MIDDLE SCHOOL HANDBOOK

2026-2027 SCHOOL YEAR



CONNECTING. ACHIEVING. PREPARING.

CENTENNIAL
MIDDLE SCHOOL

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General Information

Centennial School District
Centennial School District 12 is the connecting hub for the communities of Blaine, Centerville, Circle Pines, Lexington and Lino Lakes, located 20 minutes north of Minneapolis and St. Paul. With 9 exceptional schools serving more than 6,500 students, Centennial offers a track record of academic success combined with a consistent district-wide drive for improvement.

Centennial schools are safe and filled with respectful students who are a wonderful reflection of and contributors to the community. The district's vibrant learning environments and personalized, team approach supports the strengths and addresses the challenges of each individual student. The curriculum throughout K-12 is focused on the knowledge and skills necessary for success in the 21st century. Importantly, Centennial is distinguished by its use of data to drive achievement, its innovative use of technology, and its exceptional faculty, 80% of whom hold a master's degree.

A transparent and good steward of public resources, Centennial is guided by a strategic plan developed in collaboration with staff, parents/guardians, and community members. As a district that encourages, listens and responds, Centennial is the pride of our five communities with 86% of resident students choosing Centennial, nearly 90% of parents/guardians rating teachers as "excellent," and 91% saying students are well prepared for college.

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) 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 (DDE)
More information on DDE can be found at: 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.

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.

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
Gloria Murphy, Director	gmurphy@isd12.org
Heidi Hansen, Director	hhansen@isd12.org
Jeff Holmberg, Superintendent of Schools 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

Director of Community Education, Cori Sendle	(763) 792-6101
Director of Buildings & Grounds, Jonathan Spitzer	(763) 792-6016
Director of Public Information & Community Outreach, Krista Bergert	(763) 792-6060
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 Nutrition Services, Tara Malinski	(763) 792-5423
Director of Human Resources, Dan Melde	(763) 792-6009
Director of Student Services, Kathy Zwonitzer	(763) 792-6040
Director of Technology, Mike Christensen	(763) 792-6146

Non-Discrimination 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 IV of the Education Amendments Act of 1972. [*]

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. Language Access Plan [*]

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 IV 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.

PART 1 - INFORMATION

Arrival and Dismissal Hours
For the safety of students and the security of our school, building supervisors are available from 7:40am to 3:00pm. Students can only be in the building outside these hours if they have a pre-arranged appointment with a teacher or are involved in a school activity. Please make arrangements for personal childcare before 7:40am and after 3:00pm.

Before-School and After-School Supervision
CMS Before and After-School Supervision takes place in the cafeteria. This is a safe place for students to be supervised before and after school. You must provide your own transportation. Students must be registered each quarter to participate.

CMS families may need student care before or after the school day. A supervision option is offered for before and after school if needed. This is a safe place for students to catch up on schoolwork, interact with other students, or just relax. Families will be responsible for your own transportation.
General Information:

- Before and After-School Supervision runs concurrently with the ISD12 School Calendar. In the event of early school closing, we ask you to pick up your student

as soon as possible. In the event of a school cancellation or an E-Learning day, supervision is not provided.
- Before and After-School Supervision is not governed by the same rules and regulations as childcare institutions and, as such, does not provide tax statements.

Before-School Supervision Hours and Information:
- Hours: 6:00-7:40 am.
- Students will need to sign in daily for attendance. (Printed name and time – legibly written).
- Students will be dismissed to start the school day.
- School breakfast will be available for students if needed.
- Families will be issued a single security key fob to permit entrance into the building at Door A-12. A key fob acknowledgement form must be completed and returned to the Morning Supervisor. In the event of a lost/damaged key fob, a replacement will be issued at the cost of $10. That $10 fee will be added to your Campus Portal account.
- Key fob is required to be returned at the end of the school year or if you discontinue Before-School Supervision or a $10 fee will be added to the Campus Portal account.
- Students must adhere to the Before and After-School Guidelines and Expectations. Failure to adhere to such Guidelines and Expectations may result in discontinuation of participation.
- Once a student has entered the building, the student is not permitted to leave the building (no re-entry; student will need to wait outside).
- Students arriving prior to 7:40 am who are not signed up for Supervision will need to remain outside until 7:40 am.

After-School Supervision Hours and Information:
- Hours: 2:55-6:00 pm
- Students will report to the cafeteria immediately following the dismissal bell.
- Students will need to sign in daily for attendance. (Printed name and time -- legibly written).
- Students must adhere to the Before and After-School Guidelines and Expectations. Failure to adhere to such Guidelines and Expectations may result in discontinuation of participation.
- Once the student has entered the cafeteria, the student is not permitted to leave the building (no re-entry; student will need to wait outside).
- A late pickup fee of $10 per each five-minute increment past 6:00 pm will be assigned to Campus Fees. A pattern of late pickup may result in termination of participation. If the child is not picked up by 6:30 pm and we are unable to reach an emergency contact, the police will be contacted.

Parent Pickup:
- Students waiting for parent pickup who are not registered for After-School Supervision can wait in the front glass hallway near the gyms until 3:15 pm. After 3:15 students will be asked to leave the building through door A-12 to wait for pickup outside. If student pickup takes place after 3:30 pm, students will be asked

to re-enter the building and will be signed in for After-School Supervision for the day. A late pickup fee of $10 per five-minute increment past 3:30 pm will be assigned to Campus Fees.

After-School Expectations

- Due to safety concerns, students staying after school need to be in one of the following supervised settings:
  - Activities program through Centennial Middle School, Community Education or community-based experiences
  - Working with a teacher (with teacher preapproval)
- Students must wait for rides in the cafeteria after they have been dismissed from their supervised activity. After-School Supervision is available at a pro-rated cost for students that need additional time to wait before pickup. Students waiting in the cafeteria need to be seated, talking with an inside voice, respectful of the supervisors, and follow the direction of the supervisors.
- Students wanting to watch an after-school event need to go home first on their regular bus and then make arrangements to come back to watch the event.

Out of District Expectations

- Students who are out of district need to be picked up at the school by 3:10pm unless they are in an after-school activity or registered for After-School Supervision. Students in an after-school activity need to be picked up within 15 minutes of the activity ending.

Calendar

The school calendar is adopted annually by the School Board. A copy of the school calendar can be found on the district's website at www.isd12.org.

Employee Directory

Our staff directory can be accessed via our website at www.isd12.org.

Main Office		(763) 792-5400
Bob Stevens, Principal	rstevens@isd12.org	(763) 792-5401
Andrea Krueger, Asst Principal	akrueger@isd12.org	(763) 792-5403
Amy Smalley, Asst Principal	asmalley@isd12.org	(763) 792-5405
Kristen Fleming, Lead Teacher	kfleming@isd12.org	(763) 792-5425
Counseling Office		(763) 792-5413

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 nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool 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 or other personal items. 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.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities.

Students will be charged for textbooks, library books, Chromebook, and locks that are lost or damaged. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact (763) 792-5402.

Food in the Classrooms
All food and beverages must be commercially prepared and packaged. By law, no home-baked goods will be accepted. The middle school does not allow birthday treats. Please do not send bulk foods. Contact the district's Director of Nutrition Services at (763) 792-5423 for more information.
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. Due to increasing numbers of sensitivities, please do not send balloons or flowers to school.

Fundraising
All fundraising activities conducted by student groups and organizations and/or parent/guardian 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/guardian, 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.

Interviews of Students by Outside Agencies
Students may 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.

Breakfast and Lunch
Centennial Middle School has a closed lunch period requiring all students to remain inside. 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. 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 may bring their own lunch if desired.
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.
Prices, as well as the monthly main menu, can be found on the district website. Alternate choices are also available at the middle school.

Lunch periods have been planned for this year:

- 6th Grade tied to student's 4th period
- 7th Grade tied to student's 2nd period
- 8th Grade tied to student's 3rd period

Students are expected to keep their table clean and will not be dismissed until dismissed by lunch room supervisors.

Centennial School District uses a barcode system. Barcodes are on all Student IDs. And can also be accessed in the Student Portal. Barcodes are required for all transactions for meal service. If a student loses their Student ID, fill out Google form on Chromebook to request replacement (turnaround time 1-2 school days).

Student account balances can be found in the Campus Portal. You can also set up reoccurring payments in there too. Applications for Educational Benefits are also available in the Parent Portal, we encourage all families to apply. If your household is accepted, you can qualify for discounts on sports fee, Chromebook protection, etc. and also will receive P-EBT benefits in the summer months.

Caffeinated drinks are not allowed in the hallways or classrooms from bell to bell and are not recommended to be sent in student's lunches.

Water bottles are allowed during school hours. Glass water bottles and containers are not permitted.

From District How Students Pay for Meals
In order to ensure our meal lines move quickly, each student is required to scan their barcode to receive meals, including free meals.

Students will not be charged for their first breakfast or first lunch each day. In order for the district to claim meals and receive funding, each meal needs to be processed through our Point-of-Sale system.

If your student was in grade 5 last school year, their ID has been moved to the Middle School and students will receive them on their first day of school or at Materials Drop Days.

If a student does not have their barcode, they cannot purchase Ala Carte items and must go through the line designated for NO BARCODES.

Meal Purchases
Manage your student's School Meals Account online on your Campus Parent Portal. Cash and/or checks will not be accepted at the school**.**

School Meal Prices
One breakfast and one lunch are FREE to each student each day.

- First Breakfast Meal: FREE
- Second Breakfast and Adult Breakfast: $2.55
- Second Breakfast Entrée: $1.00
- First Lunch Meal: FREE
- Second Lunch and Adult Lunch: $5.30
- Second Lunch Entrée: $2.75
- Milk: $.60

FREE Meals/Reduced Fees and Other Benefits
Although no application is required to receive one FREE breakfast and one FREE lunch each day at school, filling out the Application for Educational Benefits is still important! Your student(s) may qualify for free and reduced benefits like reduced fees at school and other meal programs. Your application may also help the school qualify for education funds, discounts.

Nondiscrimination [*]
The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental/guardian status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Dan Melde, Human Resources Director, 4707 North Road, Circle Pines, MN 55014,

(763) 792-6009 as the district's human rights officer to handle inquiries regarding nondiscrimination.

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 student's records, including the data documenting their history of violent behavior.

Parent/Guardian and Teacher Conferences
Parent/guardian and teacher conferences will be held twice a year, in the fall and spring. For more information, contact the Counseling Secretary at (763) 792-5413.

Pledge of Allegiance [**]
Students will recite the Pledge of Allegiance to the flag of the United States of America on a weekly basis. 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)***

Schedule
The school day begins at **8:05am** and ends at **2:55pm**. There are 6 class periods each day, with a Cougar Connection/Flex experience following first period.

Athletics and Activities
The school district and partner institutions provide opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.
Students who participate in school-sponsored events are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities and events.
All spectators at school-sponsored events 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.

Campus Fees
Centennial School District accepts payments for school activities through Community Education www.isd12.ce.eleyo.com. All activities will be listed or linked on the Athletics & Activities page on the middle school website. Directions to sign up and register can be found on the Athletics & Activities page on the middle school website. Activities will be posted shortly before the season begins and remain open until the activity fills or registration closes.

Financial Assistance
Limited funds are available for students with a financial need. Please contact the Counseling Secretary at (763) 792-5413 if needing financial assistance. (Fees may be waived for students on the free School Nutrition Program and may be reduced for those on the reduced School Nutrition Program **except** for off-campus activities.)

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

- Twin Cities television stations.
- Information 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 email through our School Messenger communication system. A message will be sent to your home phone, cell phone, work phone, and email address, based upon information provided by each family.

Parents/guardians always have the right to excuse their student from school if they feel conditions are unsafe. If you choose to keep your student at home, please complete the attendance form 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.

Flexible Learning
If school must be closed due to inclement weather or for any other reason, schoolwork will be posted online. In the event of an extended closure (such as a pandemic), schoolwork will be provided in paper form to students unable to access this work online.

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

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 desk 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 disposal. Students found to be in violation of this policy are subject to discipline, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. ***(See School Board Policy #506)***

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 possible following 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 classroom environment 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.

Student Publications 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. ***(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. ***(See School Board Policy #515)***

Student Surveys [**]
Occasionally, the school district utilizes surveys to obtain student opinions and information about students. 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 can be found in the policy. ***(See School Board Policy #520)***

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, (***See School Board Policy #520)*** – Protection and Privacy of Pupil Records or contact your child's school office**.**

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' parent 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 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)***

Video and Audio Recording: 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 #711)***

PART 2 - 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. Contact middle school administration with questions regarding available services.

Cheating and Plagiarism [**]

In accordance with policy, academic honesty promotes learning. Dishonesty interferes with learning. Students must submit work that is wholly and truly their own. Students who permit another student to commit academically dishonest acts will be held equally responsible. Some examples of academic dishonesty are copying other student's homework and/or tests; plagiarism – writing other people's words or ideas without citing them as a source; using crib sheets, note cards, or other illegal means of prompting memory on a test. The penalty for academic dishonesty will be determined by the classroom teacher and/or administration and will follow consequences as listed under the Student Code of Conduct. ***(See School Board Policy #506)***

Grades

Students' grades will be reported two times during the year. There will be communications sent to all families when grades are available on Parent Campus Portal. Upon request, report cards will be mailed to families of students who do not have access to technology. Please direct all questions to administration.

Daily assignments, quizzes and tests are assigned percentages as listed:

A	93-100%	B-	80-82%	D+	67-69%
A-	90-92%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	0-59%

Some grade-level departments use a standards-based grading system. In these classes, the teacher will communicate directly with affected families and students.

Parent Campus Portal

Parents/guardians are encouraged to register for the Parent Campus Portal via the district website. Parent Campus Portal allows parents/guardians access to their student'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.

Minnesota Academic Standards [*]

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

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

For more information, visit the Minnesota Department of Education website.

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 students to complete homework thoroughly and promptly. Students and parents/guardians will find class assignments posted in Schoology.

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 student and their school and community. The form to meet this legislative requirement is available as an addendum at the back of this handbook.

Parent/Guardian Right to Know [*]
If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her student'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/guardians with information as to the level of achievement of their student in each of the state academic assessments. The school district also will provide notice to parents/guardians if, for four or more consecutive weeks, their student has been assigned to or taught by a teacher who is not highly qualified.

PART 3 – RULES AND DISCIPLINE

Attendance [**]
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. ***(See School Board Policy #503)***

15-day drops (Minn. Stat. 120A.24 - Reporting) [*]
Subdivision 4. Reports to the state or county.

A school district must notify the local welfare agency of any student dropped from the school's roll under section 126C.05, subdivision 8, paragraph (a), for unexcused absences exceeding 15 consecutive school days. The notice to the local welfare agency must include the student's most recent contact information on file with the school. The school must also send an email, letter, or otherwise contact the student's family to encourage the student to re-enroll in the school's programming.

After receiving notification under paragraph (c), the local welfare agency must inform the school if the agency is unable to contact the student or the student's family. If the local welfare agency is unable to contact the student or the student's family, the district must notify the Department of Education that the student has been dropped from the school's roll and that the local welfare agency is unable to contact the student or the student's family. The notice to the department must include the student's most recent contact information on file with the school.

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, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. ***(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 at all times.
- 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 and Other Electronic Communication Devices

Students are permitted to use cell phones and other electronic devices (smartwatch, earbuds, etc.) during the school day following the outlined conditions:

- Middle School students will need to keep their cell phones/smartwatches in their lockers during the school day. They may check their cell phones/smartwatches during passing periods. Cell phones/smartwatches are not allowed to be out in the classrooms unless a teacher requests that they use their cell phones in the classroom for a specific support of the learning.
- There are "no cell phone" zones in the locker rooms and bathrooms. Phone use in this area is not permitted under any circumstance.
- Cell phones should not be used in a disruptive manner.
- Students are permitted to use their cell phones and electronic devices between classes and at the end of the academic day.
- Students should not take any pictures or videos unless for a specific reason and with staff member permission.

If these conditions are violated, the consequences will be as follows:

- 1st violation: Staff takes phone away and student is responsible to collect it at the end of the day. Parent/guardian is contacted.
- 2nd violation: Staff takes phone away and student is responsible to collect it at the end of the day. Parent/guardian is contacted, and a detention is assigned.
- 3rd violation: Staff takes phone away and parent/guardian is required to pick the phone up in the office. The student will receive an "in school" suspension.
- 4th violation: Staff takes phone away and parent/guardian is required to pick the phone up in the office. The student will receive an "out of school" suspension.

Centennial Middle School assumes no responsibility for the loss, recovery and repair or replacement of any cell phone, smartwatch or other electronic device brought onto school property.

If you wish to contact your student during school hours for emergencies, please call the main office at (763) 792-5400 or email student directly using ISD12 email address.

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. ***(See School Board Policy #506)***

Dress and 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.
   3. Clothing appropriate for the activity (i.e., physical education or the classroom).
   4. Students must wear clothing that covers their 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. Any apparel or footwear that would damage school property.

D. Head coverings (i.e., hats, hoods, etc.) are not allowed during the academic day unless approved for a special event, such as spirit week. The Middle School does support the wearing of these items if it relates to religious practices or function or a need as a matter of health with a doctor's note.

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:

- 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 parent/guardian must pick up items.
- 3rd offense – Referral – student will be asked to change and receive an "in school" suspension for the remainder of the day.
- Additional offenses – to be determined by administration, including "out of school" suspension.

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

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 use onto school property for personal use if the person has a physician's prescription for the substance. The exception is marijuana, which 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. ***(See School Board Policy #418)***

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***. (See School Board Policy #413)***

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. ***(See School Board Policy #526)***

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 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. ***(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.

Responsible Use of Artifical Intelligence (*School Board Policy #525* [**]
This policy establishes guidelines for the responsible use of AI to enhance teaching, learning, and efficiency, while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

- The school district supports AI use as an augmentative tool, not an autonomous decision-maker (following the Human-AI-Human, or H-AI-H, model), to enhance teaching, learning, and administrative efficiency.
- All student and staff use of AI must uphold academic integrity, foster critical thinking, and be transparent and responsible with appropriate attribution provided.
- The superintendent or designee must implement and regularly review privacy and safety controls to protect student, staff, and school district data associated with approved AI use.
- The policy applies to all AI use by students and staff, on and off-campus, and the school district will ensure equitable access and provide ongoing training on ethical use, bias mitigation, and accountability.

- The school district recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:
- Kindergarten through Grade 5: only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.
- Grades 6 through 8: structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.
- Grades 9 through 12: centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

Student Use Guidelines

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be verified and properly cited. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools, whether such information is about themselves or others. Violations will be addressed according to ***School Board Policy 506: Student Discipline, School Board Policy 514: Bullying Prohibition, and School Board Policy 524: Technology Acceptable Use and Safety*****,** with corrective action and support provided as needed.

- Verification and Academic Integrity

1. Students must verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
2. Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.
3. Submitting AI-generated content or content significantly assisted by AI as original work without attribution is prohibited per ***School Board Policy 506: Student Discipline.***

Privacy and Data Protection

- Students must not upload or input personally identifiable information, confidential, proprietary, or sensitive information into any AI tool.

Reporting and Support

- Students should report concerns about AI misuse or unsafe practices to the teacher or principal per ***School Board Policy 506: Student Discipline and School Board Policy 524: Technology Acceptable Use and Safety***.

Consequences for Misuse

- Student violations of this policy will be addressed by teachers and school staff. Disciplinary action may be taken as outlined in the school district's ***Student Discipline School Board Policy 506***. Violation may result in loss of AI or technology privileges per School Board Policy 524: Technology Acceptable Use and Safety, and/or further disciplinary or legal action, as appropriate.

For a complete summary of ***School Board Policy 625***, please reference https://www.isd12.org/discover/school-board/district-policies/625-responsible-use-of-artificial-intelligence

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. Contact administration 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; 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 4 – HEALTH AND SAFETY

Accidents
All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the middle school health 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/guardian.

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 at (763) 792-6016.

Crisis Management
The school district has developed "Crisis Management" procedures. Each school building has its own building-specific crisis management plan. Students and

parents/guardians will be provided with information as to district- and school-specific plans.
The “Crisis Management” procedures address a range of potential crisis situations in the school district and include 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 at (763) 792-6000.

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.
There are automated external defibrillators (AEDs) available on both floors of the middle school and another accessible outside near the sport field. 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/guardian suspects that his/her student has a communicable or contagious disease, the parent/guardian 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/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 student is unable to attend school because of illness.
Hearing and vision screenings are done at the request of parents/guardians and/or school staff, and as a part of all special education evaluations.

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.

Immunizations [*]
All students must provide proof of immunization 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 5 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 http://www.health.state.mn.us/immunize.

Medications at School during the School Day
The school district acknowledges that some students may require prescribed drugs or medications 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/guardian 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 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/guardian or as specified in an Individual 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:

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

- 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 students 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/guardians 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/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 [**]

Centennial Middle School welcomes 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*)**.

PART 5 - Supplement

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

Explore the Statewide Testing page for more information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20_____to 20_____school year.)

DEPARTMENT OF EDUCATION

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

First Name: _____Middle Initial: _____Last Name: _____

Date of Birth: _____ Current Grade in School: _____

School: _____ District:_____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:_____

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Mathematics
- ☐ MCA/MTAS Science
- ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022