Facebook, Instagram, YouTube, SnapChat, TikTok, etc.) without the written consent of each individual. Any violation will result in disciplinary action.

Disruptions: Disruptions are acts that interrupt the peace and good order of the school or school-sponsored activities, or disrupt the educational process. Disruptions include organizing or participating in walk-outs, sit-ins, cafeteria disruptions or acts which are dangerous or detrimental to the student, other students, school district personnel or surrounding persons, or which violate the rights of others or damage or endanger the property of the school or which otherwise interfere with the mission or operations of the school district or the safety or welfare of students or employees.

Dress Code: Clothing should be appropriate and should not interfere with the rights of other persons to have a safe and supportive school environment (see [Policy 504](#) for more information). Examples of inappropriate clothing may include, but are not limited to:

- clothing advertising substances illegal for children and adolescents;
- clothing containing obscene and/or profane language, slogans, emblems or pictures;
- clothing containing language, slogans, emblems or pictures that promote or depict violence, hate, discrimination, harassment toward other students or staff;
- clothing that reveals or does not adequately cover intimate body parts of the student; and
- clothing that substantially and materially interferes with the school environment/educational process or otherwise violates school district policy.
- ski masks/ninja masks/balaclavas (or similar masks or face coverings) that cover the entire face except when worn in observance of a legitimate religious observance.

Gambling: Students may not participate on school property in games of chance with the express purpose of exchanging money or other goods while on school property or while attending any school sponsored activity.

Harassment: ISD 279 prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (see [Policy 102](#) for more information). Reported incidents of harassment will be investigated and could lead to disciplinary action as outlined in [Policy 506](#). Any occurrence of harassment, sexual violence or bullying, including cyber bullying should be reported directly to a school teacher, counselor, or administrator.

- **Racial and Religious Harassment** is defined as being any comment, gesture, joke, language or behavior, displayed in any manner that draws attention to racial, religious, or cultural differences in a demeaning, disrespectful or offensive manner.
- **Sexual Harassment** consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. Spreading sexual rumors, sexual name-calling, sexual jokes/cartoons/pictures, homophobic remarks and/or statements,

inappropriate patting or pinching, intentional brushing against one's body, pressure for sexual activity and any unwelcome discussion that is sexual in nature are all examples of sexual harassment.

- **Sexual Violence** is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose or other illegal or inappropriate sexual conduct.

Hazing: ISD 279 prohibits any form of hazing, defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Identification: Students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name is considered insubordination.

Ignition Device: No student shall use or possess an ignition device, including a butane or disposable lighter or matches, inside of an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

Indecent Exposure: Indecent exposure is the purposeful and lewd exposure of one's own body or private parts, procuring another to expose private parts, other open lewdness or public indecency. Lewd conduct involves touching the private parts sexually. Touching may be with the intent to gratify yourself sexually or to arouse another person. Lewd conduct involves sexual touching that occurs anywhere on school property, at a school event and/or may be witnessed by another person who might be offended.

Insubordination: Students have the responsibility to follow a reasonable request from any staff member. The deliberate refusal to follow the reasonable request of a school staff member is considered insubordination.

Physical Violation: A physical violation is defined as acts which are rough or rowdy that can result in physical harm whether intentional or not. These acts include but are not limited to pushing, shoving, horseplay, or throwing objects.

School Safety: School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. *Any student observing a dangerous, harmful, threatening or suspicious situation should immediately report it to a staff member. We are all responsible for a safe and orderly school.*

Search: Per [Policy 502](#), school lockers and desks are the property of the school district and are provided for the convenience of students. At no time does the school district relinquish its exclusive control of lockers or desks. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students, whether within or outside of school lockers or desks, and/or a student's person may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers or desks were searched unless disclosure would impede an ongoing investigation by policy or school officials.

Theft: Theft is defined as the act of intentionally taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property or not making a reasonable effort to find the owner. Any found items must be turned in to the main office immediately. A student found to be involved in a theft will be subject to disciplinary action and/or referral to the police. Possession of stolen property will also be considered theft. Taking food items from the cafeteria line is considered theft regardless of the dollar value of the item(s).

Threats: Threats of violence, verbal or written, or the reporting of dangerous or hazardous situations that do not exist will result in serious disciplinary action. Families will be contacted and the student may be referred to the School Resource Officer.

Tobacco/Vaping: The use or possession of vape devices, tobacco, tobacco-related devices, or electronic cigarettes is prohibited for all persons within all school buildings, school vehicles or school contracted vehicles, or on school grounds during all hours of every calendar day. No student regardless of age may possess, use, sell or distribute vaping, tobacco or tobacco paraphernalia in any form or at any time at any school related activities, trips or functions, at bus stops, on school buses, in school buildings, school vehicles or school contracted vehicles, or on school grounds or the area of entrance or departure from school premises, property or events. Violations will result in disciplinary action, referral to the police, and loss of school privileges including, but not limited to, parking permits and admittance to school events.

Trespassing: Presence at any school location without permission from the staff of that school (students are not to go into other ISD 279 buildings without permission from the staff of that building) is trespassing. State law does not allow a person to enter or be found on school property within six months after being told by the school principal or designee to leave the property and not return unless the principal or designee has given permission to return. ***Admitting anyone through a locked or secured door without permission of school personnel is permitting trespassing and is subject to school disciplinary action.***

Vandalism: Vandalism is defined as damage to or destruction of school property or property of others. A student found to be involved in an act of vandalism will be subject to disciplinary action and/or referral to the police.

Verbal/Nonverbal Assault: Verbal or nonverbal acts which are abusive, degrading, threatening, intimidating and/or discriminatory will not be tolerated. This may include, but not limited to, verbally abusive language, threats to cause harm, insulting remarks, gestures or written language meant to degrade a person or person's race, religion, gender, sexual orientation or gender identity, physical/mental abilities or other protected classification.

Violent Behavior: Violent behavior is defined as an act which intentionally inflicts, threatens to inflict, or attempts to inflict bodily harm upon another person or inflicting bodily harm upon another even though accidental or a result of poor judgment. Violent behaviors include:

- **Participant in a fight** – Engaging in any form of fighting regardless of who initiated the fight. This could include, but is not limited to hitting, slapping, pushing, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.
 - ***Any participatory behavior and/or action, including instigation, video recording, social media distribution, and impeding staff intervention will result in administrative action.***
- **Physical assault** – When one or more persons attack an individual who does not physically retaliate with the intention of causing or attempting to cause harm to that individual.

Weapons: Students are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering or departing from school premises, property or events, consistent with state statute. Students in possession of a weapon will receive administrative consequences and will be referred to the police. Weapons of any kind will not be tolerated. Real and look-alike weapons include, but are not limited to:

- All firearms, whether loaded or not
- Other guns of all types, including, but not limited to, pellet, BB, paintball, nonfunctioning or toy guns.
- Knives, including, but not limited to, switchblades, automatically opening knives, box cutters, or razor blades.
- Explosives, including, but not limited to, live ammunition and fireworks.
- Flammable liquids or combustibles.
- Tasers, mace, pepper spray, or other personal defense objects.

Students are expected to report harmful, threatening or suspicious situations immediately to a staff member. Failure to do so may result in disciplinary action. A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to a staff member will not be considered in possession of a weapon.

Notice: Paintball, pellet, BB, non-functioning and/or toy guns are look-alike/replica firearms. Do not possess, store, transmit or use any look-alike, replica or real firearm. Possession, storage, transmission or use of a look-alike, replica or real firearm will result in suspension and/or a recommendation for expulsion.

BEHAVIORAL INTERVENTIONS

Investigation Procedure: When allegations of violations of ISD 279 School Board Policies or Procedures have been reported, the school will conduct an investigation to conclude the facts regarding the allegations and determine what action, if any, the school will take. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the school and/or school district will take. The information that is provided may also be shared with other school and/or school district officials, the school district's attorney, and may also be shared with law enforcement or other responsible agencies.

Disciplinary action may include, but is not limited to, one or more of the following:

- Meeting with the teacher, counselor, administrator, principal, or principal's designee
- Loss or restriction of school privileges, including suspension from extracurricular activities or school events
- Family conference with school staff, possibly resulting in a corrective action plan
- Referral to School Support Services
- Community service
- Referral to the local law enforcement agency or other appropriate authorities
- Detention before or after school as assigned by a teacher or administrator
- Restitution or restorative practices
- Removal from class (any actions taken by a teacher, principal or other ISD 279 employees to prohibit a student from attending a class or activity period – see [Procedure 506](#))
- Alternatives to suspension including, but not limited to, community service
- Dismissal for one day or less
- Suspension from school (students suspended from school may not be on school property, participate in, or attend any school functions during suspension; a family conference is required for re-admittance to school)
- Expulsion (students are prevented from enrolling or re-enrolling in ISD 279 for a specified period of time)
- No-Contact Expectation

Osseo Area Schools: Criteria for Possible Recommendation for Expulsion

Behavior incidents that **may** rise to a possible recommendation for expulsion (after consultation with district level principal and assistant superintendent) include, but are not limited to, the following:

- Possession of weapon
- Drug distribution
- Arson
- Terroristic threat - A threat of violence with purpose to terrorize another or cause evacuation of a building; i.e direct threat to school building such as a student states they will shoot up the school
- Assault of a staff member or student
- A physical violation that causes serious bodily harm to another student or a staff member
- History of fights
- Participant in a fight that causes a significant disruption to the learning environment
- Verbal or written threat or gesture towards another student or staff member with intent to harm and/or harass
- Repeated bullying in violation of school district policy

STUDENT ACTIVITIES

Park Center Senior High School is a member of the Minnesota State High School League (MSHSL) and the Northwest Suburban Conference (NWSC). NWSC member schools include Andover, Anoka, Blaine, Centennial, Champlin Park, Coon Rapids, Elk River, Osseo, Maple Grove, Robbinsdale Armstrong, Rogers, Spring Lake Park and Totino Grace.

Academic Eligibility

Activities (athletics, student groups/clubs, and fine arts programs) are designed to complement the academic program. Student participation in school activities is dependent on eligibility. Students need to be registered as a full-time student and enrolled in at least five credit-producing classes each trimester. In addition to the enrollment status, students need to be making progress toward the accumulation of the 64 needed credits for graduation.

Daily Attendance Expectations

If a student is unable to remain in school because of fatigue, ill health, or injury, they will not be allowed to participate in the activity that day. School-initiated absences will be accepted and participation permitted. A student may not participate in an extracurricular activity (practice, contest or performance) if they have an unexcused absence for any class during the day. If a student is suspended from school, they may not participate in an extracurricular activity during their suspension.

Determining Scholastic Eligibility for Minnesota State High School League Activities

A student has maintained satisfactory progress toward graduation and is therefore eligible for MSHSL activities if:

- the student is currently enrolled in at least five credit-bearing classes each trimester, and
- the student's total credits at the beginning of each trimester are not less than the numbers listed in the following table:

GRADE	FALL	WINTER	SPRING
9	0	4	8
10	13	18	23
11	28	34	40
12	46	52	58
Note: 64 credits required to graduate			

The plan for determining academic eligibility for MSHSL activities is as follows:

- Eligibility is determined at the start of each school year and after each marking period.
- A student is ineligible if the total number of credits at the beginning of each trimester is less than the number listed in the table above.
- If a winter or spring activity begins before Tri I or Tri II grades have been posted, students may appear eligible to begin a winter or spring activity, but become ineligible once grades/credits are posted.
- The activities coordinator will follow up after grades and credits are posted to ensure all students are eligible.
- The activities coordinator will inform any student who becomes ineligible.

NCAA Academic Eligibility for Athletes

Student-athletes who wish to participate at the college level in a Division I or Division II school must register and be certified by the NCAA Eligibility Center. Students should apply for certification after their junior year in high school. NCAA Eligibility packets are available in the Career Resource Center, or contact the activities coordinator for further information.

To be certified by the NCAA Eligibility Center, students must accomplish the following:

- **Graduate from high school.** Students should apply for certification before graduation if they wish to participate in athletics as a freshman at the college to which they will be admitted. The Eligibility Center will issue a preliminary certification report when they have submitted all of their materials. After graduation, the Eligibility Center will review their **final** transcript to make a final certification decision according to NCAA standards.
- **Earn a grade-point average of at least 2.00** (on a 4.00 scale) in a core curriculum of at least 16 courses which were successfully completed during grades nine through 12. The chart below shows core courses students must include at a minimum. For additional information, visit the [NCAA Eligibility Center](#).

Core Courses Required for NCAA Eligibility	Division I	Division II
English	four years	three years
Math	three years	two years
Science	two years	two years
Social Studies	two years	two years
From English, Math or Science	one year	two years
<u>Additional Core:</u> English, Math, Science, World Language, Philosophy, Non-doctrinal Religion	four years	three years
TOTAL CORE COURSES REQUIRED	16	14

Co-curricular Activity Attendance Expectation

Students participating in any co-curricular activity must attend all scheduled classes, and/or required programs on the day the event or practice is scheduled. This expectation applies to students involved in all activities scheduled during or outside the school day.

High School Athletic Code of Conduct Eligibility

Student participants in activities are expected to maintain high levels of behavior and conduct in and out of school. As such, any violation of the MSHSL student eligibility bylaws will be brought to the immediate attention of the activities coordinator. The head coach, activities coordinator, and/or the principal will determine the appropriate consequence.

High School Athletic Injury Eligibility

If a student athlete is seen by a doctor for an athletic injury during a competition season, the MSHSL rules require a note from a doctor clearing the athlete to return to participation. This note should be returned to the athletic trainer or the head coach before the athlete may resume practice or competition. Failure to comply with this expectation may result in the athlete being ineligible until cleared by the athletic trainer.

Participation Fees for Athletics, Fine Arts/Academic Teams

A **\$190** participation fee will be charged and collected at the time of registration for all athletic programs and Marching Band. Contact the athletics/activities office for additional information regarding athletic fees.

A **\$95** participation fee will be charged for fine arts activities and academic teams. Organizations such as the DECA, Math Team, Speech and Debate, Robotics, Theater, Destination Imagination, etc., are examples of fine arts or academic team activities. Contact the activities coordinator for additional information regarding fine arts/academic team fees. Fees will be waived or reduced for students on free or reduced lunches.

GENERAL INFORMATION FOR STUDENT LIFE

Announcements

School announcements are held during advisory every week.

Computer Use

The following expectations are to provide guidance and instruction to students in the use of ISD 279 technology and other electronic resources:

- Students must be under the direct supervision of a staff member to use computers. Technology allows us to monitor all computer use at all times.
- No food or beverages of any kind (except water) is permitted in any computer area.
- Students are prohibited from making any adjustments to computers, monitors, cabling, etc. Students need to report any equipment problems to their teacher.
- Students are prohibited from accessing or deleting any password-protected files, programs, data files, or system files.
- Students must adhere to copyright laws.
- Students are not allowed to load or download any unauthorized software or files onto computers.
- Students need to do a “print preview” before printing. Documents must be edited to two pages or less. Students are encouraged to save to their school Google account. Multiple copies of the same document must be printed on the copy machine.
- Internet searches are limited to sites related to the class involved. Searching unrelated sites is inappropriate and can lead to loss of computer privileges.
- Any damage to computer equipment from willful misuse by a student will result in disciplinary action. Any fines to cover the expense of repair will be the responsibility of the student.
- Students must use their assigned login to access school computers, and the ISD 279 wireless network.

Dance or Activity Night Attendance

Only Park Center Senior High School students and pre-registered guests may attend school dances. **No guests below grade 9 or older than 19 years of age may attend.** A school identification card or other proof of enrollment may be required for admission. Once a student or guest leaves a dance, they will not be readmitted.

[Digital Technologies and Digital Systems Acceptable Use – Policy 441](#)

All students will use the school district’s technology and internet, including electronic communication resources, social networking sites and blog sites and in a manner which does not interfere with, disrupt, or jeopardize technology and internet users, services, or equipment. Below is a summary of the expectations for students using Osseo Area Schools technology and digital networks. This is a summary of and not a full replacement for the entire board policy 441. The complete policy can be found on the District website.

General purpose

Digital resources are provided for students to conduct research, complete assignments, and communicate with others. Students are responsible for good behavior when using the District’s digital resources just as they are in a classroom or a school hallway. Access is a privilege not a right and entails responsibility. As such, general school rules for behavior and communications apply and users must comply with district standards. District staff may review files, system use and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that digital files created and/ or stored on district digital resources will be private.

Internet/email access

Access to the internet and email will enable students to digitally communicate and find information from libraries, databases, and other web resources to enhance their learning. Osseo Area Schools utilizes a variety of

tools to protect students from harmful content including filtering software. While our staff is dedicated to keeping students safe, no tool is capable of 100% protection. Students and staff are expected to report any inappropriate content immediately, so technology staff and administrators can address the issue. We believe that the benefits to students from access to the internet and email, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Parent expectations

Outside of school, parents bear responsibility for the same guidance of digital resource use as they exercise with electronic resources such as television, telephones, radio, movies, and other digital media. Parents are responsible for monitoring their student's use of the school district resources and of the internet if the student is using them from home or a remote location.

Policy violation

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School District's digital resources may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other applicable school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Unacceptable use of digital resource

Unacceptable use of Osseo Area Schools digital resources include, but is not limited to the list outlined below.

- Sending, storing or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks
- Damaging or modifying computers, computer systems or computer networks
- Downloading, installing and using games, audio files, video files or other applications including shareware or freeware without teacher permission
- Violating copyright laws
- Sharing or using others' logins or passwords or other confidential information
- Trespassing in others' digital folders, work, or files
- Posting information, sent or stored, online that could endanger others
- Using Osseo Area Schools digital resources for non academic purposes, commercial purposes, financial gain, or fraud.

Expectations for the use of digital resources

Osseo Area Schools has outlined the expectations below guiding the practice with the District's digital resources.

- Users are expected to keep passwords private and secure. Passwords may be required to change on a regular basis.
- Students no longer enrolled in Osseo Area Schools will have account access removed upon leaving the District.
- Student's should be aware that files and communications created or stored with Osseo Area Schools digital resources are not private and may be monitored by authorized staff.

Facility Use by Student Groups

Any student club or group may use school facilities for meetings provided the student club or group has an identified staff member who provides supervision and the student, club, or group has registered with the activities coordinator. Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the

school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the principal to meet during school hours.

The activities coordinator may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meetings of all student clubs or groups.

Fees and Fines

All fees and fines must be paid via [EduTrack](#) in order to acquire a parking permit, purchase school dance tickets, participate in commencement, or receive other school privileges.

Field Trips

Field trips and other school-sponsored trips are considered to be extensions of the school and are excused absences. Staff that are taking students on school trips must prearrange their absences at least one day in advance.

Food

Food and other beverages are not to be brought into classrooms; these items may only be in classrooms for special events or projects. Families or others may not bring or order food to be delivered during the school day.

Advisory

Advisory offers the opportunity for students to establish a personal connection with a licensed staff member and core group of classmates. The curriculum and assessments are designed to help students succeed in school and beyond, and serves the following purposes:

- Make connections to the school community
- Equip students with strategies and tools to:
 - a. Know themselves,
 - b. Make thoughtful decisions, and
 - c. Have a personalized post-high school plan.
- Monitor and support academic achievement
- Do the “business of school”

Fundraising

With prior School Board approval via the ISD 279 [Request for Fundraising Activity](#) form, student groups may raise funds to support an educational activity. All school district-sponsored fundraising activities and projects should contribute to the educational experience of the students enrolled in school. These activities and projects should never be in conflict with the instructional program. Participation in fundraising activities must be voluntary. No student will be denied the opportunity to participate fully in any student activity because the student or the student’s family did not participate in student fundraising.

The School Board will approve school-sponsored fundraising activities, including activities in support of co-curricular and extracurricular activities in accordance with the [Procedures 511](#). The principal or site administrator will approve fundraising activities for class sponsored activities and will inform the Assistant Superintendent or designee in advance of the event.

Graduation

- All eligible seniors planning to participate in the commencement ceremony must wear the traditional cap and gown, which will be distributed to eligible seniors who plan to participate in the commencement ceremony on their last day of school.

- The commencement participation fee, determined by the ISD 279 School Board, may be paid via [SmartSchoolK12](#) during the third trimester.
- To participate in the commencement ceremony, each student must earn all required 64 credits, complete all Foundations assessments, address any obligations to the school, and pay all outstanding fines and/or fees.

Senior Honors: At commencement, graduates are recognized in the following manner:

- **Honors:** Students with a cumulative GPA of 3.00 through 3.79 are identified in the program and may purchase and wear a gold tassel.
- **High Honors:** Students with a cumulative GPA of 3.80 and above are identified in the program and may purchase and wear a gold stole and gold tassel.
- **National Honor Society** students are identified in the program and may purchase and wear a gold cord.

Core courses must contain high school standards. For questions about which courses would qualify for honors or high honors, please contact your counselor or case manager. Cumulative GPA is based on grades earned beginning in the 9th grade. Seniors' third trimester grades and second semester PSEO grades are not used in tabulating graduation honors. Therefore, third trimester grades are not included in final GPA calculations for honors recognition.

Grade point averages **are not rounded up** in the awarding of academic honors.

Homebound Instruction

If a continuous absence of 15 days or longer is anticipated, homebound instruction may be an option for the student. This involves a teacher going to a mutually agreed-upon site to provide support in the student's classes. If the absence is the result of a medical condition, homebound instruction cannot begin until a physician's note, stating the need for an extended absence, is received. All requests for homebound instruction should be directed to the student's assigned counselor or administrator.

Immunization Requirements

Minnesota State Law requires all students to show proof of immunization to enroll or remain enrolled in any secondary school.

Insurance

Information and application forms are issued during the first weeks of each school year. See the activities secretary in the activities office if interested. The filing of claims and payment of benefits and/or claims are the sole obligation of the insurance company and the individual. ISD 279 or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

Latex-Safe Schools

To safeguard the health of students and staff having latex allergies, ISD 279 has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the nurse at their school so that accommodations can be made. Questions should be directed to the Health & Safety Coordinator at (763) 391-7191.

Liability for Personal Materials

ISD 279 insurance does not cover the loss of personal items. Students are strongly advised to lock hall and gym lockers. Should any theft occur, please complete an "Incident Report" in the Student Services Office. Students are advised to not bring personal items to school because, if lost or stolen, staff cannot guarantee time to investigate and recover lost or stolen items.

Link Crew

Link Crew is a year-long student leadership and mentoring program that connects incoming freshmen to trained upperclassmen. By leading the 9th grade orientation, mentoring 9th grade advisory classes, and through additional positive activities, Link Crew will help welcome and integrate new students to school.

Lockers

All lockers are the property of the school and are loaned for student use. As school property, lockers are subject to inspection by school officials. The school cannot be responsible for personal property kept in lockers. Students should buy a lock for the locker. ***Students are responsible for all items stored within their lockers. Students are strongly advised not to share lockers or give out their combinations.*** Any problems concerning lockers should be reported to a Student Management Specialist. Fines for damage to lockers will be assigned.

Lost and Found

Students who incur property loss or theft should report their concerns to the student services office and complete an "Incident Report" which will then be processed by an administrator. Also, students who find articles that are not secured should turn in these materials to the student services office at once. Items turned in are kept for one trimester.

Lunch/Breakfast

Breakfast and lunch is served in the cafeteria. Breakfast is served from 7:00–7:25 a.m. ***No student is permitted to leave campus for lunch, or have food delivered to them by families, friends or businesses.*** The following options are available in addition to the main event/ hot lunches:

- Grill Line: grilled foods such as hamburgers and french fries
- Main Line: foods such as chicken dunkers and the pasta bar
- Self-Serve Variety Bar: salad, soup, sandwich, and yogurt bar
- Grab & Go Line: salads and sandwiches
- Ala Carte Areas: additional individual choices

It is the student's responsibility to have money in their account. Money can be deposited into a student's account via [SmartSchoolK12](#) or by check payable to Park Center Senior High (include student's name and account number). Checks should be dropped off in the cafeteria between 7:00 a.m. and half an hour before the first lunch each day (allow 24 hours for electronic deposits to reach the student's account). To purchase breakfast or lunch:

- Student enters assigned lunch pin on keypad located at checkout area (lunch pins can be found in [StudentVUE](#) with the student's schedule);
- Student states their name to the cashier;
- Cost of lunch and ala carte will automatically be deducted from the student's account. Account information is available upon request at this time.

Media Center/Learning Commons

The learning commons supports the learning process by providing a wide range of resources that will give each student an opportunity to achieve academic success. Students, and staff members are supported in becoming effective users of information, to foster a love of reading and partner with teachers to teach information literacy skills.

The learning commons hosts a strong print collection as well as many ebooks. The physical space provides quiet study areas as well as group collaboration spots. Media Center staff manages over 60 computers, all district-issued Chromebooks throughout the building as well as classroom and AV equipment. All materials are selected based on curriculum needs and by recommendations of students, staff and professional review sources to meet the needs of all learners.

Medication

Students will not be allowed to carry and/or self-administer prescription or over-the-counter medication except as provided in [Procedure 516](#). School personnel will dispense only those prescription and over-the-counter drugs or medicine which have been prescribed by a legally authorized health professional and will do so in accordance with [Procedure 516](#).

New Club or Group

If students wish to initiate a new club or group, they must secure a staff member to supervise and complete a form from the Activities Office.

Parking

Students may apply for a parking permit if they are a licensed driver and are clear of any school fines or fees. A limited number of daily permits are available for the dome parking lot only. All permits are subject to availability and are not guaranteed.

Parking Expectations:

- The school parking lots are school property and all school rules will be enforced at all times.
- Parking permits are not transferable and not refundable.
- Students may park only in designated parking spots in the student lot by Door L
- Students are not to park in the staff or bus parking lot.
- Students are expected to be respectful of all parking lot staff, other vehicles and other students.
- Students must drive in accordance with the traffic laws and in a responsible manner.
- Students are not to give, sell or copy their parking permit for another student.
- Any chemical or tobacco violations may result in the loss of parking privileges for the rest of the school year in addition to any applicable school or police consequences.
- For safety purposes, students must exit the parking lot after school by following the established procedures.
- Students may not use the service road behind the school to exit the parking lot.
- Students who arrive late to school or exhibit truancy issues may lose their privilege to park at school.
- Vehicles may not be adorned with items which cause a significant disruption to the learning environment.

Student parking is a privilege, not a right. Students that violate school expectations may have their permit revoked, their car towed and/or receive school consequences.

Permit Fee: \$45 per trimester, due with application. Lost permit replacement fee: \$5.

Vehicle Search: By entering the school parking lots, the person driving any vehicle is deemed to consent to complete search of the vehicle upon any reasonable suspicion. Such search may be conducted by school administrators or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also.

The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked. Any student vehicle parked on school grounds may be subject to random canine searches. School administrators may also search the vehicle if there is reasonable suspicion that the search will uncover evidence of a violation of law or district policy.

Pledge of Allegiance

Following [Policy 647](#), the Pledge of Allegiance will be recited each Wednesday during advisory. Participants are to stand, face the flag, place their right hand over their heart, and recite the Pledge in unison. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice as provided by state law.

Emergency Procedures

Osseo Area Schools has a comprehensive emergency plan developed with the help of local law enforcement, emergency management, and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies. In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed.



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

- **HOLD:** Initiated when the hallways need to be kept clear due to a situation. Students and staff are instructed to clear the halls and remain securely in a classroom or area until the situation is resolved. For example, a medical emergency in the hallway allowing first responders with clear access to support the situation.
- **SECURE:** Building locked, and students and activities brought inside as a precaution due to activity in the area, not in the school or on school grounds. Learning continues inside the building with minimal interruption or distractions. For example, law enforcement activity near the school or a dangerous animal outside.
- **LOCKDOWN:** Perceived danger inside or very near the building. All students and staff are trained to get behind a locked door - Locks, Lights, Out of Sight. In the rare event that a student cannot get behind a locked door, they are trained in self-evacuation protocols. For example, a threat inside the school.
- **EVACUATE:** Students and staff are moved to a new or safe location due to a situation in or near the school building. For example, a gas leak in the school.
- **SHELTER:** Students and staff take shelter due to a situation in or near the school. For example, a tornado warning.

Severe Weather Procedures

Generally, families can expect that school will be held, even in extreme weather conditions. If you believe the weather is too hazardous for your child to attend on a day that school is being held, you may keep your child home. Families are responsible for reporting the absence, which will be excused.

District administrators consider the combined effects of snow, ice, and wind chill when determining if school will be held in person. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be canceled. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.

Every effort will be made to share learning schedule changes as soon as possible. Winter weather alerts can be received in a number of ways:

- Phone, text and email messages from district notification system
- District and school websites
- District social media pages ([Facebook](#), [Twitter](#) and [Instagram](#))
- An audio recording via 763-391-7000
- Media outlets, including WCCO, KSTP, Fox 9, and Kare 11

After an initial weather alert for eLearning, teachers will share their student expectations within two hours after the start of the regular school day (e.g., 7:30 a.m. regular start time would mean a message from your teacher(s) by 9:30 a.m.).

School Cancellation and Early Dismissal

- **School Cancellation:** District administrators consider the combined effects of snow, ice, and wind chill when determining if school will be held. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be canceled. They attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.
- **Early Dismissal:** This is unlikely due to the complexity of student transportation. However, if a storm worsens during the day, the superintendent may decide to close school early. A decision would be attempted by 11:00 a.m.
- **Mid-day dismissal:** Lunch may be served and schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.
- **Tornado warning or other severe weather:** Buses will not be loaded and students will remain at school.

Late Starts

Due to the complexity of student transportation (e.g., students coming from other districts for magnet schools, homeless student transportation, and transportation to out-of-district special education programs), ISD 279 currently does not offer late starts.

Programs, Activities, Events

When schools close, all after-school and evening activities and programs are generally canceled, as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also canceled. The Kidstop Family Handbook describes pick-up procedures related to early dismissals.

Communications

If school is canceled or dismissed early, families are informed as follows:

- Telephone/email: ISD 279 will call and/or email families using an automated messaging system. Please be sure to submit or update your contact information through [ParentVUE](#).
- Online: Whenever possible, emergency information will be posted on the ISD 279 [website](#) and the ISD 279 [Facebook page](#).
- Broadcast: Information will be submitted to major radio and TV stations as "Osseo District 279."

Families should not contact the school with questions during an emergency. The phone lines must remain open for emergency communications. For assistance, call the main ISD 279 phone number: (763) 391-7000.

Senior Skip Day

ISD 279 schools do not sanction a senior skip day.

Signs, Posters, Sidewalk Markings and Literature

Any sign, poster or literature that is to be displayed or distributed in the school building or grounds requires the prior approval of the activities coordinator. Public school buildings may not be used to advertise commercial activities or products. Posters that have not been approved will be taken down. With prior approval by the principal, approved student groups may request to write on the sidewalks. Below are the parameters for such requests.

- Requests must be submitted to the principal at least one week prior to the date.
- A map detailing what will be written and where must accompany the request.
- The use of waterproof chalk is not allowed on ISD 279 property.

Spirit Weeks

Homecoming, Snow Days, and multicultural week occur each season to celebrate school spirit and honor student participants in season activities that represent the school in competition. Pep Fests occur each Friday and dances occur the Saturday of Homecoming and Snow Days.

Textbooks

ISD 279 furnishes textbooks and all students must assume full responsibility for their care. Books are issued by the individual teacher and must be returned to the same teacher upon completion of the course. This same procedure applies to a student who transfers to another class or withdraws from Maple Grove Senior High. If books are lost or damaged, the student will be responsible for the payment of assessed fines.

Tip Line

ISD 279 has established an anonymous [Tip Line](#) for students, staff, and families to report bullying, weapons, drugs, and violence. Stakeholders with information regarding something that may happen, or an incident that has already occurred, should immediately report via the [Tip Line](#), or call (763) 256-6363.

Visitors

All visitors are required to sign in at the Information Desk in the front lobby and wear the district-issued visitor's badge at all times. Students who wish to visit school for the purpose of exploring enrollment should contact the counseling office for an appointment before coming to school.

Wireless (WiFi) Internet Usage

Students and staff have access to the ISD 279 WiFi network. Anyone accessing the WiFi network is required to abide by the Computer/Internet Usage guidelines. ISD 279 is not responsible for lost, stolen or damaged personal WiFi-capable devices including computers, cell phones, etc. Failure to follow these guidelines will lead to loss of computer privileges and/or other consequences consistent with school policies.

SECONDARY EDUCATIONAL OPTIONS, PSEO, IB, CONCURRENT ENROLLMENT COURSES, SPECIAL PROGRAMS AND ALTERNATIVES

Educational options exist both inside and outside of the high school setting. Information on some in-district options is listed below. More information on these and other program options is available in the Registration Handbook on our [school webpage](#). Students should consult with their families, counselor or case manager regarding these and other opportunities.

Advanced Placement Courses (AP)

These courses accelerate and augment the standard curriculum. Students taking these courses will take the National Advanced Placement (AP) Exam in the spring. Achievement of a certain score on this exam may allow students to receive college credit. *As, Bs and Cs (not including C-) earned in AP courses receive weighted grades.*

Articulated Agreements (BCME, Technology Education, and Health Careers)

These are signed contracts between high schools and postsecondary institutions who agree to abide by a framework which provides a process to coordinate the transition of a student from high school to college. Additional information is available [here](#).

Automotive Technology Program

This program is available at Osseo Senior High School and is an Automotive Service Excellence (ASE) certified program in the state of Minnesota. Students are provided with authentic, hands-on high school experiences that prepare them to be leaders in the Automotive Industry. Students are offered several internship opportunities along with industry connections, and those who complete the program have the opportunity to be industry certified through a state ASE affiliate.

Chemical Dependency Treatment

Credit for completion of chemical dependency treatment will be considered upon the student's return to school. The credit will be contingent upon the evaluation of the treatment program and the student's willingness to continue in a school program support group and/or aftercare program. Coordination provided by the Student Assistance Counselor.

Concurrent Enrollment

Courses offered in partnership with a college or university through a signed agreement.

Courses are offered at the high school that are equivalent to a college course and taught by a trained and qualified high school teacher. Students who successfully complete these courses generate both high school and transcribed college credit from the partnering postsecondary institution.

The courses eligible for concurrent enrollment are identified throughout this registration catalog with the course description.

Healthcare Career Programs

These courses are available at Osseo Senior High School are an opportunity for students to get a head start in the healthcare/medical field or to explore an area of interest. The courses offered in this department are based upon State and National Health Care Standards, which are recognized throughout the healthcare industry. Learning takes place through hands-on experiences in the classroom and exploration in the real world through community partnerships with hospitals, long term care facilities, and other agencies.

High Performance (HP) Courses

Some courses in the curriculum are designated as HP. This implies an enrichment of the course and is available to any student wishing to enroll in the course.

International Baccalaureate

The IB Middle Years Program (9th & 10th Grade):

All freshmen and sophomores participate in the dynamic IB Middle Years Program (MYP). This is an internationally-recognized, rigorous course of study that incorporates a broad and balanced liberal arts curriculum, including world languages, the arts, math, and science. Designed for every student of every ability level, the International Baccalaureate Middle Years Program focuses on a wide range of material taught from a global perspective. Through integration of subject matter, students gain strong academic skills, a significant body of knowledge and develop attitudes of mutual understanding and cooperation. As they prepare for further education, students will demonstrate an understanding of how they learn best and of the connectedness and application of knowledge.

The IB Diploma Program (11th & 12th Grade):

The IB Diploma Program (DP) is a comprehensive two-year curriculum for juniors and seniors which provides a deep, thought-provoking program of study in six areas during 11th & 12th grade. The IB Diploma Program is for the motivated student. The strengths of the program are its academic rigor and well-rounded traditional liberal arts curriculum enhanced with an extended essay, inquiry into the theory of knowledge, research, creativity, activity and service.

IB students enroll in a core group of IB classes with other IB diploma candidates during their junior and senior years, yet have the opportunity to interact with students throughout the school in world language, fine arts and after school activities throughout their high school years. Students wishing to participate in the Diploma Program without seeking the full IB Diploma may take individual Diploma Program classes for credit and earn IB Certificates.

The IB Diploma Program has earned a reputation for rigorous assessment, giving IB Diploma-holders access to the leading American and international universities and college credit. For over 50 years, the IB Organization has shown that its students are well prepared for university work. The rigor of the IB Program makes its diploma graduates among the top-tier college recruits in America and the world. It has become a symbol for academic integrity and intellectual promise.

Osseo Area Learning Center (OALC)

The Osseo Area Learning Center is an alternative school for students who have not experienced success in the traditional school program but want to earn a diploma. OALC students have an opportunity to:

- Earn a high school diploma
- Learn through individualized and small group instruction
- Combine school and a job
- Improve academic and vocational skills
- Develop and refine social skills, and establish responsible patterns to make positive life choices.

For more information about the Osseo Area Learning Center, contact a counselor or call (763) 391-8890.

Post-Secondary Enrollment Options (PSEO)

Post-secondary Enrollment Options (PSEO) is a program that allows 10th, 11th and 12th grade students to earn both high school and college credits while still in high school through enrollment in, and successful completion of, college courses at eligible participating post-secondary institutions. Each participating college or university sets its

own requirements for enrollment into PSEO courses. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. Note: ISD 279 does not weight PSEO course grades. For current information about PSEO options, contact the [Minnesota Department of Education](#).

Dropping a PSEO Course

PSEO students who drop a college course must follow the college's protocol. College courses dropped after the fifth day of the post-secondary term will result in an F on their high school transcript.

Student Aide

Students interested in assisting school staff members in carrying out a variety of tasks should apply for the aide jobs with the department chair or the department in which they wish to work. Forms are available in the registrar's office. Each teacher may have one student aide per class period. To be eligible for an aide position, students must have good attendance, five other credit-bearing classes, and be on track to graduate. No credit is earned for this.

STUDENT RIGHTS

ISD 279 does not discriminate on the basis of disability. If students need auxiliary aids or services in order to participate in or attend a district activity, please call the local school or the district office through Minnesota Relay Service (TTY/TDD), 1 (800) 627-3529, at least seventy-two (72) hours in advance (two-week advance notice preferred).

Age of Majority Rights for Students Who Are Age 18

According to Minnesota Statutes, once a student reaches the age of 18, they attain age of majority status. When the student reaches age 18, many of those rights previously granted to the parent/guardian are automatically the rights of the student. For example, students who are age 18 have access to their school records and may have correspondence relative to school business mailed directly to them. However, unless the student is emancipated, the school requires contact from the parent/guardian.

Child Abuse

Minnesota Statute Section 262.556, Subd. 3 – A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the appropriate agency.

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of children, it is the policy of ISD 279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

Equal Opportunity – Policy 102

The policy of ISD 279 is to provide equal educational opportunity for all students seeking to enroll or enrolled in the school district programs/schools and to provide equal employment opportunity for all applicants and employees. ISD 279 does not unlawfully discriminate on the basis of a person's protected status which includes the following: race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. ISD 279 also makes reasonable accommodations for disabled persons.

Section 504 of the Rehabilitation Act of 1973

ISD 279 recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. If there are questions regarding Section 504, contact a building principal or the Director of Student Support Services at the District Office.

Denial of Release of Directory Information

A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using [Appendix C](#) of [Policy 515](#). Designation of directory information to private is in effect for one year or until modified.

Requests for directory information are made to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369 – (763) 391-7000.

Digital Technologies and Digital Systems Acceptable Use – Policy 441

Digital resources are provided for students to conduct research, complete assignments, and communicate with others. Students are responsible for good behavior when using ISD 279 digital resources just as they are in a classroom or a school hallway. Access is a privilege not a right and entails responsibility. As such, general school

rules for behavior and communications apply and users must comply with ISD 279 standards. ISD 279 staff may review files, system use and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that digital files created and/ or stored on district digital resources will be private.

Unacceptable use of ISD 279 digital resources include, but is not limited to:

- Sending, storing or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks
- Damaging or modifying computers, computer systems or computer networks
- Downloading, installing and using games, audio files, video files or other applications including shareware or freeware without teacher permission
- Violating copyright laws
- Sharing or using others' logins or passwords or other confidential information
- Trespassing in others' digital folders, work, or files
- Posting information, sent or stored, online that could endanger others
- Using ISD 279 digital resources for non academic purposes, commercial purposes, financial gain, or fraud

Gender Inclusion – [Policy 508](#)

This policy is intended to ensure student access to school district programming, activities and facilities for each student regardless of their sexual orientation, gender identity, gender expression or gender non-conformity. All students of ISD 279, including transgender and gender diverse students, deserve respectful and inclusive learning environments that value students' gender identity and gender expression. ISD 279 strives to provide programming and facilities where all students feel safe and supported.

Parent's Right-to-Know Act

Pesticide Application Notice: A Minnesota State law went into effect in 2000 that requires schools to inform parents/guardians and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to families for review or copying at each school office.

The Parent's Right-to-Know Act also requires that families are told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Because pesticides are only used when non-chemical methods have been ineffective, some applications are not scheduled. If families would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the principal. If families have any questions regarding this notice, please contact the principal or the Health & Safety Coordinator at (763) 391-7191.

Public Data

Public Data is directory information which may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. [School Board Procedure 515](#) designates the following student data as directory information:

1. Student's and parent's name(s);
2. Student's school of attendance;
3. Student's dates of school enrollment;

4. Student's grade level (e.g., first grade, tenth grade, etc.);
5. Student's awards and degrees;
6. Student's participation in officially recognized activities/sports;
7. Student's height and weight, if a member of an athletic team;
8. Student's photograph, including audio or video image of the student participating in school-related activities or events; and
9. Information regarding a student stated/written in district or school publications (e.g. yearbooks, newspapers and webpages) that would not be objectively viewed as harmful or an invasion of privacy if disclosed.

Racial Equity in Student Achievement – Policy 101

The purpose of this policy is to ensure that educational excellence and educational equity are provided for each learner. Each student deserves respectful learning environments in which the student's racial and ethnic identity is valued and contributes to successful academic outcomes for all students. Through educational excellence and equity, each student will be empowered and equipped as a lifelong learner with the necessary tools to achieve dreams and contribute to community. ISD 279 will establish and maintain a commitment to educational excellence and equity in its systemic practices, which will support its contribution toward a community free from racially predictable disparities.

Student Data

Student data is classified as public, private or confidential.

Student Records And Rights

[Policy 515](#) outlines the collection, security, storage and release of student information as required by State and Federal laws.

ISD 279 must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain ISD 279 personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal or Student Support Services Coordinator at (763) 569-7600.

Private Data

Private data is data on an individual student which is not accessible to the public but is accessible to the parent/guardian or eligible student. Additionally, private data is accessible to:

- School officials within ISD 279 whom the District determines have a legitimate educational interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon. Suspension and expulsion information in accordance with the federal law and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any current probable cause notice or any disposition or court order.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

Confidential Data

Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or their parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

Release of Information to Military Recruiters

Federal and state law require all school districts to provide military recruiters, upon request, with the name, address, and telephone numbers of all 11th and 12th grade students unless the parent/guardian or eligible student (student over 18 years old or authorization) requests that the information not be provided without written permission. Denial to release information to military recruiters may be completed by submitting [Appendix D](#) to the school office by October 1. [Appendix D](#) is available on the district website under [School Board Procedure 515](#). The denial of authorization by parents/guardians or eligible students must be completed annually.

Storage of Student Records

Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of ISD 279 whose work assignments require access to the records. Records of students who withdraw or graduate are kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota, for permanent retention.

Transfer of Student Records

When a student moves from one school to another within the district, the entire record is checked for completeness and then forwarded to the student's new school. When a student withdraws to enroll in another school district, copies of the student's, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior is forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parents/guardians may request a copy of the records transferred and may challenge the content of the transferred records in accordance with Section X of [Procedure 515](#).

Questions concerning student records should be directed to the District Compliance Office at (763) 391-7000.

Statement of Rights

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA).

- Inspect and review the student's records;
- Seek amendment of the student's education records that the parent/guardian of the eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and
- File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

Notice of Use of Handheld Metal Detectors

To combat school violence and the potential presence of weapons in our schools, the District may utilize handheld wand metal detectors to detect firearms, knives, other weapons and other items in violation of law or school district policy. This policy is applicable in all situations in which students are subject to search per [district Policy](#)

[502](#). In accordance with District Policy and Minnesota statute, no student is permitted to possess, store or keep a weapon(s) on school property.

When a school administrator has reasonable suspicion to believe that a weapon or other items in violation of law or school district policy are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. In addition, if the student is on a safety plan following a District behavior threat assessment, the student's safety plan may include searches to include the use of a handheld wand metal detector. Possession of a firearm, knife or other dangerous object shall subject students to disciplinary proceedings, behavior threat assessment and/or arrest. Refusal to submit to the metal detection screening may result in an administrative dismissal, a suspension or other disciplinary action.

Criminal History Background Checks

ISD 279 is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, ISD 279 will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. ISD 279 may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

[Wellness – Policy 533](#)

The purpose of this policy is to support all students with knowledge that cultivates lifelong personal wellness, through promoting nutritional habits, physical activity, and social/emotional development. This support is fulfilled through ongoing engagement with the community, while building on applicable minimum local, state, and federal standards.

STUDENT SERVICES

Guidance Counselors and Social workers

Services are available to all students. A student may see a counselor for a variety of reasons. Our counselors and social workers are trained to help students in four broad areas:

- **Personal** – depression, stress, anxiety, eating issues, chemical use, etc.
- **Social** – family concerns, friendship, dating issues, etc.
- **Academic** – study skills, tutors, scheduling, transcripts, choosing courses, etc.
- **Career/College** – future planning, test preparation, applications for schools, etc.

The counselors and social workers can help students with these concerns or can direct them to someone who can provide assistance. Students can make an individual appointment with their counselor by going to the Student Services Office. A pass will be delivered to a student's classroom the day of the appointment. If there is an assessment taking place that day, the teacher may ask the student to reschedule the appointment.

Crisis resources

IF YOU OR SOMEONE YOU KNOW IS IN CRISIS AND IN NEED OF IMMEDIATE HELP, HERE ARE SOME RESOURCES:

- [National 988 Suicide and Crisis Lifeline](#) at 988
 - Press 1 for Veteran Crisis Line
 - Press 2 for Spanish
- If you or a loved one is at imminent risk, please contact 9-1-1 and ask for a Crisis Intervention Team (CIT) officer.
- [Mobile Mental Health Crisis Team phone number](#) Hennepin County Provider: Hennepin County Cope
Phone: 612-596-1223
- [Crisis Text Line](#) – text HOME to 741741 or text AYUDA for help in Spanish
- [The Trevor Project](#) at 866-488-7386

Career Resource Center (CRC)

The Career Resource Center specializes in career and college planning. Students are encouraged to familiarize themselves with the information and resources available to them. The CRC personnel can answer questions pertaining to college entrance testing, vocations, military, etc.

Emergency Information

Students will not be released from school if ill or injured unless authorized by a parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

Health Services

A nurse is on duty to assist students who are injured or ill. Other services available include: vision screening, hearing screening, blood pressure, scoliosis screening, health counseling, medical referrals and immunization records. In addition, the nurse maintains emergency information and administers prescribed medications.

Immunizations: Minnesota State Law requires all senior high students to show proof of three diphtheria-tetanus (the last within 10 years), three polio and two measles, mumps, rubella immunizations given after 1 year before starting school. The Hepatitis B series is recommended for this age group. Students and families are expected to inform Health Services if the student has had the Hepatitis B series so it can be entered in their records.

Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents/guardians may opt not to participate in the registry by calling (612) 676-5100 or their school Health Services office for more information.

Medications: All medications, both prescription and over-the-counter, must be kept and administered in the Health Service office. A request for medication administration is required annually and shall include parent/guardian and physician signatures. Medication must be in the original prescription or manufacturers' container. Students may carry and self-administer emergency medication (i.e. asthma inhalers and EpiPens) with specific written permission from the parent/guardian, physician and nurse.

Elevator Use Due to Injury or Illness

When a student endures an injury or has an illness, in collaboration with our school nurse, we are able to accommodate student mobility with an elevator pass. In order to have continued use of the elevator during your recovery process, please provide a doctor note that includes:

- Diagnosis (nature of injury)
- How long approximately your doctor thinks you will need elevator accommodations. For example: until the next follow up appointment on xxx date, through recovery of 4-6 weeks, or duration of physical therapy 6-8 weeks.
- Any further accommodations. For example: icing during the day, elevation, non-weight bearing, early release from class, and/or any restrictions in Phy. Ed. class.
- Any unauthorized use (allowing friends to join, etc) of an elevator pass is subject to immediate loss of privileges

This information will help us provide any needed care for the injured student during the recovery period should the need arise or further injury take place. Documentation can be faxed directly to our Health Office at 763-569-7794. If you are unable to obtain necessary documentation, please call our health office for assistance at 763-569-7608 or 763-569-7670.

Special Education Services

Special Education services are provided to students with disabilities who are eligible for special education services based on an appropriate individual evaluation. Students experiencing difficulties in the areas of intellectual, academic, communication, physical and social/emotional development may be eligible for special education services. Parents/guardians and students may access assessment/services by contacting their teacher, counselor or Special Education Building Coordinator at (763) 569-7697.

Transportation Services

ISD 279 provides bus transportation for all who qualify for it based on distance limitations set by the School Board. The school bus is an extension of the classroom and students are expected to conduct themselves appropriately. Students are expected to follow the [Student Conduct on Buses](#) of [Policy 707](#). Transportation by school bus is a privilege, not a right. Parents/guardians are responsible for reinforcing safe bus riding behavior with their student.

Appropriate Student Conduct on Buses

- Treat people and property with respect.
- Take a seat promptly and remain seated while on the bus.
- Refrain from eating or drinking on the bus and avoid excessive noise.
- Keep aisles clear of legs, instruments or other objects.
- Keep all objects and body parts inside the bus.
- Do not tamper with safety or bus equipment or throw objects.
- Follow instructions of the driver.
- Behave in accordance with district policies.

Consequences for bus conduct infractions range from a warning, suspension of bus-riding privileges, and possible loss of bus service for the remainder of the year. Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation. If bus-riding privileges are revoked, it becomes the responsibility of the family to provide transportation for the student. The possession, use, or distribution of tobacco or chemicals may result in a bus suspension and school consequences.

Students may ride only their assigned bus. For exceptions, parents/guardians must call ISD 279 Transportation Department at (763) 391-7045 in advance. School building officials cannot give permission to change buses.

APPENDICES

ISD 279 School Board Policies and Procedures can be found [here](#), or at the [ISD 279 webpage](#).