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[*] Notice required by statute
[**] Notice required by policy
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 6,400 students, Centennial offers a track record of academic success combined with a consistent district-wide drive for improvement.

Centennial’s 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, 76% 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, 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 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 parent/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; and
4) Health and Safety.
School Board Policies

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

Strategic Goals

In November 2016, the Centennial School District embarked in Strategic Planning with the goal being setting a course of success for the future.

This process engaged a representative group of individuals within our community who guided the planning and arrived at eight tangible goals that will reshape the district and move us into the future. Here is a summary of the eight goals:

- **Identify, value, and engage as the community that is Centennial.** Identify our current practices, using surveys to determine what our communities want, and developing events that truly represent our community.

- **Analyze causes of the achievement gap and provide accessibility at all levels and for all stakeholders.** Research current and best practices and implement new strategies to address the achievement gap.

- **Find strategic ways to communicate using staff, students, and community.** Use a variety of strategies to communicate and connect with all stakeholders in our communities as well as developing others.

- **Establish a “Plan-Do-Check” model for all areas.** Continue to evaluate, assess, and improve all systems within our organization. Ensure timely and concise communication to staff and stakeholders.

- **Professional Development (balance wellness vs. relevance, efficiency, and inclusiveness).** Continue to utilize our current professional development model while incorporating more voice in the process for all stakeholders.
Expand programming and infrastructure to address the vocational, college prep, and remedial needs of each student. Create a sub group to evaluate potential options in this area that aren’t necessarily driven by cost.

Develop a partnership between students and community on a service level and on a business level. Identify current partnerships and create new ones that connect us in many ways to our communities.

Develop a two-prong approach to lobbying and fundraising. Establish a lobbying group to promote legislative changes and a fundraising group tasked with raising dollars for local initiatives.

Staff Directory and Contact Information

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

Centennial School Board Contact Information

Suzy Guthmueller, Chair (sguthmueller@isd12.org)
Kathryn Timm, Clerk (ktimm@isd12.org)
Chris Bettinger, Treasurer (cbettinger@isd12.org)
Christina Wilson, Director (cwilson@isd12.org)
Ray Culp, Director (rculp@isd12.org)
Tom Knisely, Director (tknisely@isd12.org)
Brian Dietz, Superintendent (bdietz@isd12.org)

Building Principal Contact Information

Blue Heron Elementary, Jason Hartmann, Principal, (763) 792-6201
Centennial Elementary, Kathy Kaiser, 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, Tim Burton (763) 792- 6016
Director of Curriculum & Instruction, Caleb Drexler Booth (763) 792-6020
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, Scott Johnson (763) 792-6006
Director of Nutrition Services, Tara Forner (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
PART I – INFORMATION

ARRIVAL & DISMISSAL TIMES

Regular high school class hours are 8:00am-2:51pm. (See page 8 for schedules)

2020-2021 DISTRICT CALENDAR

Click here

EMPLOYEE DIRECTORY

Click here

EMPLOYEE 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 school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of
educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

FEES [*]

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

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

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

FUNDRAISING

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

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

GRADUATION CEREMONY

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

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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

LIBRARY & MEDIA CENTER

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

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

Most media center resources are available for check out. Flash drives, other electronic technology, (i.e. Chromebook, etc.) also available for checkout; students are encouraged to save work to their school-created Google Drive account. Students with overdue materials are not allowed to check out additional library materials until outstanding items are renewed or returned. Students are required to pay for items that are lost, stolen, or damaged. Damages will be assessed as a percentage of the cost of the book, or other electronic technology, replacement cost or bindery cost, dependent upon the
extent of the damage. Weekly overdue notices are sent to advisory teachers. Students with overdue items at the end of each semester will receive advisory credit only after they return or pay for missing or damaged items.

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

**Destiny Library System**
To log in to the Destiny library system in 5 Easy Steps:
- Step 1 - From the District Web Site (www.isd12.org) Click on the Academics and Activities tab to find the Media Center Catalog link
- Step 2 - Click on Centennial High School
- Step 3 - Click on the Log In button
- Step 4 - For User Name use your Student ID number (be sure to use all 9 numbers)
- Step 5 - For the Password, use your date of birth (using 6 digits)
Our mission statement, policies and additional information can also be accessed on our web site.

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

**Outstanding Textbooks & Technology/Fees**
- Students who do not return their textbooks/technology will receive a $ attached to their semester grade.
- Students who have been assessed a damage fee will receive a $ attached to their semester grade.
- A $ will not impact their GPA.
• All late textbook/technology returns or fines for lost/damaged textbooks/technology must be taken care of at the Media Center.
• If a student finds a book or technology after paying for it, the cashier’s office will be notified and a refund sent in the mail.
• All outstanding fees and fines that are not paid over an extended period of time will be referred to a collection agency.
• Students with outstanding fees and fines may not be able to participate in Prom or the Graduation Ceremony.

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

LUNCH – NUTRITION SERVICES

Nutritionally balanced breakfasts and lunches are available for students, staff and visitors to purchase; also available are a variety of a-la-carte items. Breakfast is only available in the East Building. School meal prices can be found on printed menus and on the school district website at [http://www.isd12.org](http://www.isd12.org).

Centennial School District uses a prepaid computerized food service system. To access his or her account, each student is assigned a PIN (Personal Identification Number). This PIN is found on their class schedule. We encourage students to keep this number confidential, and not share with other students. We encourage meal payments be made by check in weekly or monthly increments, or to use the online payment service. A few rules to keep in mind to assure a smooth flow of service:
• Payments must be in the food service cashier’s office by 9:30am. Deposits entered after 9:30am will not be available until the following school day.
• The student’s full name and PIN must be written in the memo area of the check.
• If paying by cash, place your payment in an envelope with the student’s full name and PIN written on the outside.
• Student account balances can be checked online at [www.paypams.com](http://www.paypams.com).
• A la carte items are for sale to students who have purchased a school meal. Students use their PIN to purchase additional meal or a la carte items. A la carte prices are posted at the a la carte window.
Please have a discussion with your student regarding how much they are allowed to spend. You may monitor your child’s cafeteria purchases at www.paypams.com.

Applications for Educational Benefits are available in the main office. If you need information about this program, please contact the district Food Service Office at 763-792-5422.

Students must have a sufficient balance in their account to purchase their meals and a-la-carte items. CHS students are not allowed to go into a negative balance or charge their meals or food items. The students can view their current balance during their breakfast or lunchtime, or by calling the Food Service Cashier at school before 10:30 am to check the account balance. Applications for Educational Benefits are available from the school’s food service office or by calling 763-792-5422.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250 or call 202-720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

**Nondiscrimination Policy [*]**

Centennial School District #12 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Centennial School District #12 Policy 102 applies to all areas including employment, academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of employment or enrollment. It is the responsibility of every school district student and employee to comply with this policy conscientiously. Mr. Dan Melde (4707 North Road, Circle Pines, MN 55014; 763-792-6040), has been designated as the district’s human rights officer to handle inquiries regarding non-discrimination.
NOTICE OF VIOLENT BEHAVIOR BY STUDENTS [**]

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

PARENT / TEACHER CONFERENCES & PARENT INFO SESSION

Parent-Teacher conferences provide an opportunity for parents to meet their child’s teachers to discuss progress and achievement. Conferences are held at approximately the midpoint of each semester to ensure that parents are aware of student’s progress during the semester and to allow time for needed assistance or intervention to occur before the end of the semester. Progress grades are available through Parent Portal and are timed to be visible to parents for conferences. Report cards for first and second semesters will be available in Parent Portal at the end of the semester. Parents can monitor progress through Parent Portal.

Parents have the opportunity to choose between two dates per semester for conducting their Parent-Teacher conference and reviewing their child’s progress grades. Parents should check-in at the office of either building when arriving for conferences. Building maps, teacher locations and other pertinent information is sent out to parents electronically or is available in the office at conferences. Please note conferences will be in both buildings as most teachers will be in their own classrooms.

Parent – Teacher Conferences:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10, 2020 (Tuesday) 4:15 – 8pm</td>
<td>April 6, 2021 (Tuesday) 4:15 – 8pm</td>
</tr>
<tr>
<td>November 12, 2020 (Thursday) 4:15 – 8pm</td>
<td>April 8, 2021 (Thursday) 4:15 – 8pm</td>
</tr>
</tbody>
</table>

Pictures & Permits August 19, 2020 (Wednesday) 11:00am-6:00pm
(Jostens Photos taken for grades 9th, 10th & 11th & 12th graders, 1st Semester Parking Permits Sales, Fees & Fines, Lunch Payments, Student Activities Info)

Fall Kick-Off Event September 1st, 2020 (Tuesday) 3:15-6:15pm
(9th Grade Welcome & Walk Around, New Student Info, College Boot Camp, Open Building-Teachers in Classrooms)
PLEDGE OF ALLEGIANCE [*]

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

SCHEDULES

**2020-21 CHS Daily Schedule:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Duration</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>52-minute classes</td>
<td>8:00 – 8:52</td>
</tr>
<tr>
<td>Period 2</td>
<td>52-minute classes</td>
<td>9:02 – 9:54</td>
</tr>
<tr>
<td>Period 3</td>
<td>53-minute class</td>
<td>10:01 – 10:54</td>
</tr>
<tr>
<td>LEAP Hour</td>
<td>Advisory: 9-10 A / 11-12 B Lunches</td>
<td>10:54 – 11:54</td>
</tr>
<tr>
<td>Period 4</td>
<td>52-minute class</td>
<td>12:01 – 12:53</td>
</tr>
<tr>
<td>Period 5</td>
<td>52-minute class</td>
<td>1:00 – 1:52</td>
</tr>
<tr>
<td>Period 6</td>
<td>52-minute class</td>
<td>1:59 – 2:51</td>
</tr>
</tbody>
</table>

**2 hour Late Start:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Class Duration</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>32-minute classes</td>
<td>10:00 – 10:32</td>
</tr>
<tr>
<td>Period 2</td>
<td>32-minute classes</td>
<td>10:42 – 11:14</td>
</tr>
<tr>
<td>Period 3</td>
<td>33-minute class</td>
<td>11:21 – 11:54</td>
</tr>
<tr>
<td>LEAP Hour</td>
<td>Advisory, 9-10 A / 11-12 B Lunches</td>
<td>11:54 – 12:54</td>
</tr>
<tr>
<td>Period 4</td>
<td>32-minute classes</td>
<td>1:01 – 1:33</td>
</tr>
<tr>
<td>Period 5</td>
<td>32-minute classes</td>
<td>1:40 – 2:12</td>
</tr>
<tr>
<td>Period 6</td>
<td>32-minute classes</td>
<td>2:19 – 2:51</td>
</tr>
</tbody>
</table>

*same class duration as we have on our current late start schedule*
### Pep Fest Schedules “A”: (for Homecoming, Winter Week, & Spring Spirit)

<table>
<thead>
<tr>
<th>Period</th>
<th>Duration</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>44-minute classes</td>
<td>8:00 – 8:44</td>
</tr>
<tr>
<td>Period 2</td>
<td>44-minute classes</td>
<td>8:54 – 9:38</td>
</tr>
<tr>
<td>Period 3</td>
<td>45-minute class</td>
<td>9:45 – 10:30</td>
</tr>
<tr>
<td>LEAP Hour</td>
<td>44-minute classes</td>
<td>10:30 – 11:30</td>
</tr>
<tr>
<td>Period 4</td>
<td>44-minute classes</td>
<td>11:37 – 12:21</td>
</tr>
<tr>
<td>Period 5</td>
<td>44-minute classes</td>
<td>12:28 – 1:12</td>
</tr>
<tr>
<td>Period 6</td>
<td>44-minute classes</td>
<td>1:19 – 2:03</td>
</tr>
<tr>
<td>Pep Fest</td>
<td>41-minute Pep Fest</td>
<td>2:10 – 2:51</td>
</tr>
</tbody>
</table>

### Pep Fest Schedules “B”: (for Fall & Winter Activity and Athletic)

<table>
<thead>
<tr>
<th>Period</th>
<th>Duration</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>47-minute classes</td>
<td>8:00 – 8:47</td>
</tr>
<tr>
<td>Period 2</td>
<td>30-Pep Fest (9 – 9:30)</td>
<td>8:57 – 10:14</td>
</tr>
<tr>
<td>Period 3</td>
<td>48-minute class</td>
<td>10:21 – 11:09</td>
</tr>
<tr>
<td>LEAP Hour</td>
<td>47-minute classes</td>
<td>11:09 – 12:09</td>
</tr>
<tr>
<td>Period 4</td>
<td>47-minute classes</td>
<td>12:16 – 1:03</td>
</tr>
<tr>
<td>Period 5</td>
<td>47-minute classes</td>
<td>1:10 – 1:57</td>
</tr>
<tr>
<td>Period 6</td>
<td>47-minute classes</td>
<td>2:04 – 2:51</td>
</tr>
</tbody>
</table>

### Semester Testing Schedules:

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:00 – 9:15</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:25 – 10:40</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:50 – 12:05</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:05 – 1pm</td>
</tr>
<tr>
<td>Study Hall</td>
<td>1:00 – 2:50</td>
</tr>
<tr>
<td>Student Teacher Time</td>
<td>1:00 – 2:00</td>
</tr>
<tr>
<td>Teacher Prep Time</td>
<td>2:00 – 3:00</td>
</tr>
<tr>
<td>Buses Depart</td>
<td>2:55</td>
</tr>
</tbody>
</table>

### Special Note: Activities like Arrive Alive, Empowering Young Women, etc. will happen during class time.
Distance Learning Days Schedule:

<table>
<thead>
<tr>
<th><strong>CHS DISTANCE LEARNING DAYS</strong></th>
<th><strong>Group Learning</strong>: Teachers may conduct live virtual classes, recordings, group chats, etc. Students are encouraged to join! All Group Learning will be recorded and posted in Schoology.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>“A” Days: Monday, Wednesday, Friday</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Group Learning Times</strong></td>
<td></td>
</tr>
<tr>
<td>1st Hour (8:03)</td>
<td>Art, Business, World Language</td>
</tr>
<tr>
<td>2nd Hour (9:02)</td>
<td>FACS, Science</td>
</tr>
<tr>
<td>3rd Hour (10:01)</td>
<td>Health, Math, PE</td>
</tr>
<tr>
<td>4th Hour (12:00)</td>
<td>English, Tech Ed</td>
</tr>
<tr>
<td>5th Hour (12:59)</td>
<td>Music, Social Studies</td>
</tr>
<tr>
<td>6th Hour (1:58)</td>
<td>Special Education, ELL</td>
</tr>
<tr>
<td><strong>Help Time/Teacher Office Hours</strong></td>
<td></td>
</tr>
<tr>
<td>1st Hour (8:03)</td>
<td>FACS, Science, Health, PE, Math, English Tech Ed</td>
</tr>
<tr>
<td>2nd Hour (9:02)</td>
<td>Health, PE, Math, English Tech Ed, Music, Social Studies</td>
</tr>
<tr>
<td>3rd Hour (10:01)</td>
<td>English Tech Ed, Music, Social Studies, Special Ed, ELL</td>
</tr>
<tr>
<td>LEAP/Advisory</td>
<td>All Departments</td>
</tr>
<tr>
<td>4th Hour (12:00)</td>
<td>Art, Business, World Language, Music, Social Studies, Special Ed, ELL</td>
</tr>
<tr>
<td>5th Hour (12:59)</td>
<td>Art, Business, World Language, FACS, Science, Special Ed, ELL</td>
</tr>
<tr>
<td>6th Hour (1:58)</td>
<td>Art, Business, World Language, FACS, Science, Health, PE, Math</td>
</tr>
<tr>
<td><strong>“B” Days: Tuesday, Thursday</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Group Learning Times</strong></td>
<td></td>
</tr>
<tr>
<td>1st Hour (8:03)</td>
<td>English, Tech Ed</td>
</tr>
<tr>
<td>2nd Hour (9:02)</td>
<td>Music, Social Studies</td>
</tr>
<tr>
<td>3rd Hour (10:01)</td>
<td>Special Ed, ELL</td>
</tr>
<tr>
<td>4th Hour (12:00)</td>
<td>Art, Business, World Language</td>
</tr>
<tr>
<td>5th Hour (12:59)</td>
<td>FACS, Science</td>
</tr>
<tr>
<td>6th Hour (1:58)</td>
<td>Health, Math, PE</td>
</tr>
<tr>
<td><strong>Help Time/Teacher Office Hours</strong></td>
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<tr>
<td>6th Hour (1:58)</td>
<td>English Tech Ed, Music, Social Studies, Special Ed, ELL</td>
</tr>
</tbody>
</table>
SCHOOL ACTIVITIES

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

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

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

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

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Athletic Director, Brian Jamros, 763-792-5017.

In order to participate in co-curricular offerings at CHS, students must meet the following standards:

If the activity is Minnesota State High School League (MSHSL) sponsored, all eligibility papers must be on file annually in the Activities Office. All sports require documented proof of a physical within the last three years. Forms are available in the Activities Office and online. All fees are to be paid prior to participation and are encouraged to be done online when possible.

Activity participants must maintain a “C” average (2.0 GPA) to remain academically eligible and students must be making satisfactory progress in accumulating credits for high school graduation.

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

An announcement of a school closing or a delayed start is usually posted by 6:00 am. The community is notified via:
- Twin Cities television stations.
- By calling the District Office at 763 792 6000 and school office phones.
- An "alert notification" will be sent to families by telephone and e-mail through our School Messenger communication system. A message will be sent to your home phone, cell phone, work phone, and e-mail address, based upon information provided by each family.

Parents always have the right to excuse their child from school if they feel conditions are unsafe. If you choose to keep your child at home, please report the absence through the link on the high school webpage; 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.

Distance Learning (including E-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. The schedule for Distance Learning days can be found on page 10.

SEARCHES

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

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

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

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

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

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

General Statement: the policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student’s educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district. See School Board Policy #527.
Interventions
When district staff has reasonable suspicion/concern that a student is under the influence/and or in possession of chemicals the building administrator/designee may place student in a safe environment; a search may be conducted of student/their possessions/their vehicle; vitals may be performed; legal guardians will be called by building administrator/designee; legal guardians may be advised to seek appropriate medical help with assistance from building administrator/designee; if the condition is judged to be life threatening, 911 may be called; school and or legal consequences may be enacted.

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

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

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

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For additional detail, see School Board Policy #505.
SCHOOL SPONSORED STUDENT PUBLICATIONS

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

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

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

STUDENT RECORDS [*]

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

STUDENT SURVEYS [*]

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

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ 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 & 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 also School Board Policy #711.

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

ALTERNATIVE EDUCATION OPPORTUNITIES (CALC)

Centennial Area Learning Center offers a non-traditional route to a high school education for grades 9-12. The ALC offers day, night and summer school program options. Centennial High School counselors refer students to the Centennial Area Learning Center. Interested students may contact the counseling department for more information.

CHEATING & PLAGIARISM

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

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

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

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

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

All Academic Awards are earned based on the following criteria:
Students become eligible for the Centennial Academic Awards after the 1st semester of their sophomore year. Students must be full-time students at CHS to be eligible for recognition.

Sophomores who have a cumulative Grade Point Average (GPA) of at least 3.667 at the end of the 1st semester will be eligible for an ACADEMIC LETTER. A student’s cumulative GPA is a total average of all courses taken beginning in the 9th grade.

Junior or Senior students who have previously earned a letter and have maintained a cumulative GPA of 3.667 or higher through the 1st semester of their junior or senior year will be eligible to receive a SILVER PIN.

Senior students who have earned an academic letter and silver pin, and have a cumulative GPA of 3.667 or higher through the 1st semester of their senior year will be eligible for a GOLD PIN.

Junior or Senior students who have not previously earned a letter award and have maintained a cumulative GPA of 3.667 or higher through the 1st semester of their junior or senior year will be eligible to receive an academic letter. Students who receive a 3.0 – 3.666 will be recognized with a certificate. Students who receive a certificate become eligible for the next award the following year if their cumulative GPA meets the 3.667 or above requirement. Awards are presented in the order of Academic Letter, Silver Pin and Gold Pin.

ACADEMIC STANDING

Grade Point Average (GPA) System
The following is a list of Centennial High School letter grades and their grade point average equivalent for cumulative GPA calculation:
<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Point Value</th>
<th>Grade Symbol</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>D-</td>
<td>0.667</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>NC</td>
<td>No Credit 0.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>NCA</td>
<td>No Credit Due to Attendance</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>NG</td>
<td>No Grade (No GPA reflection)</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>$</td>
<td>Signifies that this is a fee or fine attached to the class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>Does not affect GPA</td>
</tr>
</tbody>
</table>

**Grading Scale**

**Centennial High School Grading Scale** *(Note: there is no rounding up or down of percentage points.)*

A = 100-93
A- = 92-90 *(Exemplary Work – 90%-100% Mastery of Subject Goals)*
B+ = 89-87
B = 86-83 *(Proficient/Thorough Work – 80%-89% of Subject Goals)*
B- = 82-80
C+ = 79-77
C = 76-73 *(Acceptable Work – 70%-79% Mastery of Subject Goals)*
C- = 72-70
D+ = 69-67
D = 66-63 *(Mediocre Work – 60%-69% Mastery of Subject Goals)*
D- = 62-60
NC = 59-0 *(Unacceptable Work – less than 59% Mastery of Subject Goals)*
**Weighted Grades**
All Centennial High School “Advanced Placement” and “College in the Schools” courses will be based on a 4.5 scale see below.

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Un-Weighted Value</th>
<th>Weighted Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.5</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>4.167</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>3.833</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>3.167</td>
</tr>
<tr>
<td>C+</td>
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<td>1.0</td>
<td>1.5</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
<td>1.167</td>
</tr>
</tbody>
</table>

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

**Graduation Academic Recognition**

Graduation recognition includes credits earned through 1\textsuperscript{st} semester of senior year:

- Honorable Mention: 3.0 – 3.666
- Honors: 3.667 – 3.919
- Highest Honors: 3.920 – 4.0+

Graduation with Distinction - this recognition includes credits earned through 2\textsuperscript{nd} semester of the senior year and completion of:

- 12 honors credits
- PSEO grades, transfer courses, and High School Honors taken before 9\textsuperscript{th} grade are not eligible for honors credit
GRADES

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

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

GRADUATION REQUIREMENTS [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Centennial School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, Minnesota graduation-required assessments for diploma (GRADs), alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in 8th grade.

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

Course Credits Required

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

Graduation Standards Requirements

A. All students must demonstrate their understanding of the following academic standards:

1. School District Standards, Health (K-12);
2. School District Standards, Career and Technical Education (K-12); and

B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.
   * A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

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

1. Minnesota Academic Standards, English Language Arts K-12;
2. Minnesota Academic Standards, Mathematics K-12;
3. Minnesota Academic Standards, Science K-12;
4. Minnesota Academic Standards, Social Studies K-12; and

D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

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

**Minnesota Academic Standards**

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

**HOMEWORK**

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

When a student is absent, homework requests should be made directly to teachers via email. Teachers have 48 hours to fulfill homework requests. Staff email addresses are generally first initial last name@isd12.org, except for staff with common last names (i.e. Olson, Johnson, and Smith) please consult individual building or program sites.
HONOR ROLL

A GPA of 3.0 or better qualifies the student for the B Honor Roll; a 3.667 (A-) or better qualifies the student for the A Honor Roll. To give students recognition for their academic achievement the Honor Roll will be sent to the Quad Press to publish as space permits. The Honor Roll will also be posted on the high school website. Recognition information will be sent and posted ten days after the end of semester one and at the end of the school year for semester two.

HYBRID COURSES

What is a hybrid course?
A hybrid course provides students with a mix of face to face and online instruction. In a typical week, students will attend class three days and the remaining two days students will receive instruction and complete coursework online. Hybrid courses have the same high standards, expectations and curriculum as traditional courses. The core difference is the method by which instruction is delivered.

Why hybrid courses?
Hybrid courses represent a form of online learning that allows teachers and students to utilize 21st century technologies while further developing students’ technology skills. It is expected that most students will experience online learning as part of their post-high school experience, thus developing these skills while still in high school may be advantageous.

Hybrid classes may not be for everyone.
Hybrid classes require discipline and good time management. Though the online portion of instruction is provided using on-traditional methods, the expectations and deadlines remain the same as traditionally taught courses.

POST-SECONDARY ENROLLMENT OPTIONS

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to their school counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact their counselor.

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

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

TESTING

Student Participation in Statewide Assessments
Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available as an addendum at the back of this handbook.

PARENT RIGHT TO KNOW [*]

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

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

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

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

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

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

ATTENDANCE [**]

CHS ATTENDANCE PROCEDURES

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

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

Parent Responsibilities
● Hold your student accountable for regular attendance and following CHS attendance procedures
● It is the legal responsibility of the student’s parent/guardian to ensure the student is attending school
● Check your student’s attendance regularly on Parent Portal
● Notify the attendance office each time your child is absent from school. If a parent/guardian does not communicate to the attendance office within three (3) school days after the student’s return to school, the absence may remain permanently unexcused.
  o Parents submit attendance electronically (Link found on CHS homepage)
  o Parents receive an e-mail confirmation of their submission
  o Please schedule appointments, vacations, college visits, etc. on non-school days whenever possible
● Contact the attendance office and/or teacher if you have concerns about your child’s attendance

Student Responsibilities
● It is the student’s responsibility to arrive on time, attend all assigned classes and to follow the correct procedures when absent
● Request and complete any missed assignments due to an absence within two (2) school days for each day absent unless other arrangements are made with the classroom teacher
● Notify teachers in advance of upcoming absences
● Check the Parent Portal site often to self-monitor attendance
Teacher Responsibilities
● Maintain timely and accurate attendance records no later than the end of the class period. The teacher’s attendance record is the official one.
● The teacher should make a note if a student is more than ten (10) minutes late, when it will be identified as an unexcused absence
● Communicate with parents/guardians if a student’s attendance is adversely affecting his/her academic performance
● Report any discrepancies in the attendance record to the attendance office
● Explain CHS attendance procedures to all students
● File a copy of your syllabus with the school administration at the beginning of each new semester
● Notify the student’s counselor when attendance is adversely affecting a student’s academic performance

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

ATTENDANCE GUIDELINES

Sign In/Out Procedures
All students must check in at the attendance desk in either building when arriving late or leaving early for any reason during the school day. Students must still be excused by a parent/guardian. (Please see Truancy Examples on page 25)

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

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

**Tardiness**
Students are considered tardy when they are not in their assigned class when the bell rings. If a student is less than ten (10) minutes late to class, and does not have a pass, the tardy will be considered unexcused. If a student is detained by a teacher, s/he should get a valid pass to the next class from that teacher. Teachers should use discretion in considering student schedules and travel distances when assigning tardies. Interventions for tardiness occur after every 5th tardy (5th, 10th, etc.)

**Truancy (Unexcused Absence) & Examples**
Per MN statute, a student is considered legally truant when s/he is absent unexcused on three or more days within a school year. Days do not have to be consecutive. Examples include, but are not limited to:
*No online form or note turned into the attendance office
*Shopping/Hair appointments
*Missed the bus/Transportation problems
*Leaving campus without permission
*Errands/Work
*Babysitting/Needed at home
*Oversleeping/ Alarm did not work
*Non-medical appointments

**Consequences of Truancy (Unexcused Absences) and Unexcused Tardiness**
Intervention procedures may include, but are not limited to:
*Automated phone call/e-mail to parent/guardian
*Conference with classroom teacher
*Letter to Parents
*Home visit w/Blaine School Resource Officer
*Conference with counselor/case manager
*Loss of Parking Privileges
*Conference with administrator
*Parent conference
*Referral to Student Assistance Team
*Loss of Mentor/Peer Leader Privileges
*Loss of L.E.A.P. privileges
*In-school suspension
*TIP-Anoka County Truancy Intervention Program
*Anoka County Petition to the Court filed
*TIP-Anoka Country Truancy Intervention Program
*Assignment to alternative educational placement
*Court Assigned Probation Officer

**Excused Absences**
All absences are subject to administrative approval. Absences are normally excused when the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
*Child illness, medical, dental, orthodontic, or counseling appointments
*Family emergencies or the death or serious illness or funeral of an immediate family member
*Active duty in any military branch of the United States
*The child has a condition that requires ongoing treatment for a physical/mental health diagnosis
*Off-site religious instruction (not to exceed 3 hours/week)
*Other exemptions determined by school administration

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

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

**Exempt Absences/School Sponsored Events**
Absences due to field trips or other school-sponsored activities will be exempt. Examples include, but are not limited to field trips, retreats, school activities, career center activities, counseling appointments, participation in support groups, athletics, and advisory task completion when required. Whenever a school sanctioned sport/music oriented event from Centennial reaches state tournament level, students will be allowed to attend provided the student follows the appropriate procedures regarding their attendance. To have the attendance exempted, a parent must submit electronic attendance available on CHS homepage. The student will be exempted only during the times designated by the school administration. If a parent call or note comes in after the event, but within three (3) school days, the absence will be excused but not exempted.

**Attendance - Off-Campus Options**
Students who attend off-campus educational options such as the 916 program, OEC program at Spring Lake Park High School, or other satellite programs are subject to both the attendance policies and procedures of those institutions as well as CHS.

**Homework Requests**
- Homework requests should go directly to teachers. Most teachers post classroom materials to Schoology for student guidance and access. Please consult [www.isd12.org](http://www.isd12.org) for staff contact information. Students request and complete any
missed assignments due to an absence within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.

**BULLYING PROHIBITION [**]**

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

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

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

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

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

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s
policies and procedures, including the school district’s discipline policy. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

**BUSES**

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

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

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

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

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

While riding a school bus, all riders must comply with the following rules:
• 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, e-cig, vaping 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 DEVICES

Responsible Student Use of Personally Owned Devices
Centennial High School approves these guidelines in order to maintain a safe and secure environment for students and employees.

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

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

**Inappropriate Communication**
includes, but is not limited to, the following:
- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students;
- information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment;
- personal attacks, including prejudicial or discriminatory attacks;
- harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- knowingly or recklessly posting false or defamatory information about a person or organization;
- communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

**Electronic Devices Expectations & Consequences**
If a student is told to stop sending communications, that student must cease the activity immediately.

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

Use of personally owned devices are permitted during instructional time for educational purposes (at the discretion of the teacher) and during designated times (i.e. lunch, passing time).

Centennial Schools shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

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

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

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

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices should access the Internet via Centennial ISD 12 Schools’ content filtered wireless network unless prior permission has been granted from his/her teacher.

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

Consequences for violations of expectations are as follows:
- 1st offense – device taken, parent called, student pick up
- 2nd offense – device taken, parent pick up
- 3rd offense – device taken, 1 day of ISS – parent pick up
- Severe violations are subject to discipline including suspension, criminal charges, etc., pending administrative review.

Consequences are as follows for nuisance device violations (i.e. laser pointers, portable/wireless speakers, etc.):
- 1st offense-device taken, parent contacted, parent pick up
- 2nd offense-device taken for the rest of the year
DISCIPLINE [**]

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

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

In the classroom, lunchroom, hallway, 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
- Public displays of affection (PDA) must conform to rules of good taste. Inappropriate displays of affection such as hugging, kissing, or touching will be addressed with students by staff or administration. Parent contact will be made if deemed necessary.

On the bus: Refer to transportation services on page 29.

Consequences for violations of the district Respect and Responsibility procedure in the classroom, lunchroom, hallway, on school property, or on the bus during school or at school-sponsored activities or events may include:
- A verbal or written reminder / notification / referral
- Student conference with teacher, administrator, counselor or other district personnel
- Parent contact (Students who are 18 must give school personnel permission to contact)
- Parent conference with teacher, administrator, counselor or other district personnel
- Restriction or loss of privileges
- Detention and/or community service
- Removal from class or activity
- Written contracts
- Schedule modifications
- Peer modifications
- Suspension, in-school, PARR (Restorative Justice Program) or out of school
- Expulsion for more severe or repeated violations
- Referral to police
- Other disciplinary action as deemed appropriate by the District
- Other consequences per administrative team review
- Loss of privileges include, but are not limited to, school dances, field trips, overnights, and academic class specific activities

**Student Code of Conduct / Discipline Procedures**

**Severe Behaviors**
The following behaviors will not be tolerated within Centennial High School and will be dealt with immediately by school personnel:
- Bomb threat
- Bullying, verbal or physical intimidation or fighting
- False fire alarm
- Hazing
- Possession or use of drugs/alcohol
- Property damage or destruction
- Sexual, racial, or religious harassment or violence or discrimination based upon race, religion, gender or sexual orientation
- Student pranks
- Theft
- Truancy
- Weapons possession

Reports of severe behaviors should be made to a teacher, school counselor or building administrator, police liaison or other responsible adult. In the case of an alleged violation of the district’s harassment, violence, and hazing policy, the complainant may report the incident to the individuals just noted, but also, may report directly to the District Human Rights Officer at 763-792-6009.

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

**Suspension / Expulsion / Exclusion**
As used in the Respect and Responsibility Policy and Student Code of Conduct, it includes in-school suspension and 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.

DRESS & APPEARANCE

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

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

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

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

D. Head coverings (i.e. hats, hoods, etc.) are allowed to the discretion of the teacher’s classroom procedures. Head coverings may not be worn or visible in classroom where teachers have developed and communicated their procedures unless they are related to religious practices or function, or are needed as a matter of health with a doctor’s note. A students who refuses to remove a head covering, from a classrooms where head covering are not allowed, the student would be disciplined under the “Student Respect & Responsibility Procedures – Respect/Responsibility Behavioral Expectations.”
E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

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

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

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

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

D. Gang Consequences
   - 1st – Offense for evidence of gang symbols/graffiti; warning given by administrator and police liaison and/or PARR
   - 2nd – Offense for gang related activity: 2 days of suspension and/or PARR
   - 3rd – Offense for gang related activity: 4 days of suspension and a student contract will be completed and/or PARR
**DRUG-FREE SCHOOL & WORKPLACE**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

**HARASSMENT & VIOLENCE PROHIBITION [*]**

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

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

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

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

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

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

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

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

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

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

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

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

Consequences for violations of the district sexual, racial, religious harassment, violence, and hazing policy and for discrimination based upon race, religion, gender, or sexual orientation include:
• Immediate removal from class
• Parent / guardian notification
• Intervention ranging from mediation, family conferencing, contracts, staffing, suspension, to expulsion
• Police consequences

INTERNET TECHNOLOGY ACCEPTABLE USE & SAFETY

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

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

PARKING ON SCHOOL DISTRICT PROPERTY

Students
The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:
• Parking a motor vehicle on school property during the school day is a privilege;
• Parking is permitted in designated areas only, by permit. For information, contact the school administration.
• Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by school administration.
- Students are permitted to use motor vehicles on the high school campus only before and after the school day;
- Students parked on campus without a permit or illegally may be subject to the vehicle being booting and will incur a $20 boot removal fee.
- Unauthorized vehicles parked on school district property may be towed or booted at the expense of the owner or operator.

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

**Visitors**

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

**TOBACCO-FREE SCHOOLS [**]**

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

**Chemical & Tobacco Violation**

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

Response to violations of the tobacco policy may include, but are not limited to the following:
• **1st Offense** – one day of “in or out-of-school” suspension and/or tobacco education lessons/classes (PARR).
• **2nd Offense** – three day “in or out-of-school” suspension with a student/parent/guardian re-entry meeting (PARR).
• **3rd Offense or more** – five day “in or out-of-school” suspension with a student/parent/guardian re-entry meeting (PARR).
• Parent/guardian notification.
• All Minnesota State High School League policies will apply and student may meet with Activities Director for specific consequences.
• Violations will be referred to local law enforcement for investigation.
• All consequences are pending an administrative review.

Response to violations of the drug/alcohol policy may include, but are not limited to the following:
• **1st Offense** – three or more days of “in or out-of-school” suspension with a student/parent/guardian re-entry meeting (PARR).
• **2nd Offense** – five or more days of “in or out-of-school” suspension with a student/parent/guardian re-entry meeting (PARR).
• **3rd Offense** – five to ten day “in or out-of-school” suspension with a student/parent/guardian re-entry meeting and a review of possible expulsion (PARR).
• Parent/guardian notification.
• All Minnesota State High School League policies will apply and student may meet with Activities Director for specific consequences.
• Violations will be referred to local law enforcement for investigation.
• All consequences are pending an administrative review.

Response to sale or distribution may include, but are not limited to the following:
• Three to ten day “out-of-school” suspension with a re-entry meeting with parent or guardian and a review for possible expulsion.
• Conference with student advocates (CD counselor, guidance counselor, case manager, and/or administration).
• All chemical violations, not including tobacco, are cumulative for grades 9-12.
• At all levels of chemical violations, the Centennial chemical health counselor will be involved with re-entry of students.
• Parent/guardian notification.
• All Minnesota State High School League policies will apply and student may meet with Activities Director for specific consequences.
• Violations will be referred to local law enforcement for investigation.
• All consequences are pending an administrative review.

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

When staff believes that a student may be harmfully involved in chemical abuse issues and related problems the following intervention processes may be implemented:
• The person perceiving a problem documents observed behaviors or other reliable information and forwards said information to the building administrator/designee.
• The building administrator/designee reviews information as presented.
• The building administrator/designee seeks input from other staff members to support initial observation and substantiate documentation.
• The building administrator/designee presents documentation to support observed behavior or reliable information to the appropriate committee.
• The appropriate committee reviews all data related to the initial observation and determines the need for pre-assessment interview. If a pre-assessment interview is not substantiated, alternative courses of action may be explored.
• All communications must be processed through SAT.
For further information see School Board Policy # 419.

VANDALISM

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

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

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. See *School Board Policy # 501.*

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

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

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

Consequences

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

- immediate removal from class
- police contact
- administration or police confiscation of the weapon
- parent / guardian notification
Interventions
Intervention may include but is not limited to peer mediation, family conferencing, contracts, staffing, schedule modifications, 1-10 day suspension AND/OR expulsion. In addition a student who is determined to have brought a firearm, as defined by federal law, to school will be expelled for at least one year, although this may be modified on a case-by-case basis.

PART IV — HEALTH AND SAFETY

ACCIDENTS

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

ASBESTOS MANAGEMENT UPDATE [*]

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

CRISIS MANAGEMENT

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

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

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

HEALTH INFORMATION

First Aid
The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in [insert location(s) here]. Tampering with any AED is prohibited and may result in discipline. AED machines are located near the gyms at Centennial High School.

Communicable Diseases
To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Some diseases must be reported to the Minnesota Department of Health immediately or within 24 hours of the school being notified. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

Health Services
The student health office is staffed by a Health Service professional (either a registered nurse or licensed practical nurse) who collaborates with students, families, staff and community partners to promote student health for academic success. Students who become sick at school are to go to the health office for further assessment. The nurse will call parents and/or guardian to arrange for students who get sick at school to go home early if necessary. In the event of an emergency, 911 and parents/guardians will be called.
A parent/guardian should notify the school if his/her child is unable to attend school because of illness.
Hearing and vision screenings are done at the request of parents and/or school staff, and as a part of all special education evaluations.

**Immunizations**
All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school health office or the Minnesota Department of Health, or visit [http://www.health.state.mn.us/immunize](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 medication during the school day. The school district follows the Minnesota Guidelines for Medication Administration in Schools. The administration of prescription medication or drugs at school requires a completed signed request from the student’s parent and medical order from a licensed authorized prescribing practitioner in Minnesota. This “Request to Administer Medications” form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions in the medical order and on the pharmacy label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student’s prescription medication administration.

**PESTICIDE APPLICATION NOTICE [*]**
The district uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around district buildings. Their program consists of:
1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking, and screening; and
4. Application of EPA-registered pest control materials when needed.

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

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

SAFETY

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

- All staff members shall wear their identification badge at all times.
- All students must carry their student ID card and present it when requested.
- Students in the hallway during the time classes are in session shall carry a pass and present it when requested.
- All outside doors will be for exit only except the front main doors of each building, the east doors of the West building and the southwest doors of the East Building. These shall be the only entrance the school after 8:03 am.
- All visitors to the school must sign in at either main office and receive a visitor pass that must be visible at all times.
- All staff is expected to welcome adults without a visible badge and help them find a hallway monitor or bring them to the office.
- Guest students or past Centennial students without prior arrangements are not permitted during the school day.
- All students entering or leaving the school premises must sign in/out of either attendance office.
Security Cameras
The Centennial School District utilizes security cameras throughout its buildings; individuals do not have a reasonable expectation of privacy in any area of the building other than restrooms and locker rooms; video footage that is recorded or obtained by any of the District’s security cameras may be used as evidence to establish the conduct of students, employees, visitors, and other individuals.

VISITORS IN DISTRICT BUILDINGS

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

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

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

CHS Visitor Policy
Centennial High School welcomes parents and adult community members to visit our buildings. It is essential that visitors register with the office. When visitors enter our premises, they must do so by the front entrance of the building they wish to visit, report directly to the office, receive permission to visit from a principal, and be issued a special visitor pass that must be worn and visible at all times. For unique situations, please contact the office.

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