CENTENNIAL ALTERNATIVE LEARNING CENTER HANDBOOK

2025-2026 SCHOOL YEAR



CONNECTING. ACHIEVING. PREPARING.

CALC
CENTENNIAL AREA LEARNING CENTER

CENTENNIAL
SCHOOL DISTRICT 12
CONNECTING. ACHIEVING. PREPARING.

Student/Parent Handbook
2025-2026

Centennial Area Learning Center

Centennial Area Learning Center
4881 101st Lane NE
Circle Pines, Minnesota 55014
763-398-2960

Nicholas Christensen – Director of Alternative Learning
Amy Gibson – Assistant Director of Alternative Learning

Website: www.isd12.org

Where learning is a journey of Choice, Challenge and Opportunity

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GENNERAL INFORMATION
Centennial School District

Centennial School District 12 connects the communities of Blaine, Centerville, Circle Pines, Lexington, and Lino Lakes through nine exceptional schools that serve 6,500 students. Centennial's track record of success includes a high school graduation rate of 95%, significantly higher than the state average and one of the highest in Minnesota.

The District's vibrant learning environments reflect a commitment to preparation and achievement. Staff know and care deeply about students and pay attention to their unique strengths and needs. Respect, trust, and consistency create welcoming and inclusive places where children and youth can excel. Annually, Centennial students score significantly higher than the state averages in reading and math.

Flexibility and choice are important elements of Centennial schools and students enjoy a wide array of academic, athletic, and arts opportunities. As a result, 92% of resident students choose Centennial.

The District values the involvement of parents and the wider community and provides many opportunities for individuals to share their time, talents, and input. This culture of collaboration helps create safe and high-achieving schools where all people are valued.

Handbook Purpose and Layout

This Student Handbook has been developed to help the School District provide important information and notices to students and parent/guardian(s). The handbook is intended to address many of the commonly asked questions and address issues that occasionally arise. It includes notices required by law and/or School Board Policy. Any conflicts between the language in the student handbook and school district policy will be resolved in favor of the policy.

The handbook is comprised of four parts:

1) Information
2) Academics
3) Rules and Discipline
4) Health and Safety

School Board Polices

Centennial's School Board Policies are in alignment with those of the Minnesota School Board Association. These policies are reviewed and revised as needed to maintain this alignment. All policies are available on the district website at www.ISD12.org.

Daily Schedules and Hours for School District Buildings and Facilities

Daily schedules and the hours of operation for all school sites in the Centennial School District can be found on each school's website. These schools are all linked to the district website at www.ISD12.org. .

Centennial District Strategic Roadmap

Through engagement of students, families, staff, and community representatives, a mission and vision of the Centennial School District has been created through the strategic planning process. The plan also includes the goals of providing an educational experience for students, families, and staff as well as the district's strategic directions.

District Strategic Roadmap for Centennial Schools:
Connecting. Achieving. Preparing.

District Mission: Our Core Purpose
By providing high quality educational opportunities, emotional support, and social development, Centennial School District prepares learners for excellence in their future.

Core Values: Drivers of Our Words and Actions

- Connecting: Engaging students in meaningful ways with their school community.
- Achieving: Student success through academic excellence in learning and teaching while supporting students in their growth and achievement.
- Preparing: Provide opportunities for academic excellence to prepare students for their future.

Vision: What We Intend to Create
Centennial School District is a welcoming environment where all students, staff, and families belong and will:

- Provide innovative, personalized, rigorous, and relevant educational opportunities for each student.
- Build and strengthen relationships and partnerships with the community to offer educational programs and opportunities for all.

Strategic Directions: Focus of Our Improvement Efforts

- Improving teaching and learning practices for student success and achievement.
- Increasing engagement, belonging, and strengthening the staff and student experience.
- Supporting staff in continuous improvement of professional practice.
- Increasing family engagement in student learning and school experiences.
- Improving efficiency and effectiveness in district operations.

Desired Daily Experiences

More information on DDE can be found at:
https://www.isd12.org/discover/strategic-planning

Staff Directory and Contact Information

Contact information for all staff in the Centennial School District can be found via the district website at www.ISD12.org.

Centennial School Board Contact Information

Tom Knisely	Chair (tknisely@isd12.org)
Sue Linser	Vice Chair (slinser@isd12.org)
Craig Johnson	Clerk (cmjohnson@isd12.org)
Jessica Schwinn	Treasurer (jschwinn@isd12.org)
Heidi Hansen	Director (hhansen@isd12.org)
Gloria Murphy	Director (gmurphy@isd12.org)
Dr. Jeff Holmberg	Superintendent/Ex-Officio (jholmberg@isd12.org)

Building Principal Contact Information

Blue Heron Elementary, Jason Hartmann, Principal, (763) 792-6201
Centennial Elementary, Peter Knoebel, Principal, (763) 792-5301
Centerville Elementary, Mike Macken, Principal, (763) 792-5801
Golden Lake Elementary, Chris Gerst, Principal (763) 792-5901
Rice Lake Elementary, Bryan Carlson, Principal (763) 792-5701
High School, Tom Breuning, Principal (763) 792-5001
Middle School, Robert Stevens, Principal (763) 792-5401
CALC and Pines, Nick Christensen, Director of Alternative Learning (763) 792-4011

District Office Contact Information

Executive Director of Business Services, Patrick Chaffey (763) 792-6001
Executive Director of Teaching & Learning, Mark Grossklaus (763) 792-6006
Executive Director of Human Resources, Dan Melde (763) 792-6009
Director of Buildings & Grounds, Jonathan Spitzer (763) 792- 6016
Director of Community Education, Cori Sendle (763) 792-6101
Director of Public Information & Community Outreach, Krista Bergert (763) 792- 6060
Director of Nutrition Services, Tara Malinski (763) 792-5423
Director of Student Services, Kathy Zwonitzer (763)792- 6040
Director of Technology, Mike Christensen (763) 792-6014
Director of Curriculum, Instruction and Assessment, Casey Rutherford (763-792-6148)

PART I – INFORMATION

ARRIVAL & DISMISSAL TIMES

Regular CALC and CHS class hours are 7:55am – 2:43 pm.

2024 - 2025 DISTRICT CALENDAR

Click here

EMPLOYEE DIRECTORY

Click here

EMPLOYEE BACKGROUND CHECKS [*]

The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. **See School Board Policy #404**

EQUAL ACCESS TO SCHOOL FACILITIES

The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings. The school district retains its authority to maintain order and

discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary. **See School Board Policy #801**

FEES [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school principal.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Administration. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. ***See School Board Policy #511.***

GIFT TO EMPLOYEES

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

MEDIA CENTER

The High School Media Center offers students access to a variety of materials including books, eBooks, Audiobooks, other electronic technology, (i.e., Graphing calculators) and online databases. Computers, printers, copy machines, and a scanner are also available in the media center for school-related work. The Media Center maintains resources for all subject areas for both personal and educational use.

In accordance with the Guidelines for School Library Media Programs published by the American Library Association, the Media Center is a forum for information and ideas. Several basic principles guide services offered in the Media Center. Books and other resources are provided for the interests, information, curriculum support, and enjoyment of students. Materials are not excluded because of the origin, background, or view on current or historical issues.

Most Media Center resources are available for check out. Flash drives, other electronic technology, (i.e., graphing calculators) also available for checkout; students are encouraged to save work to their school-created Google Drive account.

Weekly overdue notices are sent to advisory teachers. Monthly overdue notices will be emailed to parents/guardians. Students are required to pay for items that are lost, stolen, or damaged. Damages will be assessed as a percentage of the cost of the book, or other electronic technology, replacement cost or bindery cost, dependent upon the extent of the damage.

Students may view their library account and gain access to online databases, helpful study guides, reading lists, and the Media Center's online catalog by logging into Centennial High School's Destiny library system at www.isd12.org. (Login instructions are below.) Access to our online databases from home requires a username and password to login. Ask the media center for login details.

Destiny Library System

To log in to the Destiny library system:

- Step 1 - From the District Web Site (www.isd12.org) Click on the Schools tab, click on the Centennial High School tab, then click on the three lines in the upper right hand corner, click on Student Life, then click on Media Center
- Step 2 - Click on https//we-library.isd12.org.
- Step 3 - Click on the Log In button.
- Step 4 - For Username use your student email address.
- Step 5 - For the Password, use your email password.

Our mission statement, policies and additional information can also be accessed on our web site.

Textbook/Technology Recovery Policy

Students will be responsible and held accountable for all textbooks issued to them.

- Students will be responsible for replacement cost of books, or other electronic technology, (i.e., Chromebooks, etc.) if lost/stolen/switched or if damage renders the book, technology unusable.
- It is recommended that the book be covered, and the student's name be written on the cover. Technology should be handled with care and kept safe from damage.
- Students will be assessed damage fees for textbooks, or other electronic technology, that are returned with any type of damage. Examples of damage that will be assessed a fee are damage from fluids, writing, highlighting, binding, cover, missing pages/parts of pages, stains, electronics, and equipment broken or unusable, etc.
- Students should report any previous textbook/technology damage at time of issue.

Outstanding Library Books, Textbooks & Technology/Fees

- All late library books/textbook/technology returns or fines for lost/damaged textbooks/technology must be taken care of at the Media Center.

- If a student finds a book or technology after paying for it, the cashier's office will be notified, and a refund sent in the mail.
- All outstanding fees and fines that are not paid over an extended period of time will be referred to a collection agency.
- Students with outstanding fees and fines may not be able to participate in Prom or the Graduation Ceremony and/or purchase a student parking permit.

Lost/Damaged Library Books & Technology

A lost or damaged library book, including other electronic technology, (i.e., Chromebook, etc.) is the responsibility of the student. Library books, or other electronic technology, are examined by library staff upon return, and any damage to them is recorded in the book and in the Destiny Library Manager System. If a damaged library book or other electronic technology is deemed unusable, the student will be responsible for current replacement costs. Prior to checking out, if a student observes damage to a library book or other electronic technology it is the responsibility of the student to report it to a library staff member.

LUNCH – NUTRITION SERVICES

Nutritionally balanced breakfasts and lunches are available for students, staff and guests to purchase. Breakfast and lunch are available in the Flex space. School meal prices can be found on printed menus and on the school district website at **http://www.isd12.org**. Centennial School District uses a prepaid computerized food service system.

Paying For Meals

Breakfast and lunch will continue to be offered for all students. Students now will receive one free breakfast and one free lunch each day. Anything beyond that will be charged Ala Carte prices. This does include if a student only wants milk. The meal is only free if it is a fully reimbursable meal which would mean it needs to include a ½ cup of fruit and/or vegetable on it. Students will only be able to purchase items via Ala Carte if they have a positive account balance. This would include a 2nd breakfast or 2nd lunch.

Barcode information: To access his or her account, each student will be given a card with a barcode scanner. This barcode can also be saved on a phone. We encourage students to keep their card with them at meal service time. Students can also access their barcode in their Student Portal.

Account Information:

- We encourage meal payments to be made using the online payment service on your Campus Parent Portal.
- Student transactions and account balance can be checked on your Campus Parent Portal.
- Ala carte items are only available to students with a positive balance. Students use their barcode to purchase additional meal or ala carte items. Ala carte prices are posted at the ala carte window.
- Please have a discussion with your student regarding how much they are allowed to spend. You may monitor your child's cafeteria purchases on your Campus Parent Portal.

Applications for Educational Benefits are available in the main office or on the school district website at https://www.isd12.org/departments/nutrition-services/free-or-reduced-price-lunch-program-and-additional-benefits. If you need information about this program, please contact the district Food Service Office at 763-792-5422.

Students must have a sufficient balance in their account to purchase extra meals and ala carte items. CHS students are not allowed to go into a negative balance or charge their meals or food items. The students can view their current balance during their breakfast or lunchtime, or by calling the Food Service Cashier at school before 10:30am to check the account balance.
In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

NONDISCRIMINATION POLICY [*]

Centennial School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Coordinator: Kathy Zwonitzer, Director of Student Services, 4707 North Road, Circle Pines, MN 55014; 763.792.6040; kzwonitzer@isd12.org. **Alternate Section 504 Coordinator:** Mark Grossklaus, Executive Director of Teaching and Learning, 4707 North Road, Circle Pines, MN 55014; 763.792.6006; mgrossklaus@isd12.org. **Title IX Coordinator**: Dan Melde, Director of Human Resources, 4707 North Road, Circle Pines, MN 55014; 763.792.6009; dmelde@isd12.org.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS [**]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior. See School Board policy #529

PARENT / TEACHER CONFERENCES & SCHOOL INFORMATION EVENTS

Parent-Teacher conferences provide an opportunity for parents to meet their child's teachers to discuss progress and achievement. Conferences are held at approximately the midpoint of each semester to ensure that parents are aware of student's progress during the semester and to allow time for needed assistance or intervention to occur before the end of

the semester. Progress grades are available through Parent Portal and are timed to be visible to parents for conferences. Report cards for first and second semesters will be available in Parent Portal at the end of the semester. Parents can monitor progress through Parent Portal.

Parents have the opportunity to choose between two dates per semester for conducting their Parent-Teacher conference in order to review their child's progress. All conferences will be held virtually using a team format. The link for scheduling through Sign Up Genius will be shared by email and monthly newsletter in the month prior to each pair of conference nights.

Parent – Teacher Conferences:

Semester 1

- November 6, 2025 (Thursday) 4:15 – 8pm
- November 10, 2025 (Tuesday) 4:15 – 8pm

Semester 2

- April 7, 2026 (Tuesday) 4:15 – 8pm
- April 9, 2026 (Thursday) 4:15 – 8pm

Meet Your Teacher August 26, 2025 (Tuesday) from 3:10-6:10pm

Teachers in their classroom for meet and greet.
Opportunity to walk your student's schedule.
Check in the office for help with any questions or concerns.

PLEDGE OF ALLEGIANCE [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America **weekly.** Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. ***See School Board Policy #531.***

DAILY SCHEDULE:

2025-26 CALC Daily Schedule:

Period 1	7:55 – 8:50
Advisory	8:50 - 9:10
Period 2	9:10 – 9:55
Period 3	10:00 – 10:50
Period 4	10:55 – 11:45
Lunch	11:45 – 12:15
LEAP	12:15 – 12:45
Period 5	12:50 – 1:45
Period 6	1:50 – 2:43

2-hour Late Start:

Period 1	9:55 – 10:35
Period 2	10:38 – 11:18
Period 3	11:21 – 12:01
Period 4	12:04 – 12:45
Lunch	12:45 – 1:15
LEAP	1:15 – 1:45
Period 5	1:45 – 2:12
Period 6	2:15 – 2:43

Semester Testing Schedules:

Finals Day 1			**Finals Day 2**	
Period 1	7:55 – 9:10		Period 4	7:55 – 9:10
Period 2	9:20 – 10:35		Period 5	9:20 – 10:35
Period 3	10:45 – 12:00		Period 6	10:45 – 12:00
Lunch	12:00 – 1:00pm		Lunch	12:00 – 1:00pm
Study Hall	1:00 – 2:43		Study Hall	1:00 – 2:43
Student Teacher Time	1:00 – 2:00		Student Teacher Time	1:00 – 2:00
Teacher Prep Time	2:00 – 3:00		Teacher Prep Time	2:00 – 3:00
Buses Depart	2:43		Buses Depart	2:43

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

All CALC students are eligible to participate in any CHS school-sponsored activities. Students who participate in school sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school athletics and activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Centennial School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who coach or serve as an advisor for MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Director of Athletics & Activities, Matt St. Martin, MStMartin@isd12.org or 763-792-5017.

In order to participate in co-curricular offerings at CHS, students must meet the following standards:
If the activity is Minnesota State High School League (MSHSL) sponsored, all eligibility papers must be on file annually in the Department of Athletics & Activities. All sports require documented proof of a physical within the last three years. Forms are available online or in the Department of Athletics & Activities office. All fees are to be paid prior to participation.

Students participating in MSHSL sanctioned athletics and activities must earn the minimum credits available each semester to ensure they are on track to graduate. Students are to be making satisfactory progress towards graduation requirements and maintaining a recommended 2.0 term GPA. This begins with the first semester of their freshman year and follows through their first semester as a senior to be eligible for competition. Failure to be earning the required credits each semester may deem a student-athlete ineligible for participation in MSHSL sanctioned athletics and activities.

The MSHSL data privacy guidelines are as follows: "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events."

SCHOOL CLOSING INFORMATION/PROCEDURES

Snow Days Info

Parents always have the right to excuse their child from school if they feel conditions are unsafe. If you choose to keep your child at home, a parent will use the online attendance process to report the absence; it will be an excused absence for the day. Students who stay home will be responsible for checking teacher websites and/or referring to class syllabi for assignments and due dates.

How the Community is Notified:

An announcement of a school closing or a delayed start is usually posted by 6:00 a.m. The community is notified via:

- Twin Cities television stations.
- Information is posted on the district website - www.isd12.org.
- By calling the District Office at 763 792 6000 and school office phones.
- An "alert notification" will be sent to families by telephone and/or text through the District's School Messenger communication system. A message will be sent to your home phone, cell phone, work phone, by text, based upon information provided by each family.
    - IF YOU ARE UNABLE TO ANSWER THE CALL, A MESSAGE WILL GO TO YOUR VOICE MESSAGE BOX. PLEASE RETRIEVE YOUR MESSAGE INSTEAD OF HITTING "REDIAL."

Flexible Learning Days Instead of Traditional Snow Days

Students will engage in Flexible E-Learning (online learning) if the district announces a closing of its schools due to inclement weather. E-Learning Days will count as school days.
See https://www.isd12.org/academics/teaching-learning/flexible-learning-days for more information.

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy # 506, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. ***See School Board Policy #506 and # 502***

Lockers and Personal Possessions within a Locker [*]
According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials 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 officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks
School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus [**]
The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

General Statement: The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district. **See School Board Policy #527.**

When district staff has reasonable suspicion/concern that a student is under the Influence/and or in possession of chemicals the building administrator/designee may place student in a safe environment; a search may be conducted of student/their possessions/their vehicle; vitals may be performed; legal guardians will be called by building administrator/designee; legal

guardians may be advised to seek appropriate medical help with assistance from building administrator/designee; if the condition is judged to be life threatening, 911 may be called; school and or legal consequences may be enacted.

Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

STUDENT PUBLICATIONS & MATERIALS

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES [**]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For additional details, see ***School Board Policy #505.***

SCHOOL SPONSORED STUDENT PUBLICATIONS

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors.
- Is libelous or slanderous.
- Advertises or promotes any product or service not permitted for minors by law.
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice.
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district’s actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT RECORDS [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see ***School Board Policy # 515.***

STUDENT SURVEYS [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see ***School Board Policy #520.***

TRANSPORTATION OF PUBLIC-SCHOOL STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian. See ***School Board Policy #707.***

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school. See ***School Board Policy #710***.

VIDEO & AUDIO RECORDING BY ISD12 AND OTHER PARTNERS

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. See also ***School Board Policy #711.***

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. See also ***School Board Policy #711.***

PART II – ACADEMICS

ALTERNATIVE EDUCATION OPPORTUNITIES (CALC)

Centennial Area Learning Center offers a non-traditional route to a high school education for grades 9-12. The CALC offers options for programming during the day, afternoon, and summer. Interested students may contact the counseling department for more information.

CALC STARS

Students are nominated for a CALCSTAR award each quarter. Nominations are based on the following criteria:

- Academics: student must have at least a grade of 80% in all classes
- Attendance: student must have 80% positive attendance
- Attitude: student has no or minimal referrals; is awake and on tasks; stays engaged with the teacher, peers and the learning activities

CHEATING & PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment **may** be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's policy. See ***School Board Policy #506.***

Centennial High School, as an institution of learning, holds as one of its highest ideals that of honesty in academic affairs. In order to ensure high standards, those found in violation of academic rules may lose credit for work completed and may be disciplined.

Academic dishonesty at CALC is defined as, but not necessarily limited to, the following:

Giving or receiving of information from an exam, test, quiz, or other evaluative exercise in such a way that would be considered cheating. This could include copying from another, the bringing of notes into the test, the sharing of a calculator with another student, use of camera phones or text messaging or other similar unauthorized help. Helping someone cheat on an exam, or any other academic work, is considered to be as serious an infraction of the rules (and, in fact, is the same offense) as that committed by the person who has asked for and received help.

Using someone else's ideas or statements as one's own without giving credit to the author would be considered plagiarism. This could include not giving a proper citation in a research paper by crediting the source of information, the copying of another student's work (e.g., homework assignments) and handing it in as one's own, the giving of one's work to another to copy, copying text from the internet, or any similar use of another's work.

ACADEMIC STANDING and GRADES

Monitoring Grades: Parents and students are encouraged to monitor grading progress throughout the semester. Parents can access grades through the Parent Portal. CALC teachers use the grade scale shown below.

Mid-Semester progress grades are available online through Parent Portal midway into the semester at conference time.

Progress Grading Scale

CALC Progress Grading Scale (Note: there is no rounding up or down of percentage points.)
A = 100-93
A- = 92-90 (Exemplary Work – 90%-100% Mastery of Subject Goals)
B+ = 89-87
B = 86-83 (Proficient/Thorough Work – 80%-89% of Subject Goals)
B- = 82-80
C+ = 79-77
C = 76-73 (Acceptable Work – 70%-79% Mastery of Subject Goals)
C- = 72-70
D+ = 69-67
D = 66-63 (Mediocre Work – 60%-69% Mastery of Subject Goals)
D- = 62-60
NC = 59-0 (Unacceptable Work – less than 59% Mastery of Subject Goals)

Final Semester Grades: CALC students receive final semester grades of A through D- or NC (no credit) for teacher-led courses. Students receive either CR (credit earned) or NO (no credit) for online courses. Final semester grades are posted on student report cards.

Student report cards are available online through Parent Portal to parent/guardian for each semester in the first weeks after a semester ends.

CALC does not have a class ranking system. Under special circumstances, a class ranking can be requested through the counseling department.

Unofficial Transcripts can be accessed/printed directly through student or parent portal in the "Documents" tab. Commonly used for:
* Insurance Discounts
* PSEO Applications
* Scholarship Applications
* Self-Reported Grades for College Applications

Seniors can request transcripts through Naviance to be sent to post-secondary schools.

Official Transcripts for Real ID or other non-post-secondary requests must be requested through the counseling office or by emailing PBostick@isd12.org

GRADUATION REQUIREMENTS [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from ***Centennial School District.***

See Registration Booklet online and/or contact guidance counselor. For further information please see ***School Board Policy # 613.***

Course Credits Required

In order to receive a diploma, students must successfully complete at least ***24*** credits and comply with the following high school level course requirements:

Graduation Standards Requirements

A. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, English Language Arts K-12.
2. Minnesota Academic Standards, Mathematics K-12.
3. Minnesota Academic Standards, Science K-12.
4. Minnesota Academic Standards, Social Studies K-12; and
5. Minnesota Academic Standards, Physical Education K-12.
6. Minnesota Academic Standards, The Arts * (* effective the 2024-25 school year, all districts must use the state arts standards)
7. Minnesota Academic Standards, Personal Finance* (* effective the 2026-27 school year and beyond, the state personal finance standards will be required in 10,11, or 12th grade)

B. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

Minnesota Academic Standards

All students must satisfactorily complete the required Minnesota Graduation Standards. Additional information is available on the Minnesota Education Departments website; **http://education.state.mn.us/MDE/index.html**

EARLY GRADUATION

Students may be considered for early graduation after completing the conditions provided in district policy.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

When a student is absent, homework requests should be made directly to teachers via email. **Teachers have 48 hours to fulfill homework requests.** Staff email addresses are generally first initial last name@isd12.org, with some exceptions, please consult individual building or program sites with questions.

ONLINE COURSES

Many CALC students will have at least one period per day to complete coursework online. Online courses offer CALC students options for required courses, elective courses and credit recovery. Online courses have the same high standards, expectations, and learning activities as traditional courses. The core difference is the method by which instruction is delivered.

Online courses require discipline and good time management. Each online course is worth the same credit as each traditional classroom-based course. Students must reach 100% completion and finish with an overall score of at least 60% in order to earn each online course credit.

POST-SECONDARY ENROLLMENT OPTIONS

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard, or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to their school counselor

by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact ***their counselor.***

More information about PSEO is available on the MDE website;
http://education.state.mn.us/MDE/fam/dual/pseo/index.htm

VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

The Centennial School District offers a variety of vocational opportunities through the Business Education, Industrial Technology and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses. A listing of career and educational technology offerings can be found in the registration catalog of courses posted online at https://www.isd12.org/schools/high-school/centennial-high-school.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972. **Section 504 Coordinator**: Kathy Zwonitzer, Director of Student Services, 4707 North Road, Circle Pines, MN 55014; 763.792.6040; kzwonitzer@isd12.org. **Alternate Section 504 Coordinator:** Mark Grossklaus, Executive Director of Teaching and Learning, 4707 North Road, Circle Pines, MN 55014; 763.792.6006; mark.grossklaus@isd12.org. **Title IX Coordinator**: Dan Melde, Director of Human Resources, 4707 North Road, Circle Pines, MN 55014; 763.792.6009; dmelde@isd12.org.

SUMMER SCHOOL

The school district offers summer school opportunities for qualifying students. Information about extended school year for students with disabilities provided in ***School Board Policy #508***.

TESTING

Student Participation in Statewide Assessments
Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available through the Minnesota Department of Education website at this web address: https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=PROD058851&RevisionSelectionMethod=LatestReleased&Rendition=primary

This form is also available on the district website http://www.isd12.org/departments/teaching-learning/accessmentstesting-schedules This form needs to be filled out each year, for each student in the family and will need to be handed in to the East Office or emailed to dhanson@isd12.org two weeks prior to the published Test Date.

Accommodations
Students with a disability may qualify for accommodations for college entrance or placement exams, such as the Accuplacer/ACT/SAT. For details, talk to your counselor or visit the following websites: www.act.org; www.collegeboards.com.

PARENT RIGHT TO KNOW [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived.

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

PART III – RULES AND DISCIPLINE

ATTENDANCE [**]

CALC ATTENDANCE PROCEDURES

Aligned with Centennial School Board Policy #503 and MN Statute 120A.22

School Board Philosophy

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.
This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, counselor, and administrators. The responsibilities assigned to each of these groups are outlined below:

Parent Responsibilities

- Hold your student accountable for regular attendance and following CALC attendance procedures.
- It is the legal responsibility of the student's parent/guardian to ensure the student is attending school.
- Check your student's attendance regularly on Parent Portal
- Notify the attendance para or CALC office each time your child is absent from school. If a parent/guardian does not communicate to the office within three (3) school days after the student's return to school, the absence may remain permanently unexcused.

    - Parents submit attendance via Campus Parent Portal Account-Absence Request.
    - Parents receive confirmation of their submission through Campus Portal.
    - Please schedule appointments, vacations, college visits, etc. on non-school days whenever possible

- Contact the attendance para, CALC office, and/or teacher if you have concerns about your child's attendance.
- Reminder: CALC (and CHS) is a closed campus and students should be signed out only for special circumstances. This includes during any LEAP/lunch periods.

Student Responsibilities

- It is the student's responsibility to arrive on time, attend all assigned classes and to follow the correct procedures when absent.

- Request and complete any missed assignments due to an absence within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
- Notify teachers in advance of upcoming absences.
- Check the Student Portal site often to self-monitor attendance.

Teacher Responsibilities

- Maintain timely and accurate attendance records no later than the end of the class period. The teacher's attendance record is the official one.
- The teacher should make a note if a student is more than **ten (10) minutes** late, when it will be identified as an unexcused absence
- Communicate with parents/guardians if a student's attendance is adversely affecting his/her academic performance
- Report any discrepancies in the attendance record to the attendance office
- Explain CALC attendance procedures to all students
- Notify the student's counselor when attendance is adversely affecting a student's academic performance

Administrator/Counselor Responsibilities

- Distribute the attendance policy to all students and staff via the student handbook and make available on the district website
- Plan and support interventions for truant students
- Communicate/Meet with parents/guardians regarding student attendance
- Review disputes related to classification of absences
- File truancy proceedings with Anoka County Juvenile Corrections when warranted

ATTENDANCE GUIDELINES

Sign In/Out Procedures

All students must check in at the CALC office when arriving late or leaving early for any reason during the school day. Students must still be excused by a parent/guardian. (Please see Truancy Examples on page 28)

Participation Points

Students with excused absences must be allowed to make-up missed participation points. Students with unexcused absences may be allowed to make-up missed participation points after receiving teacher and/or administrative approval.

CALC/CHS is a Closed Campus

CALC/CHS is a closed campus throughout the entire student day, including LEAP time. If a student chooses to leave campus at any time during the school day without proper approval, the student may be subject to disciplinary action and a search may be conducted of student, their possessions, and/or their vehicle. Parents should not excuse students from LEAP unless special circumstances are present.

Tardiness

Students are considered tardy when they are not in their assigned class when the bell rings. If a student is less than ten (10) minutes late to class, and does not have a pass, the tardy will be considered unexcused. If a student is detained by a teacher, s/he should get a valid pass to the next class from that teacher. Teachers should use discretion in considering student schedules and travel distances when assigning tardies.

Classifications of Absences

Excused Absences

All absences are subject to administrative approval. Absences are normally excused when the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

- Child illness, medical, dental, orthodontic, or counseling appointments
- Family emergencies or the death or serious illness or funeral of an immediate family member
- Active duty in any military branch of the United States
- The child has a condition that requires ongoing treatment for a physical/mental health diagnosis
- Off-site religious instruction (not to exceed 3 hours/week)
- Other exemptions determined by school administration

When CHS teams do not qualify for state tournaments, members of the Cougar team in that sport can be excused for one day to attend the state tournament in that sport. If individual qualifiers in a given sport compete on consecutive days, non-qualifying teammates may also be excused to attend the tournament. Regular attendance procedures must be followed.

Excessive Absences

Students are considered to have excessive absences when absences are greater than 10% of the total school days in the school year calendar. Excessive absences may require medical documentation before being excused.

Exempt Absences/School Sponsored Events

Absences due to field trips or other school-sponsored activities will be exempt. Examples include, but are not limited to field trips, retreats, school activities, career center activities, counseling appointments, participation in support groups, athletics, and advisory task completion when required. Whenever a school sanctioned sport/music-oriented event from Centennial

reaches state tournament level, students will be allowed to attend provided the student follows the appropriate procedures regarding their attendance. To have the attendance exempted, a parent must submit electronic attendance via the Parent Portal. The student will be exempted only during the times designated by the school administration. If a parent call or note comes in after the event, but within three (3) school days, the absence will be excused but not exempted.

Unexcused Absences/Truancy - Examples

Per MN statute, a student is considered legally truant when s/he is absent unexcused on three or more days within a school year. Days do not have to be consecutive. Examples include, but are not limited to:

- No online form or note turned into the attendance office
- Shopping/Hair appointments
- Missed the bus/Transportation problems
- Leaving campus without permission
- Errands/Work
- Babysitting/Needed at home
- Oversleeping/ Alarm did not work
- Non-medical appointments

Consequences of Unexcused Absences/Truancy and of Unexcused Tardiness

Intervention procedures may include, but are not limited to:

- Automated phone call/e-mail to parent/guardian
- Letter to Parents
- Conference with classroom teacher
- Conference with counselor/case manager
- Conference with administrator
- Parent/school staff conference
- Loss of parking privileges
- Loss of LEAP privileges
- Referral to Student Assistance Team
- TIP-Anoka County Truancy Intervention Program
- Anoka County Petition to the Court
- Court Assigned Probation Officer
- Assignment to Pines Day School Program

Attendance - Off-Campus Options
Students who attend off-campus educational options such as the 916 program or work program (or other satellite programs) are subject to both the attendance policies and procedures of those institutions as well as CALC.

Homework Requests
Homework requests should go directly to teachers. Please note that **teachers have 48 hours to fulfill homework requests.** Please consult www.isd12.org for staff contact information. Students may request and complete any missed assignments due to an absence within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.

BULLYING PROHIBITION [**]

The purpose of this policy is to provide a safe and civil environment needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. For detailed information see ***School Board Policy # 514.***

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
E. False accusations or reports of bullying against another student are prohibited.
F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
    1. The developmental ages and maturity levels of the parties involved;
    2. The levels of harm, surrounding circumstances, and nature of the behavior;
    3. Past incidences or past or continuing patterns of behavior.
    4. The relationship between the parties involved; and
    5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

BUSES

Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay. • No use of alcohol, tobacco, e-cig, vaping, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Always follow the driver's directions.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, e-cig, vaping or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

The consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Responsible Student Use of Personally Owned Devices

CALC approves these guidelines in order to maintain a safe and secure environment for students and employees.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device include but are not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablets; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as iPhone, or Android, as well as any device with similar capabilities.

Examples of an unacceptable device shall include but are not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions, portable/wireless speakers, etc. are considered a nuisance and are not allowed in the school building

Educational purposes include classroom activities, career development, communication with experts, homework and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Electronic Devices Expectations & Consequences

If a student is told to stop using a device or sending communications, the student must cease the activity immediately. Student refusal to comply if requested will result in student referral to the administration for insubordination.

Centennial Schools **shall not be liable for the loss, damage, misuse, or theft of any personally owned device** brought to school.

Appropriate Communication

Students must be aware of the appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Examples of inappropriate communication includes, but is not limited to, the following:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students;
- information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment;
- personal attacks, including prejudicial or discriminatory attacks;
- harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- knowingly or recklessly posting false or defamatory information about a person or organization;
- communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary and/or legal action.

Use of personally owned devices in locker rooms, restrooms, and nurse's offices is expressly prohibited.

Students are **not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.** Recording without permission may result in discipline including, but not limited to; suspension, criminal charges, and expulsion. The distribution of any unauthorized media is prohibited and may result in discipline including, but not limited to; suspension, criminal charges, and expulsion.

All students shall review these guidelines and the acceptable use procedures before utilizing any school and/or personally owned devices. Centennial Schools reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school sponsored events.

Cell Phone Expectations

Cell phones or other electronic devices including smart watches and earbuds/air pods will not be allowed during instructional time within our classrooms, advisory meetings and community meetings. This guideline will help us create a more positive environment where uninterrupted learning can take place. Students will be allowed cell phone use during morning break, passing time and the lunch/LEAP hour.

During instructional time, cell phones are expected to be silenced and stowed in a backpack, locker, or a teacher defined storage location.

Cell Phone Privilege Guidelines

When students are allowed to use a personal device, they are expected to act responsibly, respectfully and safely.

Act Responsibly

- Phones may not be used in restrooms or other restricted areas
- Follow directions from staff

Act Respectfully

- Be courteous with your phone
- Volume OFF or use headphones
- Turn off your notifications
- Put your phone away if asked by a staff member
- Hands off others' phones and other electronic devices

Act Safely

- Use your phone appropriately
- Think before you post on social media
- Do not take pictures/videos of others without permission

Nuisance Device Consequences

(i.e. Flippers, laser pointers, portable/wireless speakers, etc.)

- 1st offense-device taken, parent contact & pick up
- 2nd offense-device taken for the rest of the year

CHS Cell Phone/Electronics Consequences

For students not adhering to the cell phone expectations, progressive disciplinary action will be taken. Disciplinary action may include but is not limited to the following and will be accumulative:

- **1st Instance:** The cell phone/electronic device will be turned into the teacher and returned by the teacher at the end of the class period.
- **2nd Instance:** The cell phone/electronic device will be turned into the teacher and returned at the end of the period by the teacher, who will also contact a parent or guardian.
- **3rd Instance:** The teacher will send the student with their cell phone to SSR for the period by the teacher, who will write a referral and contact the parent.
- **4th Instance:** The teacher will send the student with their cell phone to SSR for the period by the teacher, who will write a referral and contact the parent. The administration will meet with students and assign LEAP detention.
- **5th Instance:** The teacher will send the student to SSR and notify the front office and write a referral. The student will receive a major office referral. A building administrator will contact a parent or guardian, Administration will meet with the student and assign additional progressive discipline: ○ Loss of electronic privilege on campus ○ Parent conference with school personnel ○ In School Suspension
  ○ Out of School Suspension

Severe violations are subject to discipline including suspension, criminal charges, etc., pending administrative review.

Student refusal to put away or turn in the device if requested will result in student referral to the administration for insubordination.

DISCIPLINE [**]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see ***School Board Policy #506.***

Student Respect & Responsibility Procedures - Respect / Responsibility Behavioral Expectations
Specific expectations for the bus, classroom, hallway, and lunchroom will be included in this handbook. These expectations are a part of the school's Respect and Responsibility Procedures**.**

Any event/behavior that has a disciplinary action may cause a student to lose extracurricular privileges, including not being allowed to attend a school dance.

In the classroom, lunchroom, hallway, on school property, or at a school sponsored activity or event:
- Respect self, other people, and property
  - Clean up your own messes and garbage.
  - Cell phones are not to be used in the restrooms.
- Cooperate with other students and adults
- Be physically and verbally considerate to others
- Public displays of affection (PDA) must conform to rules of good taste. Inappropriate displays of affection such as hugging, kissing, or touching will be addressed with students by staff or administration. Parent contact will be made if deemed necessary.

On the bus: Refer to **Conduct on School Buses and Consequences for Misbehavior**

Consequences for violations of the district Respect and Responsibility procedure in the classroom, lunchroom, hallway, on school property, or on the bus during school or at school-sponsored activities or events may include:
- A verbal or written reminder / notification / referral
- Student conference with teacher, administrator, counselor or other district personnel
- Parent contact
- Parent conference with teacher, administrator, counselor or other district personnel
- Restriction or loss of privileges
- Detention and/or community service
- Removal from class or activity

- Written contracts
- Schedule modifications
- Peer modifications
- Suspension, in-school or out of school
- Expulsion for more severe or repeated violations
- Referral to police
- Other disciplinary action as deemed appropriate by the District
- Other consequences per administrative team review
- Loss of privileges include, but are not limited to, school dances, field trips, overnights, and academic class specific activities

Student Code of Conduct / Discipline Procedures

Severe Behaviors

The following behaviors will not be tolerated within Centennial ALC and will be dealt with immediately by school personnel:

- Bomb threat
- Bullying, verbal or physical intimidation or fighting
- False fire alarm
- Hazing
- Possession or use of drugs/alcohol
- Property damage or destruction
- Sexual, racial, or religious harassment or violence or discrimination based upon race, religion, gender or sexual orientation
- Student pranks
- Theft
- Truancy
- Weapons possession

Reports of severe behaviors should be made to a teacher, school counselor or building administrator, police liaison or other responsible adult. In the case of an alleged violation of the district's harassment, violence, and hazing policy, the complainant may report the incident to the individuals just noted, but also, may report directly to the District Human Rights Officer at 763-792-6009. Reports can also be made on the "See Something Say Something" form found on the Centennial High School webpage under the Student Life tab.

Consequences may include all items listed in the Behavioral Expectations.

Suspension / Expulsion / Exclusion
As used in the Respect and Responsibility Policy and Student Code of Conduct, it includes in-school suspension and outof-school suspension and can be for a period of 1 - 10 consecutive days. The suspension period may be extended for an additional 5 days when it is determined by the administration that the student will create an immediate and substantial danger to persons or property around him/her. “Expulsion” means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed beyond one calendar year.

DRESS & APPEARANCE

The purpose of the dress and appearance policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. See School Board Policy # 504.

A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard,or security concerns.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).
4. Students must wear clothing that covers the entire torso.

C. Inappropriate clothing includes, but is not limited to, the following:
1. Student dress must conform to the requirement of law and must not be disruptive to the educational process and shall not be discriminatory.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
5. 5. Any apparel or footwear that would damage school property.

D. Head coverings (i.e. hats, hoods, etc.) are allowed at the discretion of the teacher's classroom procedures. Head coverings may not be worn or visible in classroom where teachers have developed and communicated their procedures unless they are related to religious practices or function, or are needed as a matter of health with a doctor's note. A student who refuses to remove a head covering, from a classroom where head covering are not allowed, the student would be disciplined under the "Student Respect & Responsibility Procedures – Respect/Responsibility Behavioral Expectations."

E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

Consequences Dress/Appearance

A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

D. Consequences

- 1st Offense-Referral – student will be asked to change and can pick up their items at the end of the school day.
- 2nd Offense-Referral – student will be asked to change and the parent/guardian must pick up items.
- 3rd Offense-Referral – student will be asked to change and receive in-school suspension for the remainder of the day.

- Additional Offenses- to be determined by administration, including in-school or out-of-school suspension.

NOTE: There will be appropriate clothing offered by school staff for offenses 1-3. We ask that borrowed clothes be washed and returned. **(See School Board Policy #504).**

DRUG-FREE SCHOOL & WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

FLEX SPACE/HALLWAY - APPROPRIATE USE

The Flex space in CALC is a multi-purpose area for the use of staff and students during the school day. As part of maintaining a safe and positive learning environment, students are expected to:

- Leave tables and floor clean after eating breakfast or lunch.
- Use the microwave only during passing time, breaks, and lunch; wipe up any spills inside the microwave.
- Store jackets and personal items in an assigned locker.
- Attend classes each hour. (No student has a "free" hour to spend in the flex space.)
- A student wanting to work in the flex space is expected to:
    - **Understand that working in the flex space is a privilege that is earned**.
    - Talk with the teacher before class starts and stay in class for direct instruction.
    - Be current on assignments and passing the class.
    - Bring a pass from that hour's teacher to the flex space once direction instruction is complete.
    - Stay in the flex space and work on course assignments,
    - Follow the electronic devices guidelines.
    - Be on time to the next class hour.

HARASSMENT & VIOLENCE PROHIBITION [*]

The purpose of the harassment and violence prohibition policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. See ***School Board Policy # 526.***

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

HAZING PROHIBITION [*]

The purpose of the hazing policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. See **School Board Policy # 526**

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for violations of the district sexual, racial, religious harassment, violence, and hazing policy and for discrimination based upon race, religion, gender, or sexual orientation include:

- Immediate removal from class
- Parent / guardian notification
- Intervention ranging from mediation, family conferencing, contracts, staffing, suspension, to expulsion.
- Police consequences

INTERNET TECHNOLOGY ACCEPTABLE USE & SAFETY

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet 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 appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district Technology Acceptable Use and Safety Policy 524 can be found at www.isd12.org.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Technology Acceptable Use and Safety Agreement upon enrollment and/or Kindergarten, 6th Grade, and 9th Grade.

PARKING ON SCHOOL DISTRICT PROPERTY

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege.
- Parking is permitted in designated areas only, by permit. For information, contact the school administration.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by school administration.
- Students parked on campus without a permit or illegally may be subject to the vehicle being ticketed, and/or booted and/or will incur a $20 fee in Campus.
- Unauthorized vehicles parked on school district property may be towed or booted at the expense of the owner or operator.
- Parking permits are paid for online through the Campus Portal. If a family needs to pay by check they must have prior permission from the administration. If payment is made by check and the check is returned for NSF (check bounces), the parking permit will be revoked until proper payment is made.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

TOBACCO-FREE SCHOOLS [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" see policy #419. Contact high school administration if you have questions or wish to report violations.

Chemical & Tobacco Violation

Possession or use of drugs/alcohol, including tobacco:

- Refers to the use or possession of, use, sale, possession, distribution, or transport of alcohol or any drugs, which may include over-the-counter drugs and/or herbal products, synthetics, paraphernalia and tobacco, including "e-cigarettes" within the school zone or at school sponsored events.
- The school zone refers to an area to a distance of 300 feet or one city block, whichever is greater, beyond the furthest boundary of school district property.
- Students may not possess or use alcohol or any drugs while on school bus transportation or at bus stops.
- School sponsored events refer to any school event or activity on or off school district property.

Consequences to violations of the tobacco policy may include, but are not limited to the following:

- 1st Offense – 1 day in-school suspension and/or tobacco education lessons/classes.
- 2nd Offense – 1 to 3 day in-school suspension with a student/parent/guardian re-entry meeting.
- 3rd Offense or more – 5 day in-school suspension with a student/parent/guardian re-entry meeting.
- Parent/guardian notification.
- All Minnesota State High School League policies will apply, and student may meet with activities director for specific consequences.
- Violations may be referred to local law enforcement for investigation.
- All consequences are pending an administrative review.

Consequences for violations of the drug/alcohol policy may include, but are not limited to the following:

- 1st Offense – 1 to 3 days of out-of-school suspension with a student/parent/guardian re-entry meeting.
- 2nd Offense – 3 to 5 days of out-of-school suspension with a student/parent/guardian re-entry meeting.
- 3rd Offense – 5 to 10 days out-of-school suspension with a student/parent/guardian re-entry meeting and a review of possible expulsion.
- Parent/guardian notification.
- All Minnesota State High School League policies will apply, and student may meet with Activities Director for specific consequences.
- Violations will be referred to local law enforcement for investigation.
- All consequences are pending an administrative review.

Consequences for the sale or distribution may include, but are not limited to the following:

- Three to ten day out-of-school suspension with a re-entry meeting with parent or guardian and a review for possible expulsion.
- Conference with student advocates (CD counselor, guidance counselor, case manager, and/or administration).
- Parent/guardian notification.
- All Minnesota State High School League policies will apply, and student may meet with activities director for specific consequences.
- Violations will be referred to local law enforcement for investigation.
- All consequences are pending an administrative review.

When district staff has reasonable suspicion/concern that a student is under the Influence/and or in possession of chemicals the building administrator/designee may place student in a safe environment; a search may be conducted of student/their possessions/their vehicle; vitals may be performed; legal guardians will be called by building administrator/designee; legal guardians may be advised to seek appropriate medical help with assistance from building administrator/designee; if the condition is judged to be life threatening, 911 may be called; school and or legal consequences may be enacted.

When staff believes that a student may be harmfully involved in chemical abuse issues and related problems the following intervention processes may be implemented:

- The person perceiving a problem document observed behaviors or other reliable information and forwards said information to the building administrator/designee.
- The building administrator/designee reviews information as presented.
- The building administrator/designee seeks input from other staff members to support initial observation and substantiate documentation.
- The building administrator/designee presents documentation to support observed behavior or reliable information to the appropriate committee.
- The appropriate committee/designee reviews all data related to the initial observation and determines the need for preassessment interview. If a pre-assessment interview is not substantiated, alternative courses of action may be explored. For further information see ***School Board Policy # 419.***

VANDALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

WEAPONS PROHIBITION

The purpose of the school weapons policy is to assure a safe school environment for students, staff and the public.

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action

against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. See ***School Board Policy # 501.***

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Consequences

Consequences for violations of the weapons policy, which will be determined at the discretion of the school administrator in accordance with the school board policy, include:

- immediate removal from class
- police contact
- administration or police confiscation of the weapon
- parent / guardian notification

Intervention may include but is not limited to peer mediation, family conferencing, contracts, staffing, schedule modifications, 1–10-day suspension AND/OR expulsion. In addition, a student who is determined to have brought a firearm, as defined by federal law, to school will be expelled for at least one year, although this may be modified on a case-by-case basis.

PART IV — HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

ASBESTOS MANAGEMENT UPDATE [*]

The school district has developed an asbestos management plan. Any questions related to Asbestos Management should be directed to the Director of Business and Grounds (763) 792-6016.

CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a severe weather drill. Building plans include classroom and building evacuation procedures.

EMERGENCY CONTACT INFORMATION

Emergency Contact information is maintained at each school. Inquiries can also be directed to the District Office (763) 792-6000.

HEALTH INFORMATION

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted.

The district has installed automated external defibrillators (AEDs) in all school buildings. Tampering with any AED is prohibited and may result in discipline. AED machines are located near the gyms at Centennial High School.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Some diseases must be reported to the Minnesota Department of Health immediately or within 24 hours of the school being notified.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Services

The student health office is staffed by a Health Service professional (either a registered nurse or licensed practical nurse) who collaborates with students, families, staff and community partners to promote student health for academic success. Students who become sick at school are to go to the health office for further assessment. The nurse will call parents and/or guardian to arrange for students who get sick at school to go home early if necessary. In the event of an emergency, 911 and parents/guardians will be called.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Hearing and vision screenings are done at the request of parents and/or school staff, and as a part of all special education evaluations.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school health office or the Minnesota Department of Health, or visit https://www.health.state.mn.us/people/immunize/basics/imzform.pdf

Medications at School during the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district follows the Minnesota Guidelines for Medication Administration in Schools. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and medical order from a licensed authorized prescribing practitioner in Minnesota. This "Request to Administer Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school by the parent or guardian, as we do not want medications transported on the bus, in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions in the medical order and on the pharmacy label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration.

PESTICIDE APPLICATION NOTICE [*]

The district uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around district buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
   3. Utilization of non-chemical measures such as traps, caulking, and screening; and 4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, the district must work to prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

SAFETY

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

- All staff members shall always wear their identification badge.
- All students must carry their student ID card and present it when requested.
- Students in the hallway during the time classes are in session shall carry a pass and present it when requested.
- All outside doors will be for exit only except the front main doors of each building. These shall be the only entrance to the school after 7:55am.
- All visitors to the school must sign in at the CALC office and receive a visitor pass that must be visible at all times.
- All staff are expected to welcome adults without a visible badge and help them find a hallway monitor or bring them to the office.
- Guest students or past Centennial students without prior arrangements are not permitted during the school day.
- All students entering or leaving the school premises must sign in/out of the CALC office.

Security Cameras

The Centennial School District utilizes security cameras throughout its buildings; individuals do not have a reasonable expectation of privacy in any area of the building other than restrooms and locker rooms; video footage that is recorded or obtained by any of the district's security cameras may be used as evidence to establish the conduct of students, employees, visitors, and other individuals.

VISITORS IN DISTRICT BUILDINGS

The purpose of the district visitor policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. For further information see School Board Policy # 903.

CALC Visitor Policy

Centennial ALC welcomes parents and adult community members to visit our building. It is essential that visitors register with the CALC office. When visitors enter our premises, they must do so by the main CALC entrance and receive permission to visit from an administrator. If permission is given a special visitor pass will be issued and must be worn and visible at all times. For unique situations, please contact the office.

- **GUEST STUDENTS OR PAST CENTENNIAL STUDENTS WITHOUT PRIOR ARRANGEMENTS ARE NOT PERMITTED DURING THE SCHOOL DAY.**