



**CENTENNIAL**

SCHOOL DISTRICT 12

CONNECTING. ACHIEVING. PREPARING.

# **Student/Parent Handbook 2018 - 2019**

## **CENTENNIAL AREA LEARNING CENTER**

**Centennial Area Learning Center  
4203 Woodland Road  
Circle Pines, Minnesota 55014  
763-398-2960**

**Nicholas Christensen – Director of Alternative Learning  
Tom Stodola – CALC Student Services Lead Teacher  
Lisa Vojtech – Academic Lead Teacher**

**Website: [www.isd12.org](http://www.isd12.org)**

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

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## **General Information**

### **Centennial School District**

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

Centennial'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, 80% of whom hold a master's degree.

A transparent and good steward of public resources, Centennial is guided by a strategic plan developed in collaboration with staff, parents, 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](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 at [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**

Suzy Guthmueller, Chair (sguthmueller@isd12.org)  
Christina Wilson, Clerk (cwilson@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, Principal (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 Bus. Services, Patrick Chaffey (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.

## PART I – INFORMATION

### Arrival and Dismissal Hours

8:15 am – 2:45 pm (Monday-Friday)

### Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website [here](#).

### Employee Directory

#### **CALC Building Staff:**

##### **Administration/Office:**

Nicholas Christensen, Director of Alternative Learning	nchristensen@isd12.org	763-278-4011
Tom Stodola, Lead Teacher	tstodola@isd12.org	763-398-2961
Pam Bostick, Head Secretary	pbostick@isd12.org	763-398-2960

##### **Area Learning Center (ALC):**

Lisa Vojtech, Academic Lead Teacher	lvojtech@isd12.org	763-398-2962
Julie Cross, Social Studies	jmcross@isd12.org	763-398-2969
Megan Berres, Language Arts	mberres@isd12.org	763-398-2968
Patricia Harris, Math	pharris@isd12.org	763-398-2963
Shawn Leet, Special Education	sleet@isd12.org	763-398-2965
Dan Ries, Science	dries@ISD12.org	763-398-2970
David Frasier, Physical Education/Health	dfrasier@isd12.org	763-798-2966

##### **Journey Program:**

Daniel DeRuyck, Special Education/DCD	dderuyck@isd12.org	763-398-2985
Paul Hanson, Special Education/ASD/DCD	phanson@isd12.org	763-398-2983

##### **ACE Program (GED):**

Gail Stone, Teacher	gstone@isd12.org	763-398-2980
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### 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.
- 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 building principal.

## **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.

All food and beverages must be commercially prepared and packaged. By law, no home-baked goods will be accepted for party or birthday treats. Please do not send bulk foods. Contact the district Director of Food Services for more information. 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. In planning for your child's home birthday

party, please don't ask for addresses and telephone numbers of your child's classmates. Due to increasing numbers of sensitivities, please do not send balloons or flowers to school.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent 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 District 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.

## **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.

## **Lunch**

Lunch is to be eaten in designated areas only. Students may purchase lunch at school or bring a prepared lunch from home. Parents/guardians will make payments online through PayPams.com.

Several supervised areas will be provided for students to eat, play games, use their cell phones, or enjoy the rec room (no food/beverages in the rec room).

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available the office. For more information regarding eligibility for free and reduced price meals, contact the office.

## **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, Human Resources Director, as the district's human rights officer to handle inquiries regarding nondiscrimination.

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

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

## **Parent and Teacher Conferences**

Parent and teacher conferences will be held once per quarter. Conferences will be from 3:15-7:15 PM on Thursday, October 11, 2018 and Thursday, December 13, 2018 and Thursday, February 21, 2019 and Thursday, May 2, 2019. For more information, contact the building principal.

## **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. ***See School District Policy #531.***

# CALC 2018-19

## CLASSROOM SCHEDULE

Periods	Mon & Wed	Tue, Thu, Fri	Two Hour - Late Start In-service and/or emergency days
1 <sup>st</sup>	8:15-9:04	8:15-9:11	10:15-10:52
2 <sup>nd</sup>	9:07-9:55	9:14-10:11	10:55-11:32
Break	9:55-10:05	10:11-10:21	11:32-11:42
Base Group (W)	10:05-10:35		
3 <sup>rd</sup>	10:37-11:26	10:21-11:18	11:42-12:18
4 <sup>th</sup>	11:29-12:17	11:21-12:17	12:21-12:57
Lunch	12:17-12:47	12:17-12:47	12:57-1:27
5 <sup>th</sup>	12:49-1:45	12:49-1:45	1:29-2:05
6 <sup>th</sup>	1:48-2:44	1:48-2:44	2:08-2:44

Updated 8/21/18

916 - Dismiss at 11:20

Work Program - Dismiss after 4<sup>th</sup> period

## **School Activities**

### **ACTIVITY/ATHLETIC ELIGIBILITY**

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 Cashier's Office. All sports require documented proof of a physical within the last three years. Forms are available in either the Activities Office or the Cashier's Office and on-line with FeePay. All fees are to be paid prior to participation and are encouraged to be done on-line with FeePay.

Students must be in good academic and attendance standing 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 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, 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, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. **See *School District 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 [\*\*]**

**Purpose:** 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 District 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 interior of a student's motor vehicle in a school district location, including the glove and 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 or its compartments under the student's control upon the request of a school official.

### **Student Publications and Materials**

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

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

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For additional detail, **See *School District 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 District 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 District 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 District 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 District Policy #710***.

## **Video and Audio Recording**

### **School Buses**

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

## **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.

### **Cheating and Plagiarism**

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

## Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

## Grades

Students' grades will be reported at least every two weeks during the year. Report cards will be mailed home for review. Grades can be obtained from individual teachers or from the school counselor.

## 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 Area Learning Center. 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.

### Course Credits Required

A student must successfully complete 75 units of course work in order to receive a 0.5 credit to be transferred to the high school. Units are transferred to credits on the student transcript as "CR". The ALC does not provide grade point average or class rank. Unit grids (progress reports) are distributed to each student by their base group teacher.

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

<b>High School Level Courses Required for Graduation</b>		
<b>Subject Area</b>	<b>Credits</b>	<b>Explanation</b>
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II, geometry, statistics and probability, or its equivalent sufficient to satisfy all of the academic standards in mathematics is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the applicable state academic standards are met.

Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards.
Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agriculture education or business economics course may fulfill a one-half credit if the academic standards for economics are satisfied.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	8.5	

## Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards: <http://education.state.mn.us/MDE/fam/stds/>

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

## 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.

## 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 the 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 the school counselor or building administration.

## **Summer School**

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

Students have the opportunity to earn .5 credit per class in their area of need through a combination of class participation and independent assignments. Assignments are completed outside the classroom.

Students have an additional opportunity to earn .5 elective credit by enrolling in the Work Program.

## **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 [\*\*]**

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. For detailed information, see the “Student Attendance” ***School District Policy #503***.

### **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” ***School District 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 "Student Discipline" ***School District Policy #506***.

## **Dress and Appearance**

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 (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.

Consequences:

- 1<sup>st</sup> offense – Referral – student will be asked to change and can pick up their items at the end of the school day.
- 2<sup>nd</sup> offense – Referral – student will be asked to change and parent will be notified.
- 3<sup>rd</sup> offense – Referral – student will be asked to change and receive an “in school” suspension for the remainder of the day
- Additional offenses – to be determined by administration, including “out of school” suspension
- NOTE: There will be appropriate clothing provided by school for offenses 1-3. We ask that borrowed clothes be washed and returned.

## 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

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline

policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

The school district is not responsible for lost, stolen, or damaged electronic devices.

## **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 District Policy #526.**

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

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

## **Parking on School District Property**

**Purpose:** 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 District policy # 527.**

## **Parking Lot Rules & Violations**

1. Students may not be on multiple permits. Only one authorized motorized vehicle may park per permit, per day at CHS.
2. **Violations are cumulative throughout the entire year and are imposed on all students on the permit! Each and every violation will follow you throughout the year and to any permit that you are on.**
3. Motorized vehicles must have a valid permit on display (rearview mirror) when parking on campus during school hours.
4. Every day that the permit is not displayed in the vehicle will result in an additional violation.

5. The permit holder (s) of a motorized vehicle that leaves campus unauthorized during the school day will be considered truant.
6. Students must park in areas designated and within the parking stripes. This includes motorcycles as well.
7. Upon arrival to school, students must lock their vehicle and come directly into the building.  
**LOITERING IN THE PARKING LOT IS NOT ALLOWED.**
8. Reckless driving (spinning tires, unnecessary acceleration, giving others rides on the hood/trunk of cars, jumping curbs, etc.) **WILL NOT BE TOLERATED**, and will result in disciplinary actions.
9. Parking permits are not to be shared or transferred to other students without prior approval from the CALC Administration. The student who is registered for the permit is responsible for the vehicle in which it is displayed.
10. If for any reason your permit is displayed in a vehicle other than the original one it is registered to, the student is responsible to inform the office of this change.
11. Centennial School District is **NOT** liable for any towing charges that may incur. Cars parked in the Centennial parking lots without parking passes are subject to being towed.
12. Centennial School District is not responsible for any damage to, or theft from, vehicles parked on Centennial school property.

### **IMPORTANT**

There will be a charge of \$10.00 to replace a lost or stolen pass.

## **Technology Acceptable Use and Safety Policy 524**

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](http://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, 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" policy, **see School District Policy #419**. Contact the building principal if you have questions or wish to report violations.

## **Vandalism**

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

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who 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; and 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. For a copy of the "School Weapons" policy, **See School District 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).

## **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 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) in the front office. 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 [here](#).

## **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**

### **SECURITY**

- 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**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

***See School District Policy #903.***

# Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

**Why statewide testing?**

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p><b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b></p> <ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
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## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student’s district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

### Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is only applicable for the 2018 - 2019 school year.)

Student’s Legal First Name \_\_\_\_\_ Student’s Legal Middle Initial \_\_\_\_\_

Student’s Legal Last Name \_\_\_\_\_ Student’s Date of Birth \_\_\_\_\_

Student’s District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics      \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_