

# ELEMENTARY SCHOOL HANDBOOK

## 2017-2018 SCHOOL YEAR



CONNECTING. ACHIEVING. PREPARING.



**CENTENNIAL**  
SCHOOL DISTRICT 12

CONNECTING. ACHIEVING. PREPARING.

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## **General Information**

### **Centennial School District**

Centennial School District 12 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:

[www.ISD12.org](http://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: [www.ISD12.org](http://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](http://www.ISD12.org).

## **Centennial School Board Contact Information**

Christina Wilson, Chair (cwilson@isd12.org)  
Suzy Guthmueller, Clerk (sguthmueller@isd12.org)  
Ray Culp, Treasurer (rculp@isd12.org)  
Chris Bettinger, Director (cbettinger@isd12.org)  
John Burns, Director (jburns@isd12.org)  
Kathryn Timm, Director (ktimm@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, Wayne Whitwam, Principal, (763) 792-5801  
Golden Lake Elementary, Chris Gerst, Principal (763) 792-5901  
Rice Lake Elementary, Bryan Carlson (763) 792-5701  
High School, Tom Breuning, Principal (763) 792-5001  
Middle School, Robert Stevens, Principal (763) 792-5401  
CALC and Pines, Nick Christensen, Director of Alternative Learning (763) 792-4011

## **District Office Contact Information**

Community Education Director, Cori Sendle (763) 792-6101  
Director of Buildings & Grounds, Bob Cierzan (763) 792- 6016  
Director of Curriculum & Instruction, Caleb Drexler Booth (763) 792-6020  
Dir Public Information & Community Outreach, Krista Bergert (763) 792- 6060  
Executive Director Business Services, Brady Hoffman (763) 792-6001  
Executive Director Teaching & Learning, Scott Johnson (763) 792-6006  
Food Services Director, Lynn Fernstrom (763) 792-5423  
Human Resources Director, Dan Melde (763) 792-6009  
Special Education Director, Kathy Zwonitzer (763)792- 6040  
Technology Director, Mike Christensen (763) 792-6146

## **Non-Discrimination 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. Ms. Kathy Zwonitzer (4707 North Road, Circle Pines, MN 55014; 763-792-6040) has been designated to handle inquiries regarding the non-discrimination policies. **(See School Board Policy #102**

## **PART I – INFORMATION**

### **Arrival / Drop off 9:05 – 9:15 am**

If your child does not ride the bus, please do not arrive earlier than 8:55 am. Although staff arrives earlier, they do not supervise students. Their time is spent in team meetings, conferences with parents, and lesson preparations. Students must wait outside until the entrance bell rings.

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

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

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

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

### **Dismissal Time 3:45 pm**

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

### **Arrival / Dismissal during School Day**

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

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

### **Cafeteria Photos/Videos**

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

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found <https://www.isd12.org/calendars>.

### **Change of Address/Withdrawal**

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

### **Employee Directory**

The building staff directory can be accessed via the web directory at <https://www.isd12.org/staff-listing>

### **Employment Background Checks [\*]**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be 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 site administrator.

## **Five Day Rotating Schedule**

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

## **Food in the Classrooms**

Parties or field trips provide important social benefits. Alternative activities may be made available for children who prefer not to take part in a planned celebration due to personal or religious beliefs. Snacks also must fall within the 2014 Federally Mandated "Healthy Snacks" guidelines. Contact the district's Director of Food Services for more information at 763-792-5423.

All food and beverages must be commercially prepared and packaged. By law, no home-baked goods will be accepted for party or birthday treats (no gum or suckers with gum centers please). Please do not send bulk foods. Contact the district Director of Food Services for more information at 763-792-5423. Note that snacks containing peanuts, nuts, or other types of foods may cause a severe allergic reaction in some people. All ingredients must be listed for students who have food allergies. Please let your child's teacher know ahead of time if you would like to send treats to class to celebrate a birthday.

## **Fundraising**

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

## **Gifts to Employees**

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

## **Gym**

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

## **Interviews of Students by Outside Agencies**

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

## **Kids Club**

Centennial Community Education operates:

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

For information call 763-792-6193 or e-mail [kidsclub@isd12.org](mailto:kidsclub@isd12.org).

## **Lost and found**

To help eliminate lost items:

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

## **Lunch**

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](http://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.

## **Media Center**

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

## **Nondiscrimination [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Dan Melde, **4707 North Road, Circle Pines, MN; 763-792-6009**, as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **Parent Organizations**

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

### **Parent and Teacher Conferences**

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

### **Phone Calls to Staff**

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

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

### **Photo Video Policy**

There are occasions when representatives of District 12 and/or the media photograph or videotape students while in school or while attending/participating in school sponsored functions. Parents/guardians *not wanting* their child(ren) to be specifically identified in photographs or on a videotape, should annually notify—in writing—the principal's office of the school their child(ren) attend. Please respect the privacy rights of others by refraining from posting pictures/videos from school-sponsored events on a social network.

### **Pledge of Allegiance [\*]**

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

### **Recess**

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

### **School Closing Procedures**

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

- Twin Cities television stations.
- Information posted on the district website - [www.isd12.org](http://www.isd12.org).
- By calling the District Office at 763-792-6000 and school office phones.

- An "alert notification" will be sent to families by telephone and e-mail through our SchoolMessenger 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 call the attendance line to report the absence; it will be an excused absence for the day. Students who stay home on severe weather days will be responsible for checking teacher websites and/or referring to class syllabi for class assignments and due dates. Additional information is available on the district website at [www.isd12.org](http://www.isd12.org).

### **Searches**

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

#### **Lockers and Personal Possessions within a Locker [\*]**

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

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

#### **Desks**

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

### **Personal Possessions and Student's Person**

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

### **Seasonal Activity Guide (Community Education)**

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

### **Site-based Team**

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

### **Student Council/Student Leadership**

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

### **Student Publication and Materials**

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

- **Distribution of Non-school-Sponsored Materials on School Premises**

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

- **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism,

or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of 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 [\*]**

Directory information—public information the district may disclose from the education records of a student—includes student's name, address, phone, e-mail address, photo, date/place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, and parent/guardian name/address/phone.

To make any or all of the directory information private, parents must make a written request to the school district as described and limited in our policy. **(See School Board Policy #515)**

### **Student Surveys [\*]**

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

### **Textbooks and Library Materials**

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

## **Toys**

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

## **Transportation of Public School Students**

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

## **Use of School Buildings**

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

## **Video and Audio Recording**

### **School Buses**

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

### **Places Other Than Buses**

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

**Volunteers**

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

**Walkers**

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

**Websites**

The district website is a resource for current events, the school board, activities, district calendar, curriculum, lunch menu/PayPams, district publications, closings, community education and more. There are also links to each school's individual website. The district website is at [isd12.org](http://isd12.org).

**Yearbooks/Memory Books**

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

## PART II — ACADEMICS

### **Alternative Educational Opportunities**

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

### **Communication**

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

#### **Agendas**

Agendas are used in grades 4–5 to help students develop organizational skills and to serve as a communication tool regarding homework and assignments.

#### **Materials Sent Home**

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

#### **Newsletters**

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

### **Curriculum**

Parents have a right to review any materials used in instruction of students, and/or request that students be excused from instruction on specific topics and/or lessons. If you wish to have more information on this, please contact the principal or see the Teaching and Learning website at [isd12.org](http://isd12.org).

### **Grades**

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

## **Parent Portal**

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

## **Homebound Instruction**

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

## **Homework**

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

Families should plan on the following for home study each night:

- Grades 1 & 2            10–20 minutes
- Grades 3 & 4           30–40 minutes
- Grade 5                 40–50 minutes

In lieu of homework, students are encouraged to read for an appropriate amount of time each school night.

## **Minnesota Academic Standards**

All students must satisfactorily complete the following required [Minnesota Graduation Standards](#):

## **Parent 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.

### **Summer School**

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

## **PART III — RULES AND DISCIPLINE**

### **Attendance**

Please help your child establish a positive school attendance pattern. Regular attendance is important to school success. Children should be absent from school only in case of illness, emergency, or approved absences. The daily classroom experience is an integral part of the learning process. If your child is absent from school, please call your school's 24-hour attendance line with the following information: name of student, grade, name of teacher, length of and reason for absence.

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

**Excused Absences** require phone or written notification from a parent/guardian, preferably on the morning of the day the student is absent. If the parent/guardian has not contacted the school, or the school has not contacted the home regarding a student's absence, the student must bring a note explaining the absence, signed and dated by the parent/guardian, when the student returns to school. Failure to do this will result in the absence being considered unexcused. The principal has final authority to determine whether an explanation for a student's absence is considered excused.

**Unexcused Absences** will result in a parent contact. When a student has three or more unexcused absences in one school year, the school is required by law to inform the parent/guardian of the continuing truancy. Should you receive a letter regarding unexcused absences, you will need to follow the direction of the letter for all future absences your child may have. If there are seven or more unexcused absences during one school year, a habitual truancy offense report may be filed with Anoka County.

## **Bullying Prohibition**

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

## **Buses – Conduct on School Buses and Consequences for Misbehavior**

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

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

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

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

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

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

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

### **Discipline**

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

### **Dress Code**

Centennial School District respects the right of students to dress in a way that expresses their personal style as long as it is not offensive to others. Clothing and accessories should not compromise safety or distract from the learning environment. The following guidelines (Policy #504) apply to student dress while at school include, but are not limited to the following:

- Head coverings including hats and hoods may not be worn from the start of the school day through the end of the school day (bell to bell), unless they are related to religious practice or function, or are needed as a matter of health with a doctor's note.
- Clothing or accessories that are obscene, sexually suggestive or display images/slogans referring to weapons, violence, alcohol, other chemicals, tobacco, or gang affiliation are not acceptable.
- Clothing may not display demeaning, discriminatory, inflammatory, or intimidating language.
- Bare midriffs, bare backs, short skirts or short shorts which reveal undergarments or backsides are not permitted. Tube tops, halter tops and visible undergarments are not permitted.
- Tops with spaghetti straps are not permitted unless a cover shirt or sweatshirt is worn over it.
- Clothing must cover the back, midriff, cleavage, etc., and may not be revealing.
- Pants, shorts, and skirts must be worn at the waist and must cover undergarments.
- Students must wear appropriate footwear during the school day and any school activities (i.e. dances, sports, etc.)
- Any accessories that may offend or create a danger to self or others (i.e. spikes, chains, etc.) are not permitted

### **Drug-Free School and Workplace**

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

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

### **Electronic Devices**

Electronic toys, iPods, MP3 players, Zune, video games, headphones, etc., are not to be brought to school and be used in class. If cell phones are necessary to communicate with parents before/after school they are to be turned off and stored in the respective student's backpack/locker. The school district cannot be responsible for safeguarding any of these items. Items that cause disruption will be taken from students, and parents will be notified.

### **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy (**See School Board Policy #526, Appendix 8**).

### **Hazing Prohibition [\*]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" reference the policy. (**See School Board Policy #526, Appendix 9**)

### **Notice of Violent Behavior by Students [\*\*]**

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

## **Security Cameras**

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

## **Technology Acceptable Use and Safety**

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

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

## **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 district policy. Contact the site administrator if you have questions or wish to report violations. **(See School Board Policy #419)**

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all

knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person that violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; a recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. **(See School Board Policy #501)**

## PART IV — HEALTH AND SAFETY

### **Accidents**

All student injuries that occur at school 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).

### **Allergies**

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

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

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

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

### **Asbestos Management Update**

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

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

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

### **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 tornado 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) at each site. Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases**

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

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

#### **Health Service**

The student health office is staffed by a Health Service professional (either a registered nurse or licensed practical nurse) who collaborates with students, families, staff and community partners to promote student health for academic success. Students who become sick at school are to go to the health office for further assessment. The nurse will call parents and/or 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>.

### **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.

### **Pets**

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

### **Safety**

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

### **Safety patrols**

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

### **Tennessean Warning**

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

### **Visitors in District Buildings**

School visits by parents and residents are enlightening and educational experiences for both visitors and school personnel. The school board and superintendent encourage visits as a means of becoming involved in and informed about school affairs. All visitors, including students and adults, must check in at the building office and display the proper I.D. badge.

To schedule a visit, contact the principal to make appropriate arrangements. The principal or a designee will conduct building tours on request or scheduled at evening events.

Parents are welcome and encouraged to be part of their child's education. Many volunteer opportunities are available for parents. Contact your child's teacher or the school office.