ELEMENTARY SCHOOL HANDBOOK

2026-2027 SCHOOL YEAR

CONNECTING. ACHIEVING. PREPARING.

CENTENNIAL
SCHOOL DISTRICT 12

CONNECTING. ACHIEVING. PREPARING.

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General 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 6,400 students. Centennial's track record of success includes a high school graduation rate of 92.9%, 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 parents/guardians. 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) and Health and Safety.

School Board Policies
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:
www.isd12.org/discover/school-board/district-policies

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. A listing of schools can be found 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 (DDE)
More information on DDE can be found at: www.isd12.org/discover/strategic-planning

Staff Directory and Contact Information
Contact information for staff in the Centennial School District can be found via the district website at www.isd12.org/discover/staff-directory and also on your school's website.

Centennial School Board Contact Information

Tom Knisely tknisely@isd12.org
School Board Chair

Sue Linser slinser@isd12.org
School Board Vice Chair

Craig Johnson cmjohnson@isd12.org
School Board Clerk

Gloria Murphy gmurphy@isd12.org
School Board Director

Jessica Schwinn jschwinn@isd12.org
School Board Treasurer

Heidi Hansen hhansen @isd12.org
School Board Director

Jeff Holmberg jholmberg@isd12.org
Superintendent of Schools, Ex-Officio Board Member
Phone: 763-792-6010

Building Principal Contact Information
Blue Heron Elementary, Jason Hartmann, Principal, (763) 792-6201
Centennial Elementary, Pete Knoebel, Principal, (763) 792-5301
Centerville Elementary, Michael Macken, Principal, (763) 792-5801
Golden Lake Elementary, Chris Gerst, Principal (763) 792-5901
Rice Lake Elementary, Bryan Carlson (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
Director of Curriculum, Instruction, and Assessment, Casey Rutherford 763-792-6148
Director of Buildings & Grounds, Jonathan Spitzer (763) 792- 6016
Director of Community Education, Cori Sendle (763) 792-6101
Director of Human Resources, Dan Melde (763) 792-6009
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) 792-6146

NON-DISCRIMINATION

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 **ADA Coordinator**: Dan Melde, Director of Human Resources, 4707 North Road, Circle Pines, MN 55014; (763)792-6009; dmelde@isd12.org

LANGUAGE ACCESS PLAN

More than 65 languages are spoken by families attending Centennial Schools. Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming school community. Centennial ISD 12 is committed to communicating meaningfully with all families we serve to provide any and all school-related information and foster mutually beneficial, collaborative partnerships. This Language Access Plan is intended to mitigate language barriers so that families can make informed decisions in their children's education and comply with Minnesota Statute 123B.32. The plan can be found on the district website at www.isd12.org/academics/english-learners/language-access-plan.

PART I – INFORMATION

Arrival / Drop off

If your child does not ride the bus, please follow the building specific arrival and drop-off plans. Although staff arrive earlier, they do not supervise students. Their time is spent in team meetings, conferences with parents, and lesson preparations. Students must wait outside until the entrance bell rings.

If driving your child to school, please drop children off in designated areas. They should not walk between parked cars or across traffic without parent supervision. Car traffic into the bus unloading area is not allowed.

If your child is late, please accompany them to the office and sign them in.

Students arriving via bus should walk to their designated grade/classroom's door for entrance into school.

For information about before and after school childcare, call Kids Club, 763-792-6193.

Dismissal Time
Parents may pick up their children at the main office or designated entrance. If your child is not going to ride the bus home, please communicate with your child before he or she comes to school. Students who are getting rides home will exit the building through the designated entrance. They should not walk between parked cars or across traffic without parent supervision.

Arrival / Dismissal during School Day
If you need to have your child dismissed early for appointments, please send a note indicating the time of pick up. All children who are dismissed early must be signed out in the office by a parent. We ask that parents accompany their child back to the office to sign in upon returning to school.

If the court has issued a specific restraining order guarding your child from being picked up by certain people, a copy of that order must be given to the school office.

Birthday Considerations:
Birthdays are very special and exciting days for all of us. It is a time to celebrate with friends and family. As a school, we want to continue recognizing our students' special days while being sensitive to our wellness, student health, and financial considerations. With that said, we have moved away from edible treats for birthdays and replacing them with non-food recognitions. Students and teachers will have an option to collaborate and choose an appropriate celebration option for each child. Our hope is that this reduces the stress of feeling obligated to run to the store to buy the right treats and all that goes with that process.

Your child's teacher will further communicate some ideas that will work best for this year. This will most likely be different based upon different ages and grade levels. Some examples may include creating a birthday book or card from the class, having a virtual guest reader, having the child read a special book to the class, donating a gift to the class in their honor, having a special show and tell for the birthday child, special pass, or front of the line for a day, playing a special game, and more!

Cafeteria Photos/Videos
Due to privacy issues outlined in FERPA, no photos/videos with cell phones or other electronic devices or cameras are allowed in the cafeteria. No pictures should be taken during lunch or in other learning areas without consent.

Calendar
The school calendar is adopted annually by the school board. The academic calendar is found on each school's website on the Parent Hub.

Change of Address/Withdrawal
If you move within or out of the Centennial School District at any time, please inform the school office of your new address and the date of the last day your child will attend. Records for children moving to another school in the district will be sent to the new school through inter-school mail. Records for students enrolling in a school outside the district will be requested by that school and sent only after the parent has registered and signed a parental release form at the new school.

Employee Directory
The building staff directory can be accessed via the web directory at www.isd12.org/discover/staff-directory and also on each school's website.

Employment Background Checks [*]
The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for 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 compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities
The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student-initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

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, pens, paper, erasers, notebooks and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- 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.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- 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 site administrator.

Five Day Rotating Schedule
All classes and activities are on a five-day cycle (A-B-C-D-E) instead of a weekly Monday–Friday schedule. Rotating classes on a five-day schedule means students will miss fewer activities because of school closings that typically fall on Mondays or Fridays.

Food in the Classrooms
Parties or field trips provide important social benefits. Alternative activities may be made available for children who prefer not to take part in a planned celebration due to personal or religious beliefs. Snacks also must fall within 2014 Federally Mandated "Healthy Snacks" guidelines. Contact the district's Director of Food Services for more information at 763-792-5423.
All food and beverages must be commercially prepared and packaged. By law, no home-baked goods will be accepted. Please do not send bulk foods. Contact the Director of Nutrition Services for more information at 763-792-5423. Note that snacks containing peanuts, nuts, or other types of foods may cause a severe allergic reaction in some people. All ingredients must be listed for students who have food allergies. Please let your child's teacher know ahead of time if you would like to send treats to class to celebrate a birthday.

Fundraising
All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by 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)***

Gifts 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 the nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Gym
Parents are asked to provide tennis shoes that children can keep at school for physical education. Shoes should be clean, have non-marking soles, and be labeled. Please, no slip-on shoes. If a child is not going to participate in physical education classes, he/she must bring a note from home. If the excuse is to be long-term (over one week), the child must bring an excuse from a physician.

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.

Kids Club
Centennial Community Education operates:

- School-age childcare program in every elementary school for grades K–5
- Preschool option at four elementary schools
- Summer program.

For information call 763-792-6193 or e-mail kidsclub@isd12.org.

Lost and found
To help eliminate lost items:

- Clearly label your child's coats, jackets, sweaters, caps, and boots with full name and grade.
- Check the lost and found as soon as you suspect an item is lost.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.
- Any items left in the lost and found for longer than one month are donated to a charitable organization or disposed of.

Breakfast and Lunch
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. Students will only be able to purchase items via Ala Carte if they have a positive account balance. This would include a 2nd breakfast, 2nd lunch or just milk.

Media Center
The media center (library) is an extension of the classroom. The media center is open for checking out books. While normal wear and tear is expected, students damaging, losing, or defacing textbooks or library books will be expected to replace the book at full value or be charged for repairs to the book.

Parent Organizations
Parent organizations play an important role in your child's education. Call an organization board member if you are interested in joining. Parent groups are non-profit organizations and contributions, including membership fees, may be treated as charitable gifts when itemizing expenses for federal income taxes. Organizations meet monthly. All parents/guardians are invited to attend. Information on the parent group is listed regularly in the school newsletter.

Parent and Teacher Conferences
Parent and teacher conferences will be held twice a year, in the fall and spring. For more information, contact the elementary office. For more information, contact the building principal.

Phone Calls to Staff
When in doubt, call. Teachers may be reached at the school number or by direct dial to their voice mailbox. To contact a classroom teacher via phone, call an hour before school starts or 15 minutes after the end of the school day. Please, be prepared to leave a voicemail message. Teachers are generally not available to take phone calls when school is in session. Leaving a message may also be necessary before or after school since the teacher may be involved in a conference or attending a meeting.

If you have a question about anything that has happened in school, please call. Start with the classroom teacher if it is classroom related. Contact the principal or lead teacher for student services if the question is related to the playground, lunchroom, bus, school policy, or any other unresolved issue. Please call while the issue or problem is current. Behavior concerns are easier to handle if they have recently occurred.

Opt Out
Families can opt out of the following when completing the OLR annual fall update via the Campus Portal:

Media Release: Representatives of Centennial and/or the media photograph or videotape students while in school or attending/participating in events. Please respect the privacy rights of others by refraining from posting pictures/videos from school-sponsored events on a social network.

Student Directory: Student directory information is public unless families request to make the information private.

Pledge of Allegiance [*]
The Pledge of Allegiance is voluntary and is recited at least weekly.

Recess
All children go outside on outdoor recess days. Sometimes intermediate grade levels go outdoors while primary grades stay inside. Please be aware that temperature and windchill are criteria used in making this decision. Guidelines will be printed in school newsletters.

School Closing Procedures
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 posted on the district website - www.isd12.org.
- An "alert notification" will be sent to families by telephone and/or text through the District's SchoolMessenger communication system. A message will be sent to your home phone, cell phone, work phone, by text, based upon information provided by each family. Please note: If you are unable to answer the call, a message will go to your voice mail. Please retrieve your message instead of hitting "Redial."

Parents always have the right to excuse their children from school if they feel conditions are unsafe. If you choose to keep your child at home, please call the attendance line to report the absence; it will be an excused absence for the day. Students who stay home on severe weather days will be responsible for checking teacher websites and/or referring to class syllabi for class assignments and due dates. Additional information is available on the district website at www.isd12.org.

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 or lockers. "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 policy (See School Board Policy #506), which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

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.

Seasonal Activity Guide (Community Education)
Published by Centennial Community Education include youth and adult classes, swimming, Early Childhood, and more. The annual Early Childhood publication lists ECFE and School Readiness opportunities. These publications are mailed to residents and available online at ISD12.org under the Community Ed tab.

Site-based Team
Each school has a site-based group that advises, recommends, and makes decisions in various areas that affect the operation of the school. The team may consist of parents, teachers, support staff, and the principal.

Student Council/Student Leadership
Student Council gives students an opportunity to learn about the governmental process, improve communications between students and staff, participate in and learn about community service projects, and build school spirit. The Student Council structure and election process is unique in each school.

Student Publication and 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 detail, see policy (**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 the 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 uses surveys to obtain student opinions and information. This policy establishes many parameters. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with their regulations. A copy of the complete policy is available on the district's website at isd12.org under the school board. (**See School Board Policy #520**)

Textbooks and Library Materials

Students are assigned textbooks and are allowed to check out library books to use during the school year. While normal wear and tear is expected, students damaging, losing, or defacing textbooks or library books will be expected to replace the book at full value or pay for repairs to the book.

Toys

Toys and trinkets are not allowed at school. They are generally a source of distraction and thus unnecessary to the learning process. The only exception might be for a classroom special event, which would be communicated to families by individual teachers. See Electronics.

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 guardians. **(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)**

Use of School Buildings

Any organization requesting after-school or weekend use of buildings must fill out a Facility Use Application, which is available in school offices and on the district website at isd12.org under the Community Ed tab. Use is scheduled through Community Education. Call 763-792-6104.

Video and Audio Recording

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 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 School Board Policy #712**)

Volunteers

Volunteers are welcome. Their resources and skills make schools a more effective place to learn. Consider attending parent/teacher association meetings, serving on the site council, helping at the carnival, etc. Volunteer opportunities are listed in school newsletters.

Walkers

Grades 1–5 walking distance is set at one mile (the state mandate is two miles), using established hazard criteria. The kindergarten walk zone is 1/2 mile. Discuss with your child the safest route to school, considering traffic patterns, street crossings, sidewalks, etc. Consider walking with your child the first few days of school.

Websites

The district website is a resource for current events, the school board, activities, district calendar, curriculum, lunch menus and forms, district publications, closings, community education and more. There are also links to each school's individual website. The district website is at isd12.org.

Yearbooks/Memory Books

A pictorial history of the school year, often sponsored by the parent/teacher group, is available for sale. It includes individual class photos and candid pictures of student activities.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the building principal.

Communication

Open communication between home and school is critical to your child's success. Conferences, open houses, report cards, and school newsletters are some of the formal ways used to keep parents informed about your child's school experiences. Please keep us informed. If your child tells you something about school that sounds unreasonable, please send a note or call us. Communication helps prevent misunderstandings.

Agendas

Agendas are used in grades 3–5 to help students develop organizational skills and to serve as a communication tool regarding homework and assignments.

Materials Sent Home

Look for day-to-day school news, daily work, notices of events, meetings, and other activities (some schools use a communications folder).

Newsletters

A school newsletter is e-mailed home each week. It contains information of interest such as a calendar of events, classroom news, news of parent organization activities, etc. A parent/guardian can request a paper copy to be sent home by contacting the school office.

Curriculum
Parents have a right to review any materials used in the instruction of students, and/or request that students be excused from instruction on specific topics and/or lessons. If you wish to have more information on this, please contact the principal or the Teaching and Learning department.

Flexible Learning
If school must be closed due to inclement weather or for any other reason, schoolwork will be posted online.

The specifics of any closure will be communicated to families via district messaging and posted on the district website. Students will be expected to complete their schoolwork per guidelines provided at the time of the closure.

Grades
Students' grades will be reported 2 times during the year. Report cards will be made available on Parent Portal within 1 week of the end of the semester. Report cards will be mailed to families of students who do not have access to technology. Please direct all questions to site administration.

Parent Portal
Parents are encouraged to register for the Parent Portal via the district website. Parent Portal allows parents access to their child's grades and assignments. Teachers are asked to update the grades within two weeks of receiving the assignment from the student. At times, the update may go beyond two weeks because of the grading of major projects.

Homebound Instruction
Homebound instruction is available to students who are unable to attend school due to illness, accident, injury or emotional difficulty. A medical doctor or psychiatrist must document the reason for non-attendance. Call 763-792-6175 for further information.

Homework
Homework for children usually increases as they age. Guidelines for homework time will be set by the grade level and approved by the building administration. Homework is not assigned as a daily requirement, but rather as an outgrowth or continuation of a skill or project. Occasionally, a student has a special project that might take several hours of work at home. Work on these projects will usually be spread out over an extended period. If you have concerns regarding homework, please contact the classroom teacher. Homework is the child's responsibility. In lieu of homework, students are encouraged to read for an appropriate amount of time each school night.

Minnesota Academic Standards
All students must satisfactorily complete the following required Minnesota Graduation Standards:

Parent Rights – Instructional Materials, Surveys, and Student Information
Parents/guardians have the right to inspect certain instructional materials, review surveys that request protected information, and opt their student out of participation in certain surveys or activities as permitted by state and federal law, including the Protection of Pupil Rights Amendment (PPRA). Parents/guardians also have the right to request that certain directory information not be released. For

complete information regarding these rights and the procedures for exercising them, please refer to **Centennial School Board Policy 515** – Protection and Privacy of Pupil Records or contact your child's school office.

Syllabus
We encourage parents to reach out to their child's teacher with any questions on the curriculum resources used in the class or course. Parents may also work with the teacher directly to request an alternative assignment in lieu of the current class curriculum offering.

Summer School
The school district offers summer school opportunities for qualifying students. Information about extended school year for students with disabilities is provided in our policy. **(See 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 as an addendum at the back of this handbook.

PART III — RULES AND DISCIPLINE

Attendance
Please help your child establish a positive school attendance pattern. Regular attendance is important to school success. Children should be absent from school only in case of illness, emergency, or approved absences. The daily classroom experience is an integral part of the learning process. If your child is absent from school, please complete the attendance form located in the Parent Hub.

If your child goes to Kids Club, you also need to report the absence to Kids Club staff by calling the specific site directly.

> **Excused Absences** require phone or written notification from a parent/guardian, preferably on the morning of the day the student is absent. If the parent/guardian has not contacted the school, or the school has not contacted the home regarding a student's absence, the student must bring a note explaining the absence, signed and dated by the parent/guardian, when the student returns to school. Failure to do this will result in the absence being considered unexcused. The principal has final authority to determine whether an explanation for a student's absence is considered excused.
>
> **Unexcused Absences** will result in parent contact. When a student has three or more unexcused absences in one school year, the school is required by law to inform the parent/guardian of the continuing truancy. Should you receive a letter regarding unexcused absences, you will need to

follow the direction of the letter for all future absences your child may have. If there are seven or more unexcused absences during one school year, a habitual truancy offense report may be filed with Anoka County.

Bullying Prohibition
The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district's "Bullying Prohibition" reference the policy. **(See School Board Policy #514)**

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, or drugs.

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

- 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, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

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/Smart Watches/Cellular Devices
It is the school's expectation that cell phones remain in the student's backpack throughout the day, including while on the bus. If your student brings a device and it becomes a distraction to his/her learning or the learning of others, or if it impacts the security of students, a parent / guardian will be notified. Devices should not be used as a method of communication during the school day. As with anything of value, the school is not liable for theft or damage.

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 the complete district policy. **(See School Board Policy #506)**

Dress Code
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). Clothing must not be disruptive to the educational process and shall not be discriminatory.

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.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

C. Inappropriate clothing includes, but is not limited to, the following:
1. Clothing bearing a message that is lewd, vulgar, or obscene.
2. Apparel promoting products or activities that are illegal for use by minors.
3. 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 Pholicy 413.
4. Any apparel or footwear that would damage school property.

D. Hats are not allowed in the building except with the approval of the building principal (i.e., students undergoing chemotherapy; medical situations).

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 if 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.

Drug-Free School and 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 into 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.

Electronic Devices

Electronic toys, devices, video games, headphones, etc., are not to be brought to school and be used in class. If the device is necessary to communicate with parents before/after school, they are to be turned off and stored in the respective student's backpack/locker. The school district cannot be responsible for safeguarding any of these items. Items that cause disruption will be taken from students, and parents will be notified.

Harassment and Violence Prohibition [*]

The school district strives 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, gender, 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy **(See School Board Policy #526)**

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" reference the policy. **(See School Board Policy #526)**

Notice of Violent Behavior by Students [**]

The school district will give notice to teachers and other appropriate school district staff members 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.

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.

Technology Acceptable Use and 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 can be found at www.isd12.org/discover/school-board/district-policies. **(See School Board Policy #524)**

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.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices [**]

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 carrying or using activated electronic delivery devices 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 devices, or electronic delivery devices 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 "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices", see district policy. Contact the site administrator if you have questions or wish to report violations. **(See School Board Policy #419)**

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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; airguns; 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person that violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; a recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. **(See School Board Policy #501)**

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation 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).

Allergies

Food and other allergies that present a life-threatening episode need to be reported to Health Services prior to a student's start date. The building and district nurse will collaborate with the parents and student to formulate an emergency plan of care as indicated. Cooperation with Nutrition Services will be included.

Minor allergic reactions will be managed via standard communication between school health office and home (reporting of symptoms and care given).

Classroom snacks and a student's allergies should be considered but are the responsibility of the parent and student to manage and provide information/alternative snacks as per the child's developmental capacity.

Balloon/latex allergies -Due to increasing latex sensitivities, balloons are not allowed at school

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.

Bicycles, Scooters, Skateboards, In-line skates, Heelys

Each school has its own guidelines. See the school newsletter for specific information.
Students must follow the instruction of school patrols and supervisors. Students who ride in an unsafe or discourteous manner will lose the privilege. All riders are encouraged to wear helmets.

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 depending on the situation.
The district has installed automated external defibrillators (AEDs) at each site. Tampering with any AED is prohibited and may result in discipline.

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 Service
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 guardians 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:
Minnesota law requires children enrolled in childcare, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt. If proper documentation is not provided, students will be unable to attend school after November 1st, 2024. What you need to do:

1. Contact your health care provider and review your student's immunization status to make sure they are up to date.
2. If you missed a required vaccination, make an appointment with a healthcare provider or local clinic as soon as possible.
3. Follow up with your students' school if they have reached out to you regarding your students' immunization status.
4. Turn in medical (must be signed by a health care provider) and non-medical (must be notarized) exemption forms to your child's school if they are exempt from immunizations.

Visit the **MDH website** for vaccine schedules, exemption forms and more information including where to get free/low cost immunizations today. Please reach out to your students' school for any questions.

Medication
Medication should always be administered at home if possible. If a student must receive medication administration during the school day, the following is needed. All medications must be submitted to the health office by the parent/guardian with completed paperwork. Students may not carry medications on themselves or in their backpack. Written orders from a prescribing professional must be completed for any medication to be administered. Orders must be submitted each school year and when there are changes to the medication, dose, or administration. In addition, the Medication Authorization Form must be completed and signed for all medications to be administered. The Medication Authorization Form must be submitted each school year and when there are changes to the medication, dose, or administration. Prescription medication must come from the pharmacy in a current pharmacy-labeled container. Pharmacy labels must be attached directly to epinephrine auto injectors, inhalers, and insulin pens. Over the Counter medication must come in the originally labeled and sealed container with the student's name written on it. Only 30 tablets/capsules may be submitted at one time. If tablets are required to be split, they must be split prior to submitting to the health office. All medications must be picked up at the end of the school year by the parent/guardian. Unclaimed medication will be disposed of per policy. When a prescribing health professional, parent/guardian, student, and school nurse agree that self-carry/administration of emergency rescue medication (Epinephrine Auto Injector or Inhaler) is appropriate for an individual student, the procedure must be done safely, carefully, and accurately. A written order by a prescribing professional and the Authorization for Self-Carry/Administration of Emergency Medication must be completed each school year and whenever medication, dosage, or administration changes. All Medication Authorizations can be found on the Health Services Website.

Health Plans & Chronic Conditions
The Health Staff at Centennial collaborate with students, guardians, providers, and school staff to support the needs of students with chronic conditions such as Allergies, Asthma, Diabetes, Seizures, and other complex medical conditions. Please notify the health office staff of your student's health conditions, and all health management needs.

If the student has the following conditions, please note items the school is required to have on file to ensure the student is safely supported while at school.

Asthma/Life Threatening Allergies/Diabetes/Seizures

- Action/Emergency or Management plan completed by medical provider dated for the new school year (Example: Asthma Action Plan, Diabetic Management Plan, Allergy/Anaphylaxis Emergency Care Plan, Seizure Action Plan)
- Medication Orders from prescribing professional dated for the new school year (if medication administration is required at school)
- Centennial School District Medication Authorization dated for the new school year (if medication administration is required at school)
- Authorization for Self-Carry/Administration of Emergency Medication signed by medical provider and parent/guardian dated for the new school year (if you would like to request that the student self-carry or self-administer epinephrine auto injector or inhaler)
- Seizure Action Plan - Parents of students diagnosed with epilepsy or seizure disorders are encouraged to work with the school nurse to develop an individualized Seizure Action Plan to support student safety during the school day and school-sponsored activities.

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.

Pets
No pets are allowed on school grounds. Only certified assistance animals are allowed on school property.

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.

Safety patrols

Students are selected to serve as safety crossing patrols and captains at some schools. Patrols are on duty each morning and at the end of the day to provide a safe crossing for students. Students must follow directions provided by the patrols.

Tennessean Warning

Whenever a student (or parent, on behalf of a student) is requested to provide information about themselves that is of a concern, they may be given the Tennessen warning. The warning informs the student what is going to be talked about, consequences for not sharing information, how information will be used, and how private the information can be kept.

Visitors in District Buildings

Centennial's Elementary Schools welcome parents/guardians and adult community members to visit the school. To ensure the safety of students and staff and to avoid disruption to the learning environment, visitors must enter through the designated front entrance and report directly to the main office, except during events open to the public. Visitors must register with the office and wear a school-issued visitor pass that is always visible while in the building during the school day.

Visitors must receive approval from a principal or designee before visiting a classroom during instructional time. An individual or group may be denied permission to visit the school or school property, or permission may be revoked, if the visitor does not comply with district procedures or if the visit is not in the best interests of students, employees, or the district.

Guest students and former Centennial students are not permitted to visit during the school day without prior arrangements and approval from a principal. For additional information, see School Board Policy 903.