



**SCHOOL DISTRICT 12**

**2008 – 2009  
Student/Parent  
Handbook**

**CENTENNIAL AREA  
LEARNING CENTER**

**4203 Woodland Road  
Circle Pines, Minnesota 55014**

**Office / Attendance: 763-785-4185  
FAX: 763-717-4538**

**Where learning is a journey of Choice, Challenge and Opportunity**



## WELCOME TO THE CENTENNIAL AREA LEARNING CENTER

Welcome to the ALC! The Centennial Area Learning Center (CALC) offers qualifying students a comprehensive educational alternative. The ALC staff believes that a quality educational experience is made possible through a team approach built on positive student/teacher relationships. Teachers will work together with students in a learning environment that recognizes and celebrates individual learning styles, abilities and interests. It is our hope that ALC students will experience the joy of learning, as well as academic success, during the 2008-2009 school year.

Catherine Tschida, Principal  
763-785-4646

### **Centennial School District Mission Statement:**

Through academic, emotional, and social development,  
Centennial School District # 12 prepares students for life.



**CENTENNIAL AREA LEARNING CENTER  
2008 – 2009 Calendar**

|           |   |       |                                      |
|-----------|---|-------|--------------------------------------|
| August    |   | March |                                      |
| 26        | CALC Registration                       | 6     | Teacher Workshop – No School         |
| September |   | 9     | Spring Break Begins – No School      |
| 2         | <u>CALC First Day/ALL GRADES</u>        | 16    | Students Return from Spring Break    |
| 15        | School ID Photos                        | 19    | CALC Conferences, 4 – 8 p.m.         |
| 16        | Night School Begins                     | 23    | CALC Conferences, 4 – 8 p.m.         |
| October   |   | 30    | Teacher Workshop – No School         |
| 7         | <u>Two Hour Late Start</u> , 10:30 a.m. | 31    | BST Written Comp Retest              |
| 16        | MEA – No School                         | April |                                      |
| 17        | MEA – No School                         | 1     | BST Math Retest                      |
| 21        | CALC Advisory Board, 7:30 a.m.          | 2     | BST Reading Retest                   |
| November  |   | 3     | BST Math Retest Make-Up              |
| 3         | Teacher Workshop – No School            | 7     | BST Written Comp Retest Make-Up      |
| 6         | CALC Conferences, 4 – 8 p.m.            | 8     | BST Reading Retest Make-Up           |
| 10        | CALC Conferences, 4 – 8 p.m.            | 10    | No School                            |
| 18        | GRAD & BST Written Comp Retest          | 14    | GRAD Written Comp                    |
| 19        | BST Math Retest                         |       | MCAII/GRAD Read/Math 1&2             |
| 20        | BST Reading Retest                      | 15    | MCAII/GRAD Reading/Math 3&4          |
| 21        | BST Math Retest Make-Up                 | 21    | CALC Advisory Board, 7:30 a.m.       |
| 25        | GRAD & BST Wr/Comp Retest Make-Up       | 22    | GRAD Written Comp Make-Up            |
| 26        | No School                               | 27    | MCAII Science Begins                 |
| 27        | No School                               | 28    | MCAII/GRAD Read/Math 1&2 Make-Up     |
| 28        | No School                               | 29    | MCAII/GRAD Read/Math 3&4 Make-Up     |
| December  |   | May   |                                      |
| 1         | Teacher Workshop – No School            | 25    | Memorial Day – No School             |
| 24        | Winter Break Begins – No School         | June  |                                      |
| January   |   | 4     | Students Last Day                    |
| 5         | Students Return from Winter Break       |       | CALC Senior Celebration (Graduation) |
| 19        | Teacher Workshop – No School            | 8     | Summer School Begins                 |
| 22        | CALC Senior Celebration (Graduation)    | July  |                                      |
| 27        | Advisory Board, 7:30 a.m.               | 21    | GRAD/BST Written Comp Retest         |
| February  |   | 22    | BST Math Retest                      |
| 3         | BST Math Retest                         | 23    | BST Reading Retest                   |
| 4         | BST Reading Retest                      | 24    | Make-up date for any of the tests.   |
| 5         | <u>Two Hour Late Start</u> , 10:30 a.m. |       |                                      |
| 10        | BST Math Retest Make-Up                 |       |                                      |
| 11        | BST Reading Retest Make-Up              |       |                                      |
| 16        | President’s Day – No School             |       |                                      |



## CONTACT INFORMATION

### CALC Main Office and Attendance FAX

763-785-4185  
763-717-4538

### CALC Staff:

|  |  |              |
|--|--|--------------|
| Patricia Bergstrom, Special Education/DCD        | <a href="mailto:pbergstrom@isd12.org">pbergstrom@isd12.org</a> | 763-717-1410 |
| Julie Cross, Social Studies                      | <a href="mailto:jmcross@isd12.org">jmcross@isd12.org</a>       |              |
| Patrick Frawley, Social Studies                  | <a href="mailto:pfrawley@isd12.org">pfrawley@isd12.org</a>     |              |
| Laura Gordon, Language Arts                      | <a href="mailto:lgordon@isd12.org">lgordon@isd12.org</a>       |              |
| Patricia Harris, Math                            | <a href="mailto:pharris@isd12.org">pharris@isd12.org</a>       |              |
| Betty Kaiser, Special Education/Adult Transition | <a href="mailto:bkaiser@isd12.org">bkaiser@isd12.org</a>       | 763-717-6910 |
| Mary Ann Marietta, Counselor                     | <a href="mailto:mmarietta@isd12.org">mmarietta@isd12.org</a>   | 763-785-4664 |
| Barbara O'Neill, Science                         | <a href="mailto:boneill@isd12.org">boneill@isd12.org</a>       |              |
| Jeff Ottosen, Special Education/Work Program     | <a href="mailto:jottosen@isd12.org">jottosen@isd12.org</a>     | 763-717-6910 |
| Evan Pengelly, Special Education/ASD             | <a href="mailto:epengelly@isd12.org">epengelly@isd12.org</a>   | 763-717-6893 |
| Catherine Tschida, Principal                     | <a href="mailto:ctschida@isd12.org">ctschida@isd12.org</a>     | 763-785-4646 |
| Donna Wold, Principal's Secretary                | <a href="mailto:dwold@isd12.org">dwold@isd12.org</a>           | 763-785-4185 |
| ALC TEACHER LINE                                 |  | 763-717-4537 |

### Centennial District School Board Members:

|                                |  |
|--------------------------------|--|
| Christina Wilson, Chairperson  | <a href="mailto:dchriswilson@msn.com">dchriswilson@msn.com</a>       |
| Bret Shroyer, Vice Chairperson | <a href="mailto:bret@bretshroyer.org">bret@bretshroyer.org</a>       |
| Suzy Guthmueller, Clerk        | <a href="mailto:sguthmueller@isd.org">sguthmueller@isd.org</a>       |
| Karen Lodico, Treasurer        | <a href="mailto:klodico@isd12.org">klodico@isd12.org</a>             |
| Barbara Regnier, Director      | <a href="mailto:barbregnier@comcast.net">barbregnier@comcast.net</a> |
| Peter T. Brown, Director       | <a href="mailto:petertbrown@aol.com">petertbrown@aol.com</a>         |

### Centennial District Administration:

|  |  |              |
|--|--|--------------|
| Dr. Roger Worner, Superintendent                 | <a href="mailto:rworner@isd12.org">rworner@isd12.org</a>       | 763-792-6010 |
| Dr. Daniel Bittman, Dir. Of Elem. & Sec. Schools | <a href="mailto:dbittman@isd12.org">dbittman@isd12.org</a>     | 763-792-6006 |
| Larry Jablinski, Human Resources Director        | <a href="mailto:ljablinski@isd12.org">ljablinski@isd12.org</a> | 763-792-6008 |
| Dale Sundstrom, Business Affairs Director        | <a href="mailto:dsundstrom@isd12.org">dsundstrom@isd12.org</a> | 763-792-6001 |
| Cathy Wyland, Community Services/Communications  | <a href="mailto:cwyland@isd12.org">cwyland@isd12.org</a>       | 763-792-6100 |
| David Thacker, Special Education Director        | <a href="mailto:dthacker@isd12.org">dthacker@isd12.org</a>     | 763-792-5282 |
| Donna McKenny, Health Services                   | <a href="mailto:dmckenny@isd12.org">dmckenny@isd12.org</a>     | 763-792-5025 |
| Lynn Fernstrom, Nutrition Services               | <a href="mailto:lfernstrom@isd12.org">lfernstrom@isd12.org</a> | 763-792-5423 |
| Mike Hughes, Transportation                      | <a href="mailto:mhughes@isd12.org">mhughes@isd12.org</a>       | 763-792-6060 |
| Bob Cierzan, Buildings & Grounds Supervisor      | <a href="mailto:bcierzan@isd12.org">bcierzan@isd12.org</a>     | 763-792-6016 |

## ***CENTENNIAL AREA LEARNING CENTER IS A CHOICE PROGRAM!***

### **PHILOSOPHY STATEMENTS:**

- The Area Learning Center is a **student centered** alternative education program.
- Believing that **all students can learn** and that learning is life long, the ALC embraces a holistic approach to instruction.
- The ALC **aids students** in developing life-long learning abilities.
- The ALC is a **collaborative** school program seeking student, parents/guardian, staff and community involvement.

### **CENTENNIAL AREA LEARNING CENTER COURSES:**

- Embed the Minnesota State Graduation Requirements
- Respond to individual learner needs
- Offer performance based assessments
- Offer cooperative learning opportunities
- Offer community/service learning outreach
- Offer parenting and life skills curriculum

### **CALC also offers students:**

- Post-secondary options
- Interdisciplinary curriculum
- Remediation of Basic Skills in math, reading and writing.

### **REGISTRATION PROCESS:**

Intake interview:

- Schedule meeting with the ALC counselor at 763-785-4664.
- When students are under the age of 18, parent/guardian/mentor must attend the registration meeting.
- All parent/guardians who have students that receive special education services must attend the change of placement meeting scheduled by their case manager prior to student admission.

Contact the ALC counselor for registration/orientation for the SOAR and High School program options.

### **PROGRAM FOCUS:**

Three A's:

- Academics – successful progression toward graduation.
- Attendance – regular attendance is necessary for academic success.
- Attitude – positive, constructive, active member of the Area Learning Center.

**The Centennial Area Learning Center is a choice program.** All students are expected to follow the attendance and behavior rules. Students who do not follow the rules will be asked to leave. Staff will determine the appropriateness of the student's enrollment.

### **ATTENDANCE POLICY:**

- Attendance is required in order to remain in the CALC program.
- Students who are tardy more than 10 minutes will lose the unit for that class period.

- Parent/guardian must call the CALC office (763-785-4185) when their child is absent.
- Leaving early without permission will result in loss of units for the day.
- Students must have prior approval from a parent/guardian to leave early. Without prior approval the student's parent/guardian must come into the office and sign out their child. Students requesting to leave early because of illness must report to the CALC office. If determined by the CALC health para, or designated staff, that a student is too ill to stay in school, the child's parent/guardian will be notified. Students that leave during open lunch due to illness will not be excused unless the student reports to the CALC health para before their assigned lunch period. ALL EARLY DISMISSALS MUST HAVE PRIOR APPROVAL BEFORE THE STUDENT CAN LEAVE.
- Students are not to leave the building unless accompanied by a CALC staff member. Students outside the building are considered truant and may be asked to leave school for the remainder of the day, losing that day's units.
- All absences are viewed as unexcused unless otherwise notified. In order to avoid the Anoka County truancy process, parent/guardians of students under the age of 18, please call the CALC office on the same day as the student absence.
- Failure to comply with attendance expectations may result in loss of placement in the program.

**PARENT/GUARDIAN EXPECTATIONS:**

- Are expected to attend all conferences and meetings regarding their daughter/son.
- Are expected to be active participants in problem solving and programming decisions at CALC.
- Are expected to support all CALC program rules.

**PROGRAM POLICIES:**

**Athletic/Extra Curricular Opportunities:**

Any student meeting expectations at CALC may participate in athletic/extra curricular activities, unless under discipline from the home school administration.

**Bus Safety:**

Bus students are expected to behave in a courteous, safe and respectful manner. Students are to follow bus rules at all times. Keep in mind that riding the bus is a privilege and not a right. Continued disrespect or disregard for the rules will result in loss of this privilege. The bus driver is the adult in charge on the bus. Students will be expected to extend the same respect to them as any other school personnel. Parents will be notified if a bus expectation violation occurs. Parents, if you are aware of a problem that is occurring on the bus, please contact the principal.

Consequences for violations of the District Respect and Responsibility Policy on the bus may range from:

- a verbal warning and written bus referral to parent,
- indefinite suspension from the bus.

**Dismissal during the School Day:**

On occasion, parents may need to take their child out of school for a short period of time or before the end of the day. In this event, parent must report to the office to sign their child out; office personnel will send for the child. Students will not be dismissed directly from the classroom before the official end of the school day. No student under 18 years of age will be excused early without parent/guardian permission.

**Dress Code:**

Clothing, hats and accessories that are obscene, sexually suggestive or display images/slogans referring to alcohol, other chemicals, tobacco, or gang affiliation are not acceptable. Students will be asked to remove or replace offensive clothing or accessories. Excessively short skirts or shorts, tube tops, halter tops and visible undergarments are not permitted. Classroom teachers may have additional expectations and have the right to ask students to remove hats and/or coats in their classrooms.

**Cell Phones:**

Cell phones are to be turned off and out of sight during all classes. The consequences for displaying or using cell phones during a class period are as follows:

- 1<sup>st</sup> infraction: cell phone is taken for the duration of the day
- 2<sup>nd</sup> infraction: student is suspended for one day
- 3<sup>rd</sup> infraction: student is suspended for three days for this and all future cell phone infractions

**Electronic Devices:**

Electronic devices, such as pagers, radios, CD/tape players, mp3/ipods, electronic games, and laser pointers are strictly prohibited during class time.

- 1<sup>st</sup> infraction: device is removed until the end of the day
- 2<sup>nd</sup> infraction: student is suspended for one day
- 3<sup>rd</sup> infraction: student is suspended for three days
- 4 or more infractions: student will continue to be suspended for three days with every new infraction.

CALC will not be responsible for damage to or theft of any electronic equipment that students choose to bring to school.

**Field Trips:**

The ALC plans several field trips throughout the school year for both educational and recreational purposes. Parents/guardians must complete a parental permission form before students are allowed to participate (unless the student is 18 years of age or older). If a parent/guardian does not want their child to participate, the parent/guardian has the right to excuse their student from the experience. The ALC will notify the parent/guardian of any additional costs prior to the experience.

**Parking:**

CALC expects all students driving on campus to drive safely and be responsible for the use of their vehicle. All students parking in the CALC parking lot must sign a safe driving contract that will be kept on file. Students are not to loiter in the parking lot during the school day. CALC is a closed campus. Students are not allowed to leave campus without proper approval. Students who violate this policy may lose parking privileges for extended periods of time. Violation will result in one or more of the following:

- Oral and/or written warning.
- Loss of parking privileges.
- Report violations to law enforcement.
- **Repeated violations of parking lot rules will result in student cars being towed at student expense.**

**Plagiarism/Cheating:**

Plagiarism or cheating is taking the ideas, concepts, facts, and/or words of another and using them as one's own. It is considered a form of stealing. Plagiarism or cheating will not be tolerated at CALC. Plagiarism or cheating on assignments or tests will be determined by the classroom teacher. Appropriate academic consequences will be assigned and the student may be sent to an administrator for disciplinary action. All written work must be in the student's handwriting.

**Smoking/Tobacco:**

The Centennial Area Learning Center parking lot and areas surrounding the school are NO SMOKING ZONES; this includes all school sponsored activities.

1<sup>st</sup> infraction: student receives a warning

2<sup>nd</sup> infraction: student is suspended for one day

3<sup>rd</sup> infraction: student is suspended for three days

4 or more infractions: student will continue to be suspended for three days with every new infraction.

**CALC BUILDING HOURS**

8:00 AM – 4:00 PM, Monday through Thursday

8:00 AM – 3:00 PM, Friday

Closed – Saturday and Sunday

Evening hours will be posted in the main entrance to the building.

**MEDICATIONS (POLICY 6046)**

Parents should administer medication to their child at home whenever possible. Sometimes the student must have medication at school such as short-term antibiotics given four times a day, long-term medications that need to be taken at noon and PRN medications such as inhalers used to treat asthma problems (inhalers may be carried per state law, but only if the doctor's order states a "self carry" is approved). In this case, please follow the school district procedures found below. (Please note that due to district policy, the health service staff is not allowed to administer any medication without proper authorization.)

In order to comply with district medication procedures and for the safety of your child, it is essential that the following be observed when over the counter and/or prescription medications are to be given during the school day. The school must have on file a completed medication consent form containing:

- student's name,
- name of medication,
- diagnosis,
- time and directions for administration,
- dosage and route of administration,
- possible side effects,
- termination date for administration,
- signature of the doctor prescribing the medication,
- signature of the parent/ guardian.

Medication must be sent to school in the prescription bottle with the following information on the label (ask the pharmacist for a separate bottle for school):

- student's full name,
- name and dosage of medication,
- time and directions for administration,
- physician's name,
- date.

Medication will be taken by the student at the designated time and supervised by authorized personnel. Limited quantities of the medication should be sent to school. All medication administered at school will be kept in a locked drawer, cabinet or file. Parents must notify the school when the medication is discontinued or when the

dosage or time is changed. If the medication is resumed, a new order must be received. No aspirin or over-the-counter medication will be administered to students unless the above provisions are followed. New consent forms with appropriate signatures must be received annually. Consent forms are available from the health services office at school. If you have any questions, please call the District Nurse, or the building health service staff for clarification.

**Please Note:**

Emergency medications such as epi pens or insulin will be handled with an emergency care plan written by parents and school nurse in collaboration with building health service staff and physician approval. Directives of this emergency medication will need to be on file annually or as changes occur.

Elementary: All medications will be kept in the Health Service Office and will be administered by the nurse or approved personnel.

Middle School: When requested by parent, students may keep all labeled medications in the health room and take it under supervision of the nurse or approved personnel.

High School: Students are responsible for taking their own medications for temporary prescription or over-the-counter medications only. It is requested that they bring to school only the required amount for that day. Prescribed medications are required to be locked up and self-administered in the Health Office. This is standard procedure in hospitals, clinics, day centers, group homes, and school settings.

### **TENNESSEN WARNING**

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

### **COMPUTER TECHNOLOGY USE AND RULES**

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

- Any damage to hardware or software, deleting of files, usage of unauthorized software or any modification to system files will be regarded as "Damage to School Property."

Internet Usage: Students may **not** –

- Display or access material which is obscene, profane, violent, discriminatory or depicts or describes illegal activities
- Participate in "chat", "E-mail", or "bulleting board" activities
- Print material from the Internet without permission
- Copy, delete or alter another student or staff member's file

### **USE OF THE DISTRICT NETWORK/INTERNET BY STUDENTS**

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and Internet enables exploration of thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that staff will blend appropriate use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

#### **Use of System Is a Privilege**

The use of the school district system and access to use of the Internet is a privilege, not a right.

## **PLEDGE OF ALLEGIANCE (POLICY 6090)**

The Pledge of Allegiance will be recited at least weekly. **Anyone who does not wish to participate in reciting the pledge may elect not to do so.**

## **WEB SITE**

Centennial Area Learning Center's web page can be accessed through the Centennial District 12 web site at [www.ISD12.org](http://www.ISD12.org). Please check the district web site for additional information and updates such as:

- the district calendar,
- BST/MCA testing dates,
- school board meetings,
- telephone numbers,
- information regarding other schools in the district,
- Community Services.

## **CENTENNIAL RESPECT & RESPONSIBILITY AND STUDENT CODE OF CONDUCT/DISCIPLINE (POLICY 6030)**

### **POLICY STATEMENT**

*WE BELIEVE* that learning is best achieved through a cooperative effort in which the students, parents, educators and community members share educational responsibilities within an atmosphere of mutual respect and trust.

*WE BELIEVE* that mutual respect and trust is required to meet the diverse needs which exist in our district in gender, race, religion, lifestyle, life experiences, values, interests, goals, abilities to learn and learning styles.

*WE BELIEVE* that a safe, supportive and encouraging learning environment must be available to serve our diverse needs and that such an environment can be created through our community's commitment to the district Respect and Responsibility Plan and Policy. (Complete copies of the Respect and Responsibility Plan will be provided upon request at the District Office.)

*WE BELIEVE* that all members of our school community need to treat each other with respect and that all students need to take ownership and responsibility for their actions.

### **RESPECT AND RESPONSIBILITY – BEHAVIORAL EXPECTATIONS**

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

- Respect self, other people, and property
- Cooperate with other students and adults
- Be physically and verbally considerate to others

On the Bus:

- Be respectful of others at all times
- Stay seated
- Keep all parts of your body inside the bus
- Talk quietly and use appropriate language
- Respect the school bus property and obey the bus driver

Specific expectations for the bus, playground, hallway, and lunchroom will be included in this handbook. These expectations are a part of the school's Respect and Responsibility Policy. Those specific expectations shall conform to the general statement of policy under this Respect and Responsibility Policy.

**Consequences** for violations of the district Respect and Responsibility Policy in the classroom, on school property during school or at school-sponsored activities or events may include:

- a verbal or written reminder / notification,
- student conference with teacher, principal, counselor, dean or other district personnel,
- parent contact,
- parent conference with teacher, principal, counselor, dean or other district personnel,
- restriction or loss of privileges,
- detention,
- removal from class for up to five class or activity periods,
- written contracts,
- schedule modifications,
- peer modifications,
- suspension, in-school or out of school,
- expulsion for more severe or repeated violations,
- referral to police,
- other disciplinary action as deemed appropriate by the District.

**Consequences** for violations of the district Respect/Responsibility Policy on the bus may range from:

- a verbal warning and written bus referral to parents,
- indefinite suspension from the bus.

### **STUDENT CODE OF CONDUCT/DISCIPLINE POLICY – SEVERE BEHAVIORS**

The following behaviors will not be tolerated within District 12 and will be dealt with immediately by the administration:

- bomb threat,
- false fire alarm,
- theft,
- property damage or destruction,
- bullying, verbal or physical intimidation or fighting,
- possession or use of drugs/alcohol,
- weapons possession,
- sexual, racial, or religious harassment or violence or discrimination based upon sexual orientation,
- hazing,
- truancy.

**Reports** of severe behaviors should be made to a teacher, school counselor or dean, building principal, or other responsible adult. In the case of an alleged violation of the district's harassment, violence, and hazing policy, the complainant may report the incident to the individuals just noted, but also, may report directly to the District Human Rights Officer, Larry Jablinski at 763-792-6009. An investigation will follow in accordance with district policy.

**Consequences** may include all items listed in the **Behavioral Expectations**.

### **BULLYING, VERBAL OR PHYSICAL INTIMIDATION OR FIGHTING**

District 12 expects all students and staff to respect others and maintain a safe environment and will not tolerate verbal or physical intimidation or fighting. Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Verbal or physical intimidation is behavior which creates a climate of intimidation or harassment, regardless of whether such intimidation is related to race, religion, gender, or sexual orientation. Fighting is physical contact with the intent to hurt another person or to inflict pain. Consequences range from:

- Immediate removal from class and, if necessary, police contact
- Parent / guardian notification
- Interventions ranging from:
  - verbal or written warning
  - peer mediation
  - student/parent meeting with teachers, counselors or deans, assistant principal or principal
  - loss of privileges
  - detention
  - contracts
  - schedule modifications
  - suspension
  - expulsion

### **POSSESSION OR USE OF DRUGS/ALCOHOL, INCLUDING TOBACCO**

Possession or use of drugs/alcohol, including tobacco means the use or possession of tobacco within the school zone or at school events, or the use, sale, possession, or transport of any drugs or alcohol within the school zone or at school events. Consequences for violations of this policy are similar to all other behaviors with the addition of required on-site chemical pre-assessment or tobacco awareness meetings.

### **WEAPONS POSSESSION**

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

A weapon is identified as any object that can reasonably be considered a dangerous weapon: including but not limited to knives, blades, firearms, pellet guns, BB guns, air guns, explosives, incendiary devices, look-alike weapons, toy guns, or any other instrument which can be utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of harm, or inflict self-injury. A dangerous weapon is further identified to include the actual weapon, whether loaded or unloaded, or whether in working or non-working order.

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

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

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

## **HARASSMENT, VIOLENCE, AND HAZING**

The school district has a policy (#5061) against harassment and violence based upon an individual's religion, race, and gender, and a policy against hazing. A complete copy of the policy is available at the district office. In addition, Minnesota law prohibits the discrimination against an individual based upon sexual orientation. A brief explanation of the district's harassment, violence, and hazing policy follows.

Everyone at District 12 has the right to feel respected and safe. District 12 expects all students and staff to maintain an environment that is free from sexual, racial, or religious harassment or violence, and hazing, and Minnesota law prohibits discrimination based upon one's sexual orientation.

A harasser may be an adult or a student. Harassment must relate to an individual's religion, race, gender, or sexual orientation to violate this policy and the law. Any person who believes s/he has been subjected to harassment, violence, or hazing in violation of district policy, should submit either a verbal or written report to a teacher, school counselor or dean, building principal, to the District Human Rights Officer, Larry Jablinski, or to another responsible adult (including a parent). The district will respect the complainant's privacy as much as possible, balancing the need to conduct a thorough investigation. The district takes seriously all reports of religious, racial, or sexual harassment or violence, harassment or violence based upon sexual orientation, or hazing. The district will take all appropriate actions based upon the report made and upon the results of any investigation which follows. The district will also take appropriate action if anyone tries to intimidate or harm the complainant because of reporting harassment, violence, or hazing.

- **Sexual Harassment** includes unwelcome verbal harassment or abuse, unwelcome pressure for sexual activity, unwelcome sexual behavior or words, or unwelcome touching, except as necessary for school personnel to restrain a student to avoid physical harm.
- **Racial or religious harassment** includes physical or verbal conduct relating to an individual's race or religion which creates an intimidating, hostile or offensive environment, interferes with the individual's work or school performance, or otherwise affects an individual's employment or academic opportunities.
- **Sexual violence** is a physical act of aggression or force, or a threat, which involves the touching of someone's intimate parts.
- **Racial or religious violence** is a physical act of aggression or assault upon another because of or related to that person's race or religion.
- **Hazing** means committing an act against a student, or coercing a student into committing an act, which creates a substantial risk of harm to a person for any purpose, including as a condition to a student to be initiated into a student organization.

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

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

## **SUSPENSION/EXPULSION/EXCLUSION**

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

extended for an additional 5 days when it is determined by the administration that the student will create an immediate and substantial danger to persons or property around him/her. "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed beyond one calendar year.

## **OTHER DISTRICT POLICIES**

### **SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT'S PERSON (POLICY 6017)**

Pursuant to Minnesota statutes, 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 authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are also the property of the school district. At no time does the school district 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.

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

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

(Copy of the Search of Student Lockers, Desks, Personal Possessions and Student's Person (Policy 6017) will be available on the district's website.)

### **SCHOOL VISITORS (POLICY 2073)**

School visits by parents and citizens are often enlightening and educational experiences for both visitors and school personnel. The School Board encourages such visits by parents and citizens as a means of becoming involved in and informed about school affairs. The Superintendent is directed to encourage visitations by parents and citizens.

#### **Rules and Procedures:**

1. The School News section of The Observer as well as individual school newsletters to citizens will encourage visitations.
2. Building principals or a designate will conduct building tours for citizens on request or scheduled at evening events such as Open House.
3. Citizens should contact the principal of the building they desire to visit to make appropriate arrangements. Teachers should be notified of classroom visitations.

4. No visitation should be disruptive to the classroom learning process.
5. All visitors, including students and adults, must check in at the building and display the proper I.D.

#### **STUDENT SURVEYS (POLICY 6520)**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information about students. Student surveys may be conducted as determined necessary by the school district. Surveys, analysis, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with regulations of the U.S. Department of Education. Copy of complete policy is available on the district's website.

#### **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

The Centennial School 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.

## **CENTENNIAL ALC PROGRAMS INFORMATION**

### **SOAR (Student Opportunities, Academic Results) MID-LEVEL PROGRAM**

The Centennial ALC SOAR program is designed to offer 8<sup>th</sup> and 9<sup>th</sup> grade students a quality educational experience. Enrollment in the program is limited to 15 students. Students are referred from Centennial Middle and High Schools. Class size is small, so teachers are able to concentrate on the needs of each student. All required subjects are taught, as well as varied elective offerings. A special emphasis is placed on preparing students for the 8<sup>th</sup> grade Basic Skills test in reading, and mathematics. All Minnesota students must pass these tests before receiving a high school diploma. Required Graduation Standards are embedded into the curriculum and individually tracked throughout the year.

The SOAR program uses a “Phase System” to motivate students academically. With this approach, students earn privileges through academic effort and class participation. There is also a credit system in place, which allows students the ability to earn days off each quarter for passing grades in all subject areas, as well as displaying appropriate behavior in class. Both the Phase System and the credit program work together to foster student academic success.

#### **SOAR Daily Schedule:**

8:30 AM – 2:45 PM, Monday – Friday

Students can earn the privilege of early dismissal through the Phase System.

#### **SOAR Program Communicators:**

One of our goals is to keep a strong communication link between parent, student and teacher. Bi-weekly progress reports, “communicators”, are sent home on Fridays. This information should help parents follow their child’s progress (3-A’s – academic, attendance and attitude).

#### **SOAR Program Phase System:**

Upon enrolling, the Phase System is explained to the student and parent/guardian. On the student’s first day at CALC, the Phase System is reviewed and the student is asked to sign a form stating that the Phase System has been explained.

All new students are given a three-ring binder to carry with them to classes. Binders include a sheet explaining the Phase System, a phase record sheet, and a phase change petition sheet.

In order to move through the Phase System, the student must arrive at school on time, be passing most classes, earning all required hours, and maintain the phase sheet.

#### **Open Lunch Privileges:**

Students in the SOAR program have Monday through Friday open lunch privileges. If a student abuses these privileges, through excessive tardiness in returning to school or because of inappropriate behavior while on or off campus, he/she will be suspended and not allowed to return to CALC without a parent re-entry meeting. If another incident occurs, the student’s placement in the program will be in jeopardy.

#### **SOAR Report Cards:**

Students will follow a traditional quarterly reporting system. Report cards are mailed home approximately one to two weeks after the close of the previous quarter.

## **10<sup>TH</sup> GRADE PROGRAM**

The Centennial ALC 10<sup>th</sup> grade program is designed to offer students (ages 15 & 16) a quality educational experience. This program is for students who are 15 years of age at the beginning of the school year. Students who turn 16 during the school year must continue in the 10<sup>th</sup> grade day program until the end of the school year.

### **10<sup>th</sup> Grade Program Daily Schedule:**

8:30 AM – 2:45 PM, Monday through Friday.

### **Units:**

A student must successfully complete 75 units of high school course work in order to receive a credit. Monthly unit grids (progress reports) are distributed to each student by their base group teacher.

### **Open Lunch Privileges:**

Students in the 10<sup>th</sup> grade program have Monday through Friday open lunch privileges. If a student abuses these privileges, through excessive tardiness in returning to school or because of inappropriate behavior while on or off campus, he/she will be suspended and not allowed to return to the ALC without a parent re-entry meeting. If another incident occurs, the student's placement in the program will be in jeopardy.

### **Probation/Placement:**

Student placement in the program is evaluated on a monthly basis. Students can earn the privilege of early dismissal (1:05 PM) on Fridays by maintaining 100 units per month. Students must have written parental permission in order to participate in the Friday early dismissal program.

### **Work Program:**

Any 10<sup>th</sup> grade student who is 16 years old and wishes to participate in the work program will be dismissed daily at 1:05 PM. Students participating in the work program may earn up to 25 elective units per month. Before enrollment is processed, students must complete the work program contract.

## **HIGH SCHOOL PROGRAM**

The Centennial ALC high school program is designed to offer students ages 16-21 a quality educational opportunity to earn credit toward a high school diploma. Teachers will work with individual students in establishing achievable academic goals.

### **High School Program Daily Schedule:**

8:30 AM – 2:00 PM, Monday through Friday

11:40 AM – Work Program and 916 students are dismissed

### **Units:**

Students earn a credit by successfully completing the required units of academic work in each subject area. Required graduation standards are embedded within the ALC curriculum.

### **Work Experience/Occupational Seminar:**

Students can earn up to 520 elective units per year by:

- Completing work agreement paperwork
- Working an average of 15 hours per week

- Submitting pay stubs

**Night School:**

Night school is available to students who work during the day or attend another school during the day.

CALC night school is an independent study program. Students earn credits through a combination of attendance and independent projects. Each credit is valued at 75 units. Every project is given a potential unit value. In science, math, grammar or short answer packets students must earn 60% or higher in order to earn units toward credit. Work that requires individual student responses, or creative projects, will receive units based on the quality and quantity of the product. All work turned in must be in the student's own handwriting. The unit values will be assessed by the instructor.

Credits earned will be sent to the student's home school upon completion of all credit(s) required.