

*Centennial High School*

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Planning for Success



2011-2012

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*Student Handbook*

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Centennial Senior High School  
2011-2012



*Planning for Success*

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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## **Student Council Welcome Letter**

Welcome to another great year at CHS! We hope you are excited to start a year filled with new experiences. Whether you are a freshman, a senior or somewhere in between, we want you to make the most of the 2011-2012 school year.

As your Student Council, we are here to give you, the students, a voice. We work hard to bridge the gap between students and the administration. Throughout the year, we look for ways to improve the atmosphere at our school. During Homecoming Week and Winter Week, we plan themes for the different days of the week, pep-fests and dances to boost school spirit. New ideas are always welcome, so feel free to come to us with suggestions. With a little bit of teamwork and some imagination, your ideas can become a reality.

The guidelines set out in this handbook are to help you make your years at Centennial the best they can be. Individual success awaits each one of us, but only if we work together as a student body and follow the guidelines. If you have any questions regarding this handbook and its contents, please bring them to teachers or administrators. Also, don't be afraid to bring concerns you have about the school to our attention. Your opinions are our first priority.

This year is just beginning, but it will be over before you know it. Make the most of every moment and don't let a second pass you by. Strive for the best in everything you do. Find something you love and give it 100%. Join a new club, play a sport, and make friends, but above all, discover your passion. Remember, you only go through high school once.

We hope you live big this year at CHS!

2011-2012

Student Council Officers

## **DISTRICT MISSION**

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

## **SCHOOL BOARD**

<b>Board Member</b>	<b>Office</b>	<b>E-Mail</b>
Christina Wilson	Chairperson	dchriswilson@msn.com
Karen Lodico	Vice Chair	karenlodico@comcast.net
Barb Regnier	Treasurer	barbregnier@comcast.net
Suzy Guthmueller	Clerk	sguthmueller@isd12.org
John Burns	Director	jburns@AE-solutions.com
Cindy Norton	Director	Cnor2000@msn.com
	Superintendent of Schools Ex-officio	

## **HIGH SCHOOL VISION STATEMENT**

Centennial High School will foster successful learners in an ever-changing world.

## **HIGH SCHOOL MISSION STATEMENT**

Centennial High School will provide an environment where students can succeed intellectually, emotionally and socially in high school and beyond.

## **VALUE STATEMENTS**

### **We Believe:**

- \* All students deserve a safe, respectful and supportive learning environment.
- \* All students have the ability to learn.
- \* All students have the opportunity to challenge themselves to maximize their learning experience through diverse curricular and extra-curricular offerings.
- \* In the use of Best Practice teaching techniques.
- \* In communication among staff, students and parents, to facilitate learning.
- \* In integrating technology into all areas of instruction.
- \* In professional growth opportunities through staff development.
- \* In the use of professional collaborative groups to enhance learning.
- \* In sound decision making using data to motivate instruction, curriculum and expenditures.

## **CENTENNIAL FIGHT SONG**

We're the best from C. H. S. Watch the points keep growing.  
Cougar teams are bound to win, they're fighting with the vim!  
Rah! Rah! Rah!  
See their team is weakening, we're gonna win this game.  
Fight! Fight! Red and white! Vict'ry for C. H. S!!!

## **CENTENNIAL SCHOOL COLORS**

Scarlet Red and White

## **CENTENNIAL MASCOT**

Cougar

## **ACCESS TO ATHLETIC SCHEDULES**

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

# Centennial School District #12 Calendar

## 2011-2012

### August

Student days 18  
Teacher days 2  
9 Primary election  
30-31 Teacher workshop

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September

Student days 18  
Teacher days 20.5  
1-2 Teacher workshop  
5 No school (Labor Day)  
6 First day for grades 1-9, & CALC all grades  
7 First day kindergarten; grades 10-12

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October

Student days 17  
Teacher days 10  
3 No school—teacher workshop  
17-18 K-8 p.m. conferences  
19 No school; K-8 a.m. conferences  
20-21 No school—professional organization meetings

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November

Student days 19  
Teacher days 20  
1 Two-hour late start grades 1-12/staff development  
8 Election Day  
10 End 1st quarter  
11 No school/teacher workshop  
24-25 No school

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December

Student days 17  
Teacher days 17  
9 Two-hour late start grades 1-12/staff development  
26-30 No school/winter break

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

### January

Student days 18  
Teacher days 20  
2 No school/winter break  
3 Students return  
10 Two-hour late start grades 1-12/staff development  
16 No school—Martin Luther King Day  
20 End 2nd quarter  
21 End 1st semester  
23 No school/teacher workshop

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February

Student days 18  
Teacher days 20  
7 Precinct caucus  
10 Two-hour late start grades 1-12/staff development  
17 No school/teacher workshop  
20 No school/President's Day

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### March

Student days 15  
Teacher days 16  
6, 8 K-8 p.m. conferences  
9 No school; K-8 a.m. conferences  
12-15 No school/spring break  
29 End 3rd quarter  
30 No school/teacher workshop

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### April

Student days 20  
Teacher days 20  
8 No school



S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### May

Student days 22  
Teacher days 22  
28 No school/Memorial Day

### June

Student days 5  
Teacher days 5.5  
7 Students last day  
End 2nd semester  
8 Graduation  
9 No school/teacher workshop

 → No school for students  
 — Two-hour late start

<b>Total days</b>	Student days 172	Q1—44 days
	Teacher days 184	Q2—41 days
	(181 days plus 3 for parent/teacher conferences)	Q3—40 days
		Q4—47 days
	Late starts—Nov. 1, Dec. 9, Jan. 10, Feb. 10	

## CENTENNIAL HIGH SCHOOL CALENDAR 2011-2012

<b>SEPTEMBER</b>	
6	9 <sup>th</sup> Graders - New Students First Day
7	Students Grades 10-12 First Day
8	Lifetouch Picture Make Up
26- Oct. 30	Homecoming Week
26	Coronation (PAC)
29	Bonfire 8 pm
30	Homecoming Parade 4 pm
30	Football Game 7 pm
<b>OCTOBER</b>	
1	Homecoming Dance 8 pm W-Gym
3	Teacher Workshop - No School
10	Financial Planning Night (PAC) 7 pm
15	PSAT Test White Bldg. 8:00 am
15	Sadie Hawkins Dance 7 pm
19	No School
20- 21	No School – MEA
<b>NOVEMBER</b>	
1	2 Hour Late Start - All Grades
1	1 <sup>st</sup> Semester Conferences 4:15
2	2 Hour Late Start for Grades 11,12 10 <sup>th</sup> Grade PLAN Test 9 <sup>th</sup> Grade Initiative
3	1 <sup>st</sup> Semester Conferences 4:15
8	Election Day
10- 12	HS Musical - PAC
11	No School - Teacher Workshop
23	Blood Drive
24- 25	No School - Thanksgiving Break
30	Senior Class Photo – W-Gym
<b>DECEMBER</b>	
9	2 Hour Late Start – All Grades
24	Winter Break Begins

<b>JANUARY</b>	
3	Students Return
10	2 Hour Late Start – All Grades
12	Financial Aid Night (PAC) 7 pm
16	No School Martin Luther King Day
20	End of 1 <sup>st</sup> Semester
23	No School – Teacher Workshop
30- Feb. 3	Winter Week
<b>FEBRUARY</b>	
3	Winter Week Dance 8 pm
10	2 Hour Late Start – All Grades
17	No School – Teacher Workshop
17	Pow Wow – 6 pm – Red Building
20	No School – President’s Day
<b>MARCH</b>	
5	Academic Awards Grades 11 & 12
6	Academic Awards Grade 10
9	No School
12- 16	Spring Break
27	2 <sup>nd</sup> Semester Conferences 4:15
29	2 <sup>nd</sup> Semester Conferences 4:15
30	No School – Teacher Workshop
<b>APRIL</b>	
6	No School
14	Prom
17	2 ½ Hour Late Start for Grade 12 MCA Testing Grades 9,10,11
18	2 ½ Hour Late Start for Grades 9,12 MCA Testing Grades 10,11
<b>MAY</b>	
21	Scholarship Award Night 6:30 PAC
28	No School – Memorial Day
<b>JUNE</b>	
1	Seniors Last Day
7	Students Last Day Grades 9,10,11
8	Graduation – 7 pm Roy Wilkins Auditorium

**DAILY SCHEDULE**  
**2011-2012 School Year**

Regular Days			Advisory & Special Event Days		
Period 1		8:25 – 9:20	Period 1		8:25 – 9:12
Period 2		9:27 – 10:22	Period 2		9:19 – 10:06
Period 3		10:29 – 11:24	Period 3		10:13 – 11:00
			Advisory		11:07 – 11:52
Period 4	Lunch A	11:31 – 11:56	Period 4	Lunch A	11:59 – 12:24
	Class	12:03 – 12:58		Class	12:30 – 1:17
	Lunch B			Lunch B	
	Class	11:31 – 11:59		Class	11:59 – 12:23
	Lunch	12:02 – 12:27		Lunch	12:25 – 12:50
	Class	12:31 – 12:58		Class	12:54 – 1:17
	Lunch C			Lunch C	
	Class	11:31 – 12:26		Class	11:59 – 12:46
	Lunch	12:33 – 12:58		Lunch	12:52 – 1:17
Period 5		1:08 – 2:03	Period 5		1:24 – 2:11
Period 6		2:10 – 3:05	Period 6		2:18 – 3:05

**NORTHEAST METRO 916 BUS**

Monday through Friday

Pick-up 12:00pm front of Red Building

Drop-off 2:40pm front of Red Building

**SCHOOL CLOSINGS**

In case of inclement weather or emergencies necessitating the closing of Centennial Schools, broadcasts will be made on local television and radio stations and the district website at [www.isd12.org](http://www.isd12.org). Centennial's School closing Information Line (763-792-6030) lists emergency school closings and regularly scheduled non-school days.

**LATE START SCHEDULE**

- 1<sup>st</sup> period will begin at 10:25 am instead of 8:25 am
- All classes, periods 1-6, will meet for a shortened time and in the following order: 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>
- 4<sup>th</sup> period will run longer to accommodate all three (3) lunches
- Work program and NE Metro 916 students will be dismissed after 3<sup>rd</sup> period
- School will dismiss at 3:05 pm

Period 1		10:25 – 10:57
Period 2		11:03 – 11:35
Period 4	Lunch A	11:41 – 12:06
	Class	12:11 – 1:08
	Class	11:41 – 12:09
	Lunch B	12:12 – 12:37
	Class	12:40 – 1:08
	Class	11:41 – 12:37
	Lunch C	12:43 – 1:08
Period 3		1:17 – 1:49
Period 5		1:55 – 2:27
Period 6		2:33 – 3:05

**TELEPHONE DIRECTORY**  
**CENTENNIAL HIGH SCHOOL**

<b>White Building</b>	<b>Red Building</b>
4757 North Road	4881 101 <sup>st</sup> Lane N.E.
Circle Pines, MN 55014	

**SWITCHBOARD – 763-792-5000**

ADMINISTRATION	OTHER SERVICES
<b>PRINCIPAL</b>	<b>ATTENDANCE</b>
Mr. Tom Breuning 763-792-5002	Reporting line 763-792-5207
<b>SECRETARY</b>	<b>HOMEWORK REQUESTS</b> 763-792-5207
Ms. Jeanne Gschwind 763-792-5002	<b>NURSE (DISTRICT WIDE)</b>
<b>ASSISTANT PRINCIPAL</b> <b>Red Bldg</b>	Ms. Donna McKenny 763-792-5212
Dr. Bonnie A. Thoms 763-792-5203	<b>HEALTH OFFICE</b>
<b>SECRETARY</b>	Ms. Kathy Ziemann, LPN (Red) 763-792-5226
Ms. Mary Iden 763-792-5204	Ms. Betty Halland, LPN (White) 763-792-5026
<b>ASSISTANT PRINCIPAL</b> <b>White Bldg</b>	<b>POLICE LIAISON</b>
Ms. Karen Allen 763-792-5003	Officer Mark Boerboom 763-792-5225
<b>SECRETARY</b>	<b>MEDIA CENTER</b>
Ms. Jamie Ramacher 763-792-5004	Red Building 763-792-5228
<b>ASSISTANT PRINCIPAL</b> <b>Red Bldg</b>	White Building 763-792-5122
TBD 763-792-5205	<b>CASHIERS</b>
<b>SECRETARY</b>	Ms. Linda Haskins (Activity/Finance) 763-792-5020
Ms. Laurie Schwartzbauer 763-792-5206	Ms. Dawn Kenny (Food Service) 763-792-5021
<b>ACTIVITIES DIRECTOR</b> <b>White Bldg</b>	
Mr. Brian Hegseth 763-792-5017	<b>FAX NUMBERS</b>
<b>SECRETARY</b>	
Ms. Jill Jurchisin 763-792-5018	Red Office 763-792-5250
<b>SUPPORT SERVICES</b>	White Office 763-792-5050
<b>COUNSELORS</b>	Activities Office 763-792-5039
Ms. Ruth Olson (A-D) 763-792-5010	
Ms. Pam Rehnelt (E-Jop) 763-792-5019	<b>COMMUNICATIONS</b>
Ms. DeeAnn Sibley (Jog-Mt) 763-792-5025	Communications 763-792-6108
Ms. Angie Law (Mu-Scho) 763-792-5009	
Ms. Jessica Siler (Schp-Z) 763-792-5016	
<b>SECRETARIES</b>	<b>HELP LINES</b>
Ms. Sally Nelson 763-792-5013	Alcoholics Anonymous-Mpls. 952-922-0880
Ms. Debbie Kerschner 763-792-5006	Alcoholics Anonymous-St. Paul 651-227-5502
<b>SCHOOL PSYCHOLOGIST</b>	
Mr. John Paisley 763-792-5211	Bridge for Runaway Youth 612-377-8800
<b>STUDENT ASST. PROGRAM COORD. (SAPC)</b>	Crisis Connection 612-379-6363
Ms. Elizabeth Eaton 763-792-5287	Mercy Hospital 763-422-4614
<b>SCHOOL SOCIAL WORKER</b>	Metro Area Emergency 911
Ms. Amie Mitchell 763-792-5106	Riverwind-24 Hr. Mental Health 763-755-3801
<b>TOSA-SPECIAL EDUCATION</b>	United Way First Call For Help 651-291-0211
Mr. Rich Santangelo 763-792-5213	
<b>TEACHING &amp; LEARNING GIFTED &amp; TALENTED CONSULTANT</b>	
Pat Christiansen 763-792-5074	
<b>CAREER CENTER</b>	
Ms. Leslye Erzberger 763-792-5089	
<b>INDIAN ED COORDINATOR</b>	
Ms. Patricia Garvie, Carlson 763-792-5199	

## **PARENT COMMUNICATIONS AND INFORMATION**

### **WEBSITE**

Centennial High School's Website is:  
<http://www.isd12.org/chs>

### **PARENT ADVISORY**

The Parent Advisory meets with the principal throughout the school year. The Parent Advisory committee strives for excellence at the high school through effective collaborative representation of all stakeholders. This is open for all Centennial High School parents. The meeting dates are listed on the district website calendar at <http://www.isd12.org/calendar/calendar.html> and are published in the Parent Newsletter.

### **PARENT NEWSLETTER**

A newsletter is mailed home twice a semester. The newsletter provides important information about the high school. The newsletter is also sent electronically to those parents signed up on the ListServ.

### **PARENT – TEACHER CONFERENCES**

Parent-Teacher conferences provide an opportunity for parents to meet their child's teachers to discuss progress and achievement. Conferences are held at approximately the midpoint of each semester to ensure that parents are aware of student's progress during the semester and to allow time for needed assistance or intervention to occur before the end of the semester. Progress grades are distributed at conferences, and those not picked up will be mailed home. Report cards for first semester will be distributed to students at the end of the semester and report cards for second semester will be mailed home. You can also monitor your child's progress through Parent Portal (see page 12).

Parents have the opportunity to choose between two dates per semester for conducting their Parent-Teacher conference and reviewing their child's progress grades. All parents are to initially check-in at the Red Building where they will receive their child's progress grade and a map of teacher locations. Please note conferences will be in both buildings as most teaches will be in their own classrooms.

Dates for conferences during the 2011-12 school year are as follows:

#### **Semester 1**

- November 1, 2011 (Tuesday) 4:15 – 8pm
- November 3, 2011 (Thursday) 4:15 – 8pm

#### **Semester 2**

- March 27, 2012 (Tuesday) 4:15 – 8pm
- March 29, 2012 (Thursday) 4:15 – 8pm

## **LISTSERV**

The Centennial High School ListServ is one of several ways information is communicated to parents throughout the school year. Information on upcoming events and dates to remember will be sent to you electronically semi-monthly or as events warrant during the school year. If you have access to the internet and an email address, you can choose to sign-up for the CHSParentNews.

To sign-up for the CHSParentNews ListServ:

- Go to the CHS Home page, <http://www.isd12.org>.
- Click on the Schools heading and pick High School on the drop down box.
- Scroll down the page until you see ListServ.
- Click on ListServ and follow the directions.

## **FAMILY CONNECTIONS/NAVIANCE**

Naviance is a web-based planning and advising system for schools. This web-based planning tool can help all students reach their goals. You can manage your student's course, college and career choices. Please visit the website:

<http://connection.naviance.com/centennialhs>

## **PARENT PORTAL**

Centennial Schools use a student information system called Infinite Campus which allows parents to view their student's grades over the internet using the IC Parent Portal. Parents can find information about the Parent Portal by going to the district website at [www.isd12.org](http://www.isd12.org) and clicking on the Parent Portal link, then click on the Centennial High School link at the top of the page. The form can be downloaded, filled out and returned to the High School Counseling Office or fax to (763) 792-6180. Parent(s) will be notified of their accounts activation via email. This account will remain active as long as you have children in the Centennial School District. If you have questions or concerns about the Parent Portal, please contact the Campus Help Desk voicemail at (763)792-6184 or email at [campushelp@isd12.org](mailto:campushelp@isd12.org).

## **EMAIL TO TEACHERS**

All teachers can be reached via email. Staff email addresses are generally first initial last name@isd12.org, except for staff with common last names (i.e. Olson, Johnson, Smith) - please consult individual building or program sites. There is also a link to your student's teachers on the Parent Portal found on the schedule page.

# **CENTENNIAL ACADEMICS & ACTIVITIES**

## **ACADEMIC AWARDS**

All Academic Awards are earned based on the following criteria:

Students become eligible for the Centennial Academic Awards after the 1<sup>st</sup> semester of their sophomore year. Sophomores who have a cumulative Grade Point Average (GPA) of at least 3.667 at the end of the 1<sup>st</sup> semester will be eligible for an ACADEMIC LETTER. A student's cumulative GPA is a total average of all courses taken beginning in the 9<sup>th</sup> grade.

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

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

Junior or Senior students who have not previously earned a letter award and have maintained a cumulative GPA of 3.667 or higher through the 1<sup>st</sup> semester of their junior or senior year will be eligible to receive an academic letter. Students who receive a 3.0 – 3.666 will be recognized with a certificate.

Students who receive a certificate become eligible for the next award the following year if their cumulative GPA meets the 3.667 or above requirement. Awards are presented in the order of Academic Letter, Silver Pin and Gold Pin.

### **ACADEMIC HONESTY**

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

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

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

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

### **GRADE POINT AVERAGE (GPA) SYSTEM**

The following is a list of Centennial High School letter grades and their grade point average equivalent for cumulative GPA calculation:

<b>Grade Symbol</b>	<b>Point Value</b>	<b>Grade Symbol</b>	<b>Point Value</b>
A	4.0	D+	1.333
A-	3.667	D	1.0
B+	3.333	D-	0.667
B	3.0	NC	No Credit 0.000
B-	2.667	INC	Incomplete
C+	2.333	NCA	No Credit Due to Attendance
C	2.0	NG	No Grade (No GPA reflection)
C-	1.667	NC\$	Fee or Fine to be paid 0.000
		INC\$	Fee or fine to be paid 0.000
		NCA\$	Fee or Fine to be paid 0.000

## GRADING SCALE

<b>Centennial High School Grading Scale 2010-2011</b>	
<b>(Note: there is no rounding up or down of percentage points.)</b>	
A	= 100-93
A-	= 92-90 (Exemplary work – 90%-100% Mastery of Subject Goals)
B+	= 89-87
B	= 86-83 (Proficient/Thorough Work – 80%-89% of Subject Goals)
B-	= 82-80
C+	= 79-77
C	= 76-73 (Acceptable Work – 70%-79% Mastery of Subject Goals)
C-	= 72-70
D+	= 69-67
D	= 66-63 (Mediocre Work – 60%-69% Mastery of Subject Goals)
D-	= 62-60
NC	= 59-0 (Unacceptable Work – less than 59% Mastery of Subject Goals)

### WEIGHTED GRADES

All Centennial High School “Advanced Placement” and “College in the Schools” courses will be based on a 4.5 scale (see below) for students achieving a “C” or better in their designated course. This weighted grade scale starts with classes being offered in the 2010-11 school year.

<b>Grade Symbol</b>	<b>Un-weighted Value</b>	<b>Weighted Value</b>
A	4.0	4.5
A-	3.667	4.167
B+	3.333	3.833
B	3.0	3.5
B-	2.667	3.167
C+	2.333	2.833
C	2.0	2.5

### DECILE RANK

The decile ranking system will replace class rank starting in the 2010-11 school year and our decile rank is calculated by grouping the grade point averages (GPA) for all the students within a grade into ten, equal-size populations based on the most recent grade point average. For example, if there are 500 students in grade 10, approximately 50 students will be placed in the first or highest decile, 50 students in the second decile, etc. Students will be ranked by decile at the end of each term, beginning with the first term of grade nine.

### INCOMPLETE (INC)/No Credit (NC)/No Credit Due to Attendance (NCA)

Students will have 5 weeks after the conclusion of the semester to make up the work for an incomplete grade. After the deadline, an INC will convert to a permanent no credit grade (NC). If a student has an INC and a teacher referral for credit recovery at Cougar Café, they will have 9 weeks to complete. Students with a No Credit Due to Attendance (NCA) will have the opportunity to appeal the reduction by going through the appeals process. Please see your counselor for information.

### RECLASSIFICATION

Centennial High School is reclassifying students who do not meet the minimum number of credits for their grade level. Reclassification means that a student not currently on track to graduate with his or her class will be placed with the appropriate class according to the total number of credits he or she has completed (see chart

below). However, there are opportunities available for students to recover credits that they have missed (i.e. summer school, night school, Cougar Café). When the credits are recovered; the student will be reclassified to their original class at the end of the school year.

<b>Reclassification for 2011-2012 School Year</b>					
		<b>Credits needed for Graduation</b>	<b>Credits needed by September 1, 2011</b>	<b>Credits needed by February 1, 2012</b>	<b>Credits needed by June 15, 2012</b>
<b>2012</b>	<b>Grade 12</b>	<b>51</b>	<b>41</b>	<b>46.5</b>	<b>51</b>
<b>2013</b>	<b>Grade 11</b>	<b>42</b>	<b>26</b>	<b>28.5</b>	<b>33</b>
<b>2014</b>	<b>Grade 10</b>	<b>33</b>	<b>11</b>	<b>12.5</b>	<b>17</b>
<b>2015</b>	<b>Grade 9</b>	<b>24</b>	<b>-</b>	<b>-</b>	<b>4.5</b>

As a reclassified student, you are not allowed to take electives that are only open to students in the 11<sup>th</sup> grade or higher. You will not be permitted to participate in activities/privileges open to only 11<sup>th</sup> graders or higher. You will be included in all of the activities/and or privileges for the grade level that you have been reclassified to.

As a reclassified student, you are currently not on track to graduate with your class. However, there is still time and opportunity for you to make up your failed classes and to get caught up to your original class.

### **GRADUATION ACADEMIC RECOGNITION**

Graduation recognition includes credits earned through 1<sup>st</sup> semester of senior year:

Honorable Mention: 3.0 – 3.666

Honors: 3.667 – 3.919

Highest Honors: 3.920 – 4.0+

Graduation with Distinction - this recognition includes credits earned through 2<sup>nd</sup> semester of the senior year and completion of:

Class of 2015 and beyond	12	honors credits
Class of 2014	14.5	honors credits
Class of 2013	19	honors credits
Class of 2012	23.5	honors credits

### **GRADUATION REQUIREMENTS (SCHOOL DISTRICT POLICY #7008.1)**

See Registration Booklet and/or a guidance counselor

<http://www.isd12.org/chs/Registration.htm>

### **MINNESOTA COMPREHENSIVE ASSESSEMENT**

As per state requirements, Centennial School District #12 established a school board policy that all students must pass the Minnesota Comprehensive Assessment (MCA-II/GRAD) tests in Reading, Written Composition, and Mathematics. The MCA-II/GRAD

is a state-required test measuring student progress toward Minnesota's academic standards. It also meets the Federal "No Child Left Behind" requirements. All students receiving a high school diploma must pass the GRAD portion of these tests or meet the requirements set forth by the Minnesota Department of Education.

These tests include:

### **Written Competition**

First given in Grade 9

A passing score of 3.0 or higher is required

### **Reading**

First given in Grade 10

Passing the MCA-II with a score of 1150 or higher or

Passing the GRAD portion of the test with a score of 50 or higher

### **Math**

First given in Grade 11

Passing the MCA-II with a score of 1150 or higher or

Passing the GRAD portion of the test with a score of 50 or higher

Students who do not pass the mathematics exam can still graduate if they:

1. Participate in district-prescribed academic remediation in math and pass the Mathematics GRAD on the second retest. (Students cannot be retested until they take the remediation.)
2. Students who do not pass the first test and second retest will be required to participate in a second remediation before taking the third Mathematics GRAD retest.
3. After the student has taken the Mathematics GRAD test for the third time and not passed, the state will allow the student to graduate and a Not Pass will be posted to the student's transcript.

### **Graduation Requirements, Rules, and Procedures:**

1. Early graduation is permissible provided that the student has met all of the graduation requirements within Minnesota Statute § 120B.7 and has completed and submitted the appropriate form for administrative approval. Students are eligible for early graduation after 1<sup>st</sup> semester of senior year. If granted early graduation the student is not eligible for extra curricular activities. The Early Release Request Form for graduation can be obtained from either main office.
2. Only students who have met all requirements for graduation will be allowed to participate in the graduation ceremony.
3. The high school staff and administration will work to identify students who are not making progress toward graduation and provide options to help these students.

### **ADVISORY TASKS**

In addition to attendance, a career component must be completed at each grade level in order to receive advisory credit for 2<sup>nd</sup> semester. Seniors must have ALL advisory tasks completed by the Wednesday before the end of 1<sup>st</sup> semester, January 18, 2012 including the senior resume and references. ALL advisory credits are required to graduate; this includes attendance through the end of the school year.

Advisory credits include but are not limited to:

#### **1<sup>st</sup> Semester**

Attendance

Internet Use Agreement

- Student signature required

Handbook

- Student signature required

## Career Component – Advisory tasks for seniors

### 2<sup>nd</sup> Semester

Attendance

Registration

Career Component-Advisory Tasks for grades 9, 10 and 11

The following required career component assignments for grades 9, 10 and 11 must be completed and turned in to their advisory teacher by Wednesday, May 9, 2012.

#### **Grade 9**

Students are responsible for attending one career speaker or viewing two career videos during advisory OR conducting one career interview. Career speakers and career videos are scheduled during advisory throughout the school year. Students will receive advisory credit for attending a career speaker or conducting a career interview or for viewing two career videos and completing the required summary and submitting to their advisory teacher.

#### **Grade 10**

Students are responsible for arranging their own job shadow experience with a business or organization of their choice. Informational packets detailing the guidelines for completing this experience are available from advisory teachers. Students who need assistance in locating a job shadow experience should contact the Career Center in the Red Media Center.

#### **Grade 11**

Students are responsible for arranging a visit to a post-secondary institution or meeting with a military or post-secondary representative at the high school. Appointments with military and post-secondary representatives are scheduled throughout the school year by the Career Center. Students who choose this option need to complete a summary of the information obtained from the representative and submit it to their advisory teacher. Students who wish to visit a post-secondary institution are responsible for arranging a date and time for the visit, completing the advance absence permission form, and submitting it to the attendance office at least two days before the visit, completing a summary of the visit and submitting it to their advisory teacher, and arranging for their own transportation to and from the site.

#### **Grade 12**

Students are responsible for writing a resume. In addition, students are responsible for obtaining the names of three people who will serve as references on their resume. Computer software programs are available to assist in writing the resume in the Career Center. The resume and names of references must be submitted to the advisory teacher for advisory credit to be granted.

#### **HONOR ROLL**

The Honor Roll will be sent to the Quad Community Press to publish as space permits. This is done to give students recognition for their academic achievement. A GPA of 3.0 or better qualifies the student for the B Honor Roll; a 3.667 (A-) or better qualifies the student for the A Honor Roll. Honor Roll is posted in the high school offices at mid-semester time of the following semester.

#### **NATIONAL HONOR SOCIETY**

Centennial High School sponsors a chapter of the National Honor Society. To be eligible for membership, a student must be a member of the junior or senior class, must be enrolled at CHS a minimum of one semester and maintain a cumulative GPA of

3.67. The selection process begins in November and induction is in early January. Further details about NHS are available from the White Main Office.

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

Students in Minnesota may attend college during their junior and senior years. The tuition and books are paid by the State of Minnesota and students who successfully complete the course may earn credit through the college as well as high school credit. The University of Minnesota, Minnesota State Colleges and Universities and some private colleges provide opportunities for high school students to participate in the Post-Secondary Enrollment Options program. These institutions establish admissions criteria for PSEO students that promote progress through college-level course work that will augment continued academic growth. Criteria for enrollment are:

- All PSEO students are enrolled on the basis of available space and/or other appropriate defined local standards and procedures.
- PSEO students are expected to perform to the standards to which the institution's non-PSEO students are held accountable. (Colleges may establish different academic progress requirements for PSEO students.)
- PSEO students will not be enrolled in developmental courses (numbered below 100). (A college offered developmental course gives students basic preparatory skills and knowledge needed for college level courses.)
- Each post-secondary institution determines its admission requirements for PSEO students.

### **How to participate:**

In January-February, attend the scheduled PSEO information meetings and register for CHS classes. (You must register for CHS classes even if you are applying for PSEO.)

In the spring, schedule a meeting with your counselor for you and your parents to receive detailed information related to participation in PSEO.

Complete application to prospective college(s).

Upon being accepted to a postsecondary institution, meet with your counselor to complete and sign the PSEO enrollment forms and CHS PSEO contract which will outline the course and credit requirements for graduation.

Register for the college courses and give a copy of your schedule to your counselor.

This process must be completed prior to the end of the school year as counselors are not available to meet with students during the summer.

Each semester request an official transcript to be sent to CHS from the college you are attending.

## ACTIVITY ADVISORS

<b>FALL SPORTS</b>	<b>HEAD COACH</b>	<b>DRAMA</b>	<b>ADVISOR</b>
Adapted Soccer	Deb Kline	Musical	Mark Quinlan
Cheerleading (Boys/Girls)	Alyssa Lane	One-Act Play	Mark Quinlan
Cross Country(Boys/Girls)	Neil Kruse	Spring Play	Mark Quinlan
Football (Boys)	Mike Diggins	<b>MUSIC</b>	<b>DIRECTOR</b>
Soccer (Boys)	Jeff Ottosen	Choir (Cougar Choir, Concert Choir, Pop Singers)	Julie Enwright
Soccer (Girls)	Ginger Flohaug	Band (Jazz, Marching, Symphonic Bands, Wind Ensemble)	Becky Weiland
Swimming (Girls)	Chip Fechter	<b>CLUBS/ ORGANIZATIONS</b>	<b>ADVISOR</b>
Tennis (Girls)	Arnie Lamers	AFS	Brian Bohne
Volleyball (Girls)	Jackie Rehbein-Manthey	Drama	Mark Quinlan
<b>WINTER SPORTS</b>	<b>HEAD COACH</b>	FCCLA	Max Peterson
Adapted Floor Hockey	Deb Kline	Inscriptions (Student Newspaper)	Jessica Tennis
Basketball (Boys)	Brandon Mortenson	Knowledge Bowl	Steve Karlson
Basketball (Girls)	Greg Amundson	Math League	Jon Cooksey
Cheerleading (Boys/Girls)	Alyssa Lane	Mock Trial Team	Shaun Cooper
Dance Team (Girls)	Natalie Howlett-Albrecht	National Honor Society	Jon Anderson
Downhill Ski (Boys/Girls)	Kelly Flohaug	Robotics	John Cloues
Gymnastics (Girls)	Dave Parkin	S.A.D.D.	Jason O'Connor
Hockey (Boys)	Ritch Menne	Speech Team	Mark Quinlan
Hockey (Girls)	Mark Domschot	Student Council	TBD
Wrestling (Boys)	John Bergeland	World Culture Club	Brian Bohne/Nancy Bledsoe
<b>SPRING SPORTS</b>	<b>HEAD COACH</b>	Yearbook	Jamie Sobolik
Adapted Softball (Boys/Girls)	Deb Kline	Cougar Dance Club	Megan Hogendorfer
Baseball (Boys)	Lynn Buehner	Spanish Club	TBD
Golf (Boys)	Kelly Flohaug	French Club	Scott Swedin
Golf (Girls)	Greg Saunders	German Club	Peter Kalnin
Softball (Girls)	Janelle DiMartino	Mentors	Elizabeth Eaton
		Peer Leaders	Elizabeth Eaton
Tennis (Boys)	Dan Haertl	<b>CLASS ADVISORS</b>	
Track (Boys/Girls)	Colleen Cardinal	Freshman	Elizabeth Drommerhausen
Lacrosse (Boys)	Mike Hudzinski	Sophomore	TBD
Lacrosse (Girls)	Gary Nelson	Junior	Donna McKenny
		Senior	Elizabeth Eaton Jeanne Gschwind

### ACTIVITY ATTENDANCE

In order to participate in a scheduled co-curricular activity, game, contest, or competition, the participant is to attend all scheduled classes on that day. The student may not be truant any period. Truancy is defined as missing class or arriving to class more than 15 minutes late for unexcused reasons or leaving early without permission.

In order to participate in practice, the participant must have checked in and be in attendance by 11am. Any exceptions to this policy must be approved ahead of time by high school administration.

## **PEP FEST ATTENDANCE**

Pep fests are a big part of school spirit and several are held throughout the school year. Students are reminded that Centennial High School is a closed campus and are required to attend. A study hall will be planned for those students not wishing to attend the Pep Fest. Respectful behavior is expected by all students in attendance at the Pep Fest; this includes attention during the National Anthem and attentive listening to all speakers and presenters.

## **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. All fees are to be paid prior to participation.

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

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

## **Locker Rooms**

Athletes and Physical Education students are issued locks for keeping personal articles secure in their gym lockers. CHS will not be responsible for lost/stolen items. Students should keep lockers locked at all times.

Any equipment with photography capabilities, i.e. cell phones, cameras, etc. ARE NOT permitted in any locker rooms at CHS.

## **FUNDRAISING**

All fundraising activities should adhere to the following guidelines:

- Any coach or advisor wishing to conduct a fundraising activity must receive administrative approval prior to conducting the fundraiser. Application should be made through the activities director.
- If a school fundraiser is approved, all revenue must be deposited through the cashier in a school activity account with all disbursements made from this account. Money deposited remains the property of Centennial District 12, and will be governed by all district rules and policies.
- If the fundraiser is sponsored by the boosters of one of our programs, deposits and payments are handled by the booster club.
- Students involved in the fundraising project need to know what they are going to sell, what the money is to be used for and what benefit they will receive personally. They also need to be aware of their liability and their responsibility should they lose their fund-raising items or money.
- Advisors or coaches involved with a fundraising project are responsible for the overall success of the project. They need to keep accurate records and will be held accountable for all money and merchandise.
- All profits will remain in the activity account until the coach or advisor approves the expenditure of funds.
- Fundraisers involving sales among students will not be allowed during class time.

# **CENTENNIAL HIGH SCHOOL PROCEDURES**

## **ATTENDANCE POLICY**

Centennial School Board Policy #6020.

### **Philosophy**

The school board believes that regular school attendance is directly related to success in academic work, benefits students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

### **ASSIGNMENT OF RESPONSIBILITIES**

This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, counselor and administrator. The responsibilities assigned to each of these groups are outlined below.

### **STUDENT RESPONSIBILITIES**

It is the student's responsibility to:

- Attend and arrive on time to all assigned classes.
- Be aware of and follow the correct procedures when absent from an assigned class.
- Request and complete any missed assignments due to an absence.
- Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
- **Check the Parent Portal site often to self monitor attendance.**

### **PARENT RESPONSIBILITIES**

- It is the responsibility of the student's parent/guardian to ensure the student is attending school.
- Notify the attendance office by phone or email each day your child is absent from school **OR send a note with your child within five school days of his/her return to school from any absence.**
- Attendance office phone number is **763-792-5207** and the email address is **chsattendance@isd12.org**. Please include the following information in your message or note:
  - Your child's first name and spelling of your child's last name
  - Date of the absence
  - Reason for absence
  - A phone number where you may be reached
- **Hold your child accountable for regular attendance and following the attendance policy.**
- Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days whenever possible.
- Notify the attendance office, in writing, of an extended pre-arranged absence at least one week before the absence occurs. Ensure that your child follows the pre-arranged absence procedure outlined on Page 24.
- Contact the attendance office, counselor, and/or teacher if you have concerns about your child's attendance.
- **If possible, check your student's attendance regularly on Parent Portal.**

### **TEACHER RESPONSIBILITIES**

- Take attendance accurately as soon as possible during each class period.
- Report any discrepancies in the daily attendance report to the attendance office. The teacher should make a note if a student is more than **ten (10) minutes** late, because it is then identified as an unexcused absence.
- Maintain timely and accurate attendance records. The teacher's attendance record is the official one.
- Distribute, and explain Centennial ISD 12 course attendance policy to all students.
- File a copy of your syllabus and course attendance policies with the school administration at the beginning of each new school year.
- Comply with the district attendance policy.
- Communicate with parents/guardians if a student's attendance is adversely affecting his/her academic performance. (i.e. at risk of grade deduction)
- Notify the student's counselor when attendance is adversely affecting a student's academic performance.
- Provide school phone number and email address to parents so homework may be requested if the student is absent.

### **ADMINISTRATOR/COUNSELOR RESPONSIBILITIES**

- Distribute the attendance policy to all students, and staff via the student handbook and available on the district website.
- Plan interventions for students whose attendance is adversely affecting his/her grade.
- Communicate with parents/guardians regarding student attendance.
- Schedule meetings at the request of parents or guardians to review concerns related to student attendance.
- Review disputes related to classification of absences.
- The administration will review and approve teachers' course attendance policies.

### **ATTENDANCE GUIDELINES**

#### **CHS is a Closed Campus**

CHS is a closed campus throughout the entire day, including lunch time. Students are expected to report to the lunchroom in the building of their fourth period class. They are to remain in the cafeteria throughout their entire lunch period. Students are responsible for keeping their eating area clean. Failure to follow these guidelines may be considered insubordination.

If a student chooses to leave campus at any time during the school day without proper approval, the student may receive 1 full day of In School Suspension or other consequences as assigned.

If a student has a parking permit and leaves school grounds without proper approval and prior parent consent, the parking permit may be revoked or suspended for a period of time.

#### **Sign Out Procedures**

All students need to check in at the attendance desk at either building when arriving late or leaving early during the school day.

#### **Participation Points**

Students with excused absences must be allowed to make-up missed participation points. Students with unexcused absences may be allowed to make-up missed participation points after receiving administrative approval.

#### **Consequences of Non-Attendance**

- The first unexcused absence will result in a letter sent to parent/guardian.
- Two or more unexcused absences in a semester period (18 weeks) will result in one incremental grade reduction. Incremental grade reductions will increase with each absence. (For example: A to A-, A- to B+, B+ to B) No grade will ever be lowered more than one full letter grade due to attendance issues.
- When a student loses a credit due to attendance issues, students will be given the opportunity to recover the lost credit.

Four unexcused tardies in one class are considered one (1) unexcused absence per semester.

Students that experience repeated grade reduction will have other interventions imposed. These interventions may include In School Suspension, Cougar Café, teacher designed option, counseling services, student/teacher contract, student/parent conference, etc.

### **Grade Reduction Appeal Process**

The grade reduction appeal process is a student driven initiative. Advisory teachers will have Grade Reduction Appeal forms available for students who have experienced a grade reduction due to attendance issues.

1. A request to appeal a grade reduction must be made in writing to the student's counselor one week after report cards have been distributed.
2. The Grade Reduction Appeal form will be available in Advisory or may be picked up in the white main office.
3. A committee of faculty members shall hear the appeal. The counselor and administrator 'in charge' are NOT voting members of this committee.
4. The affected student must appear in person at the grade reduction appeal. It is recommended, but not required, that the parent/guardian also attend the appeal meeting.
5. Upon recommendation of the appeal committee a grade reduction due to attendance may be rescinded, honored with a partial adjustment, denied or other action may result.
6. Attendance appeal meetings will be scheduled once per semester.
7. 2<sup>nd</sup> semester appeal meetings will occur during the 1<sup>st</sup> semester of the following year.
8. 2<sup>nd</sup> semester appeal meetings for seniors will take place prior to graduation.

### **Attendance - Off-Campus Options**

Students who attend off-campus educational options such as the 916 program, OEC program at Spring Lake Park High School, or other satellite programs are subject to the attendance policies and procedures at those institutions.

### **Truancy**

- A student is considered legally truant when s/he is absent unexcused from one or more classes on three or more days. These days do not have to be consecutive. Phone calls to parents are made the day after any unexcused absence.
- After the third unexcused absence during a school year, a letter will be sent to parents detailing the truancy statute.
- After the fourth unexcused absence, a letter will be sent asking parents to attend a meeting at CHS with their student and a representative from the Anoka County attorney's office. Meetings are held at the high school once per month.
- After the seventh unexcused absence during a school year a truancy petition may be filed with Anoka County.

### **ABSENCES**

If an absence occurs that is not school-related, follow these procedures:

- The parent/guardian must call (763-792-5207) or email (chsattendance@isd12.org) the attendance office each day the student is absent or bring a note signed by the parent or guardian to the attendance office within five school days of the student's return.
- The note or phone call should state the reason for the absence, and include the phone number where the parent/guardian may be reached.
- **If a parent/guardian does not call, email or a signed note is not presented to the attendance office within five (5) school days after the student's return to school, the absence may remain permanently unexcused. Please refer to the appeal process on page 23 for more information.**
- It is the student's responsibility to make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
- If a student must leave school during the school day, s/he must check with the nurse's office or attendance office. In all cases, the student must have the permission of his/her parent or guardian.
- The student must check in with the attendance office when returning to school from an appointment or when coming to school after the school day has begun.

### **ADVANCED ABSENCES**

To arrange a pre-approved absence the student must follow these procedures:

- Obtain an Advance Notice of Absence form from the attendance office or Advisory one week prior to the absence.
- Have the Advance Notice of Absence form signed by each teacher.
- After the Advance Notice of Absence form has been signed by each teacher, return it to the attendance **office prior to** the absences. Please note the teacher signature only indicates the teacher has been notified of the absence. The Attendance Policy guidelines are applicable.
- Make-up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with individual classroom teachers. **It is the student's responsibility (not the teacher's) to see that all work is made up in the agreed upon time.**

### **CLASSIFICATION OF ABSENCES**

All absences will be classified by the school administration as "Excused," "Unexcused," "Exempt" or "Tardy." Absences may be excused in the attendance office at the discretion of administration.

#### **Excused Absences**

These absences are subject to administrative approval. Absences normally excused include, but are not limited to:

- Illness. In cases of absences exceeding one week a physician's statement will be required.
- Medical or dental treatment.
- Serious family emergencies, i.e. funeral.
- Religious instruction not to exceed three hours in any one week.
- State required court appearances.
- Pre-arranged absences.
- Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

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

teammates may also be excused to attend the tournament. Regular attendance procedures must be followed.

### **Exempt Absences/School Sponsored Events**

Absences due to field trips or other school-sponsored activities will be exempt provided the student has followed appropriate pre-excuse procedures. Examples include, but are not limited to field trips, retreats, school activities, career center activities, counseling appointments, participation in support groups, athletics, and homeroom assignment. Whenever a school sanctioned sport/music oriented event from Centennial reaches state tournament level, students will be allowed to attend provided the student follows the appropriate pre-excuse procedures regarding their attendance. To have the attendance exempted, a parent must call the attendance line or send a note **before** the event, and the student will be exempted only during the times designated by the school administration. If a parent call or note comes in after the event, but within 5 school days the absence will be excused but not exempted.

### **Excessive Absences**

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

### **Unexcused Absences**

All unauthorized absences are unexcused absences. Examples of unexcused absences include, but are not limited to:

- No phone call or note turned into the attendance office
- Car trouble/unreliable transportation arrangements
- Errands
- Visiting
- Oversleeping
- Shopping
- Hair appointments
- Photography appointments
- Needed at home
- Missed the bus
- Work
- Alarm did not work
- Family vacations that are not pre-excused
- Babysitting
- Leaving campus without permission

Intervention procedures for Unexcused Absences may include, but are not limited to:

- Conference with classroom teacher
- Conference with counselor
- Conference with the principal
- Referral to Student Assistance Team
- Parent conference
- In-school suspension
- TIP-Anoka County Truancy Intervention Program
- Truancy Petition filed
- Assignment to alternative educational placement

### **Tardiness**

Students are considered tardy when they are not in their assigned class when the bell rings. If a student is less than ten (10) minutes late to class, and does not have a pass, the tardy will be considered unexcused.

If a student is detained by a teacher, s/he should get a valid pass to the next class from that teacher.

Four (4) unexcused tardies in one class are equivalent to one unexcused absence per semester.

## **HOMEWORK REQUESTS**

1. Calls for homework requests should be directed to the attendance reporting line at 763-792-5207.
2. Parents may request homework when their child has missed two (2) or more days of school. The teachers have 24 hours to fulfill homework requests. If students are absent fewer than two (2) days, homework requests should be made directly to teachers via email. Staff email addresses are generally first initial last name@isd12.org, except for staff with common last names (i.e. Olson, Johnson, and Smith) please consult individual building or program sites.
3. Homework can be picked up in the White Building Office from 7:30am to 3:30pm.

## **SCHEDULE CHANGE GUIDELINES**

Students are encouraged to make careful course selections during registration due to its direct correlation to the development of the master schedule for the upcoming school year. Schedule change requests must be submitted by noon on the 4<sup>th</sup> student day of the semester. No exceptions! Requests must have signatures from parents and the appropriate teachers. A committee comprised of counselors and administration will decide whether or not your change will be granted based upon the given reason(s) for the change and the availability in our master schedule. You will receive notification of your change regardless of the outcome. Courses dropped after the fifth day of the semester will result in a NC (no credit) (which is included in the student's grade point average).

Changes due to scheduling errors will be a priority. These include:

- No prerequisite
  - Failed a prerequisite
  - Gaps in schedule
  - Educational Options (i.e. PSEO and Century Technical College Courses)
- Not all requests for schedule changes can be honored. Examples of requests not honored are:

- Changing teachers
- Changing class hours
- Requesting classes with friends
- Switching due to activities participation
- Dropping required classes
- Convenience
- Dropping below 5 classes per semester

### **Teacher Assistant/Office Aide Procedure**

Students must request a study hall (maximum of 2) in their schedule during registration and have it in their schedule at the beginning of the school year to be eligible for a Teacher Assistant/Office Aide position. One Teacher Assistant per teacher per semester. Students must see their counselor for a Teacher Assistant/Office Aide form. The student must return the completed form to the counselor by 3:05 on the 4<sup>th</sup> day of the semester. Teachers are allowed one (1) Teacher Assistant per hour. Please do not assume a change has been made by the counselor until you receive a printed copy of the change.

Students should note that fulfilling schedule change requests may create other uncontrollable changes in their schedule. DO NOT ASSUME a change has been made UNTIL the counselor returns the Schedule Request Form along with a new schedule to the student. Absences resulting when students do not attend their scheduled classes while waiting on schedule change approvals are unexcused.

## **STUDENT PARKING**

### **CENTENNIAL ISD 12 PARKING PERMIT APPLICATION —INFORMATION**

Parking permits will be offered for sale on a semester basis. Students will be able to purchase permits for the 1<sup>st</sup> semester during schedule pick up in August. 2<sup>nd</sup> semester permits will be sold at the end of 2<sup>nd</sup> semester in January.

#### **Sophomores are NOT allowed to park at Centennial High School.**

- This includes one day temporary permits.

Centennial Senior High School offers for sale two types of parking passes to juniors and seniors.

- The first type is the "A" lot pass, which is \$70 per semester and is located behind the High School Red Building. Only 66 "A" lot passes will be sold.
- The second type of pass is the front lot pass, which costs \$110 per semester and is located in lots "C," "D," "E," and "F," "G." The high school will sell 320 front lot passes.

Students must have their school ID and have their application completed including parent signature, unless 18 years old, with them in order to receive a parking pass. Parents of all student drivers, unless 18 years old, must sign applications or the permit will not be sold.

#### **Students may not be on multiple permits.**

The application criteria for receiving a parking pass at Centennial High School are as follows:

1. Any school program, where credit is given and Centennial School District does not provide transportation. (i.e. 916 construction class, 916 morning classes, classes offered at other school districts, P.S.E.O. classes, open enrollment and NRA (Juniors and Seniors only), work experience program, zero hour classes, etc.)
2. Seniors who are car pooling with other Seniors
3. Seniors driving separately (this is considered a senior privilege)
4. Juniors who are car pooling (with other juniors or seniors) and/or are in activities and athletics sanctioned by the school district. \* (Please note that 9<sup>th</sup> and 10<sup>th</sup> graders are NOT figured into carpools.)
5. Juniors who are requesting to drive separately.
6. Date and time stamp by designated school staff will be part of the above criteria.

#### **Parking Lot Rules & Violations**

1. Choose your car pooling members carefully as everyone on the permit is held responsible for all violations!
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 the CHS 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 cited a parking violation.
6. Students may not be on multiple permits. One motorized vehicle may park per permit, per day at CHS.
7. Students must park in designated areas and within the parking stripes. This includes motorcycles as well. Students are not allowed to park in the following areas. (This includes the alcove, staff parking lots, exits, entrances, handicapped

spots, visitor spots, the District Office area, Centennial Elementary and others as designated).

8. Upon arrival to school, students must lock their vehicle and come directly into the building. LOITERING IN THE PARKING LOT IS NOT ALLOWED. Possible consequences for violating this policy may include In School Suspension (ISS).
9. CHS is a closed campus! During the day students are not allowed to be in the parking lot and are not allowed to leave campus without proper approval. To improve security, student cars and student parking areas will remain "off limits" during the school day. Students who violate this policy may lose parking pass privileges for extended periods of time and/or revocation of parking pass. (Revocation of permit will NOT result in the refund of the parking permit fee.)
10. Speed limit on the school campus is 10 MPH.
11. 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.
12. Parking permits are not to be shared or transferred to other students without prior approval from the Red Office. The student who is registered for the permit is responsible for the vehicle in which it is displayed.
13. 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
14. Centennial High School is NOT liable for any booting fines or towing charges that may incur. Cars parked in the Centennial parking lots without parking passes are subject to being booted and/or towed.
15. Centennial High School 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.
- Temporary one day permits are available to juniors and seniors at no cost. Each student and/or vehicle is permitted six per semester. Students on revoked permits are NOT allowed one day temporary permits. Please contact the Red Office for further information.

### **Parking Permit Violations Procedures**

- Violations are cumulative throughout the entire school year! Remember that violations are imposed on all permit holders and follow to any other permit that you are on.
- **1<sup>st</sup> Violation** - Student(s) on the pass are warned by designated school staff and warning notification will be mailed home.
- **2<sup>nd</sup> Violation** - A referral is written and student(s) will be seen and warned by designated school staff that the next offense will result in the permit being revoked for 4 weeks or more and a phone call will be made to parent/guardian(s).
- **3<sup>rd</sup> Violation** – the parking pass will be removed for four or more weeks. Student (s) will not be allowed to receive one day temporary permits
- **4<sup>th</sup> Violation** - The permit will be removed for the entire school year (no refunds will be given) and will not be eligible to purchase a permit anytime during that school year. Student (s) will not be allowed to receive one day temporary permits
- Any serious safety violations can result in immediate permit removal.
- **Any chemical violation – this includes possession of, use, sale, distribution or transport of alcohol or drugs (excluding tobacco) from vehicles may result in immediate loss of parking permit for the year pending administrative review. Violation will be referred to local law enforcement for investigation.**
- **Any weapons violation may result in immediate loss of parking permit for the year pending administrative review. Violation may be referred to local law enforcement for investigation.**

- Students put on the To Be Towed List CANNOT purchase a permit, get any temporary permits or be a driving member of a carpool with other students for the remainder of the school year.
- Leaving campus without prior approval will be a parking violation. This violation may result in loss of your parking permit for a specified period of time.
- Administrators or other designated school staff can increase consequences as necessary.
- Every day that the permit is not displayed in the vehicle will result in an additional violation.
- Temporary passes are not for any 10<sup>th</sup> graders or for 11<sup>th</sup> or 12<sup>th</sup> graders that have revoked permits or are on the To Be Towed List.

### **Parking Violations Procedures-Students who do NOT own a Permit**

- Violations are cumulative throughout the entire school year!
- **1<sup>st</sup> Violation** - Student(s) who do not own a permit and are parked on campus are warned by designated school staff and a warning notification will be mailed home.
- **2<sup>nd</sup> Violation** - A referral is written and student(s) will be seen by designated school staff. A phone call will be made to parent/guardian(s) and the student will be put on the To Be Towed List and will be towed for any other violation in the same school year.
- **3<sup>rd</sup> Violation** –Student(s) on To Be Towed List will be towed.
- **4<sup>th</sup> Violation** – The vehicle will be towed and the student is not eligible to purchase a permit anytime during that school year.
- Any serious safety violations can result in the vehicle being towed.
- Students put on the To Be Towed List CANNOT purchase a permit, get any temporary permits or go on a carpool permit with other students for the remainder of the school year.
- Leaving campus may result in further consequences.
- Administrators or designated school staff can increase consequences as necessary.
- Temporary passes are not for any 10<sup>th</sup> graders or for 11<sup>th</sup> or 12<sup>th</sup> graders that have revoked permits or are on the To Be Towed List.

### **BULLETIN BOARDS/SIGNS**

Bulletin boards, signs, posters, and banners may be used to advertise school sponsored events and functions. All signs, posters, banners or any other advertising posted on school walls or bulletin boards must have the approval of the building administrator. Students may not use scotch tape to post materials because of the difficulty in removing it from school walls. Students who post information are expected to remove it following the event.

### **LOCKERS**

Lockers are issued to all students at the beginning of the year. One student is assigned per locker. Lockers should be neat and clean at all times. Students are not allowed to change lockers or combinations without permission from an administrator. Money or valuables should not be left in lockers. Any damage to the locker should be reported to the office. Locker combinations should be kept confidential.

### **STUDENT RECORDS**

Student records contain immunization dates, grades, attendance, and standardized test scores. Parents or guardians may see the contents of these records by making an appointment to do so with a school guidance counselor. Students may have copies made of anything in their school records at a cost of \$.25 per sheet, but are not permitted to take the original record out of the high school office. Students or their parents or guardians may place any statements or items in their records that they wish, if it pertains to the student's work or progress at school. Students may also

request that items be removed from their files. In the event that the students or their parent/s or guardian/s make such a request, the person in charge of the record may or may not grant the request. In the event that the request is denied, an appeal may be made to the building principal. Student records, or any part thereof, may not be transferred in writing or orally to any other place without the written consent of the student and his/her parent/s or guardian/s, with the exception of another public school in this state in which the student has enrolled after transferring from this school. This means that the school will not and cannot, by law, do the following without written consent from the student and his/her parent or guardian:

- Send a transcript of the student's school record to a college, vocational school, or university.
- Give information from the student's record to a prospective employer. Written consent can be given by using a form available in the office of the guidance counselor, or by writing a letter to the high school requesting the transfer of such records.

Students who are 18 years of age or older do not need the consent of their parents or guardians to exercise their right of access to or control of transfer of their records. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 or the 1974 Session Laws of the State of Minnesota.

## **TECHNOLOGY**

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

A student service fee will be charged that will cover the costs related to the use of technology that includes computer use, cartridges, and paper. The cost is \$10.

Student behavior must conform to all rules set forth by school policy and the instructor.

Any and all files stored within student individual folders are the property of the school district. At any given time teachers and administration have the right to delete or use the contents of the folder for student investigation purposes. Students are responsible for keeping their student folder at a reasonable size and cleaning the content each semester. All files will be deleted at the end of each school year.

Students are not allowed to bring in personal computer devices such as a wireless laptop, wireless router/access point, or a wireless PDA and attach to the school districts network. Any devices found on our network will be confiscated.

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

#### **Internet Usage: Students may not:**

- Display or access material which is obscene, profane, violent, discriminatory or depicts or describes illegal activities
- Participate in "chat", "Email", or "bulletin board" activities
- Download or install information/programs/games without permission
- Print material from the Internet without permission
- Copy, delete or alter another student or staff member's file
- Share their Infinite Campus Student Portal Account information
- CHS students are expected to:
  - Comply with Policy 7205 (Use of the District Computer System/Internet by Students.)
- Sign CHS Internet Use Agreement in their homeroom which will be noted on student I.D.
- Display student I.D. when using school technology
- Use appropriate language

- Access only personal files
- Use only staff-approved programs

Violation of the CHS Internet Use Agreement will result in one or more of the following:

- Documented conference with staff/administration, parents and students
- Parent/guardian notification
- Written referral to office/discipline
- Loss of computer privileges including the Internet
- Reimbursement of damages (hardware, software and labor)
- Police report and/or FCC notification

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

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

### **INTERNET USE POLICY**

Centennial School District Policy #7205, "Use of the District Network/Internet by Students" provides specific guidelines to students, parents, and staff with regard to network/internet use in the schools. In order to use any computer in the high school, students and their parent/guardian are asked to review and sign the district's Internet Use Agreement. This agreement defines acceptable and unacceptable student computer use. Acceptable uses include but are not limited to: participation in distance learning activities, questions of and consultation with experts, and location of resources to meet educational needs. Inappropriate use may result in cancellation of computer use privileges. Unacceptable uses include but are not limited to: email, instant messaging, chat rooms, pornography, games, music downloads, and threatening communications. Students must display their identification cards to use computers. The faculty will provide instruction to students on responsible internet use. Internet access is filtered in the Centennial Schools.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance may be recited weekly during Advisory. Anyone who does not wish to participate in reciting the pledge may elect not to do so.

### **TELEPHONES**

The office telephones are restricted to school business and are only for student use with permission from office staff.

### **DANCE GUIDELINES**

Any school organization planning a student dance on site must follow the guidelines and procedures available from the Activities Director's office.

Guests:

- Students wishing to bring a guest to a dance who is not a student at CHS must pick up a guest clearance form from either office and have it signed by an administrator and bring the completed form to the dance.
- Students are allowed to bring one guest.
- No guests will be admitted without the appropriate clearance form and proper ID.

Time guidelines:

- No students will be admitted to a dance after 10:30 pm.
- Students who leave the dance may not be readmitted for any reason without the permission of the administrator on duty.

Student behavior:

- Students attending dances must comply with the school's dress code as stated in this handbook.
- Students attending any school-sponsored dances are expected to display appropriate behavior and to comply with the requests of the adult supervisors.
- Students who are disruptive or insubordinate will be asked to leave immediately.
- The administrator/advisor in charge is expected to call the student's parents to report the situation.
- The administrator/advisor in charge of the dance is expected to meet with any student who is disruptive, insubordinate or suspected of being under the influence of alcohol or drugs. The student will be detained until his/her legal guardian has been contacted and transportation has been arranged. School as well as legal consequences may be imposed.

### **TENNESSEN WARNING**

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

## **CENTENNIAL HIGH SCHOOL SERVICES**

### **SUPPORT SERVICES**

Support Services is made up of a team of school professionals working together to provide a comprehensive network of services for students. Students, parents and teachers are invited to use these services. All Support Services members are aware of local resources and can help with community referrals. If you are unable to reach a staff member using their direct line, please call one of the main offices for immediate assistance.

The team is comprised of the following professionals:

- Administrators – Oversee Support Services team members and the processes in place for the High School.
- American Indian Education Program Coordinator – Support academic success of American Indian students through culture, curriculum, and community activities.
- Career Center Specialist – Our specialist is available to students and parents interested in exploring career and post secondary options. The Career Center services are available during the school day for students and open one evening a month for students and community members.
- Gifted Services – Parents and students interested in Honors/AP/CIS/Gifted Services may contact either main office.
- Police Liaison – Our school resource officer is available to meet with students, staff and parents to talk about concerns and act as a resource.
- School Counselors – School counselors help students with academic planning and support for graduation requirements, career and post-secondary planning, conflict resolution, individual/group counseling, personal and social skills. Students and parents may make an appointment through the counseling secretary.

- School Psychologist – Services include; individual counseling, support groups, mental health screening and crisis intervention.
- School Social Worker - Social work services are offered to students who have Individual Educational Plans (IEP's). School social workers provide services related to improving students social-emotional well being. School social workers provide direct as well as indirect services and support to students to promote academic, social and behavioral success. Services include individual counseling, crisis intervention and group work
- Special Education Teacher on Special Assignment – Assists case managers, students and parents with special education processes.
- Student Assistance Coordinator - A licensed alcohol and drug counselor (LADC) is available for prevention, intervention and aftercare services. Services include informational interviews, pre-assessments, crisis intervention as well as referrals to outside agencies.

Please refer to the Telephone Directory on Page 10 for phone numbers.

## **COUNSELING SERVICES**

Appointments Students are always welcome to make an appointment to talk with their counselor.

- If you wish to speak with a counselor, go to the White Main Office to make an appointment with the secretary who will give you a pass.
- Present the pass to your classroom teacher on the day of the appointment. The teacher may request that you reschedule if there is a conflict with class activities.
- The teacher or student should call the Counseling Office to cancel the appointment.
- Remember to sign in and out of the Counseling Office at the secretary's desk.

Confidentiality – Counseling services are confidential with exceptions for situations in which personal safety or immediate health is a concern. In these cases, additional support may be required, such as parent contact and/or referral to legal or social service providers.

Student schedules are distributed one week prior to each semester at no cost. A \$1 fee is charged for reprinting a student's schedule due to loss.

Student Transcripts are available in the White Main Office. Students will be charged \$3 for each paper transcript requested. After graduation, students will be charged \$5 per paper transcript requested. E-Transcripts are also available thru [www.docufide.com](http://www.docufide.com) for a comparable fee. Please contact the White Main Office for more information.

## **GRADING**

Student report cards are given to students to take home to parent/guardian for first semester in the first weeks of 2<sup>nd</sup> semester. 2<sup>nd</sup> semester report cards are mailed home. Students requesting an additional report card will be charged \$1.

Mid-semester markings are available at the high school conferences midway into the semester.

## **STUDENT ASSISTANCE TEAM (SAT)**

The Student Assistance Team is comprised of counselors, support services members and administrators. The team meets weekly to review and discuss concerns related to

student academic/social/emotional needs. The team is responsible for developing interventions to address individual student issues. Possible interventions include; a student contract, a parent staffing, an academic staffing, an in-school group, an instructional modification, counselor monitoring, meetings with a school social worker, a school psychologist assessment, health services and/or outside agency referrals. The Student Assistance Team may recommend a 504 plan be written or refer a student for a special education assessment. Parent/guardian may refer their child to Student Assistance Team by contacting their counselor.

### **HEALTH SERVICES**

Health offices in the red and white buildings are staffed by nurse-paraprofessionals throughout the school day. Students should not call home from classrooms to report illnesses. The office and health services personnel need to track illnesses, evaluate the student's need to be sent home and accurately track their attendance. We ask parent and staff cooperation on this classroom/telephone issue. The district nurse is also available for student concerns and support. As a team, Health Services oversees student safety; cases related to illness, injury and communicates student concerns to parent-guardian and/or appropriate staff.

If a student becomes ill during the school day, he/she should ask permission of the classroom teacher and report to one of the health offices. In the event of illness or accident, school personnel will give general first aid, and/or emergency care only. Parents are responsible for any additional care needed. Students who become ill will not be allowed to leave the campus without the permission of the health paraprofessional, district nurse, or an administrator, and a parent or guardian.

### **Medications (POLICY 6046)**

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

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

- Student's name
- Name of medication
- Diagnosis/Reason
- Time and directions for administration
- Dosage and route of administration
- Possible side effects
- Termination date for administration
- Signature of the doctor prescribing the medication
- Signature of the parent/ guardian

\*Medication in original container

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

- Student's full name
- Name and dosage of medication
- Time and directions for administration
- Physician's name
- Date

Medication will be taken by the student at the designated time and supervised by authorized personnel. Limited quantities of the medication should be sent to school. All medication administered at school will be kept in a locked drawer, cabinet or file. Parents must notify the school when the medication is discontinued or when the dosage or time is changed. If the medication is resumed, a new order must be received. No aspirin or over-the-counter medication will be administered to students unless the above provisions are followed. New consent forms with appropriate signatures must be received annually. Consent forms are available from the health services office at school. If you have any questions, please call the District Nurse, or the building health service staff for clarification.

**Please Note:**

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

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

**Additional information for senior high students only:** OTC's(over-the-counter medicines) can be "self carried" if you have on file a parent and student contract and bring your own supply to school in the original container, keep bulk meds in health offices and only "self carry" one dose. This is a change in state law-district procedure requires a contract, signature and arrangements annually ahead of self carrying meds. Your cooperation in this matter is important and any sharing of meds would result in the end of the contract and a chemical health violation. Donna McKenny the District Nurse Coordinator can be contacted at 763-792-5212.

**Allergies**

**Food Allergies**—Food and other allergies that present a life-threatening episode need to be reported to the Health Services prior to a student's start date. The building nurse 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 in the care plan. 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-student's developmental capacity.

**Latex allergies**—Due to the increasing number of latex sensitivities, latex balloons are not allowed at school to protect our students. Mylar balloons are permitted at school.

**Fragrance Free Environment/Allergies:**

Students and staff, please refrain from applying any cologne/perfume during the school day on campus. Also, for students and staff that apply cologne/perfume before coming to school, please limit the amount you use. This request is in response to people in the building that may have an allergic reaction to strong scents. Please be thoughtful and respectful in honoring the health of everyone.

**MEDIA CENTERS**

The Senior High School Media Centers offer students access to 22,000 books, periodicals, multimedia materials, and online databases. Computers with Internet

access, Microsoft Office software, limited photo and video editing software, and a scanner are also available in each media center. The Red Building Media Center contains science and math resources. The White Building Media Center contains social science, history, geography, as well as all the fiction books.

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

Most media center resources are available for check out. Flash drives are also available for checkout although students are encouraged to purchase their own. Recordable DVD and CD disks are available for purchase for \$.50. Students with overdue materials are not allowed to check out additional library materials until outstanding items are renewed or returned. Students are required to pay for items that are lost, stolen, or damaged. Damages will be assessed at 15% of the cost of the book, replacement cost or bindery cost, dependent upon the extent of the damage. Weekly overdue notices are sent to homeroom teachers. Parents who have provided an email address to the school district will receive periodic notices of their student's overdue items as well. Students with overdue items at the end of each semester will receive homeroom credit only after they return or pay for overdue items. Students may view their library account and gain access to online databases, helpful study guides, reading lists, and the media center's online catalog by logging into Centennial High School's Destiny library system at [www.isd12.org](http://www.isd12.org). (Login instructions are below.) Access to our online databases from home requires a user name and password to login. Ask the media center for assistance.

### **DESTINY LIBRARY SYSTEM**

To log in to the Destiny library system in 4 Easy Steps:

- Step 1 From the District Web Site ([www.isd12.org](http://www.isd12.org))  
Click on District Library System link
- Step 2 Click on Centennial High School
- Step 3 Click on the Log In button
- Step 4 for User Name use your Student ID number  
Important: Be sure to use all 9 numbers  
For the Password, use your date of birth (using 6 digits)

Our mission statement, as well as policies and additional information can also be accessed on our web site.

The White Media Center is open from 7:30am to 4:00pm. The Red Media Center is open from 7:30am to 3:30pm.

### **TEXTBOOK RECOVERY POLICY**

Students will be responsible and held accountable for all textbooks issued to them.

- Students will be responsible for replacement cost of book if lost/stolen/switched or damage renders the book unusable.
- It is recommended that the book be covered and the student's name be written on the cover.
- Students will be assessed damage fees for textbooks that are returned with any type of damage. Examples of damage that will be assessed a fee are: damage for fluids, writing, highlighting, binding, cover, missing pages/parts of pages, stains, etc.
- Students should report any previous textbook damage at time of issue.

### Outstanding textbooks/fees

- Students who do not return their textbooks will receive an NC\$ for their semester grade.
- Students who have been assessed a damage fee will receive an NC\$ for their semester grade.
- All late textbook returns or fines for lost/damaged textbooks must be taken care of in either Media Center. Class grades withheld due to outstanding materials or unpaid damage fees will be updated with the office as items are returned and damages are paid.
- If a student finds a book after paying for it, the cashier's office will be notified and a refund sent in the mail.

### **LOST/DAMAGED LIBRARY BOOKS**

A lost or damaged library book is the responsibility of the student. Library books are examined by library staff upon return and any damage to them is recorded in the book and/or Destiny Library Manager System. If a damaged library book is deemed unusable, the student will be responsible for current replacement costs. Prior to checking out, if a student observes damage to a library book, it is the responsibility of the student to report to a library staff member.

### **MILITARY RECRUITERS**

Federal legislation requires school districts to provide military recruiters, upon their written request, with the names, addresses, and telephone listings of high school juniors and seniors. At Centennial, the request from military recruiters is typically made each fall. An eligible student or parent has the right to refuse to release this information with prior written consent. To refuse to release this information, submit a written request to the high school principal by October 1<sup>st</sup>.

### **NUTRITION SERVICES**

"We serve education every day"

Nutritionally balanced lunches are available for students, staff and visitors to purchase; also available are a variety of a-la-carte items. School meal prices can be found in the "Back to School" edition of the Observer, on printed menus and on the school district website at <http://www.isd12.org>.

Centennial School District uses a prepaid computerized Food Service System. Students make deposits (prepayments) into their food service accounts. The cost of lunch and/or a-la-carte items is deducted at the time of service. To access his or her account at mealtime, each student is assigned a PIN (Personal Identification Number). This PIN is found on their class schedule that is distributed in August or assigned to them by the Food Service Cashier. Students are encouraged to keep this number confidential.

**Payments:** Payments should be made by check on a weekly or monthly basis:

- Payments must be in the Food Service Cashier's Office by 9:30am. in the White Building or the Food Service Drop Box in the Red Building. Deposits after 9:30am. are not entered and cannot be accessed by the student that day.
- The student's full name and PIN must be written in the memo area on the check.
- If paying by cash, place your payment in an envelope labeled with the student's full name and PIN. Please be advised that paying with cash is discouraged, as it leaves no paper trail to track in the event of discrepancies.
- Payments can also be made through the on-line service [www.paypams.com](http://www.paypams.com). Parents must sign up in order to access their student's accounts. Parents will be able to obtain account information, email alerts when your student has a low balance, view your student's cafeteria purchases, and Make credit card or ACH (check) purchases at no cost.

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

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

To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

### **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 White building and the southwest doors of the Red Building. These shall be the only entrances to the school after 8:25 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 the attendance office.

### **TRANSPORTATION SERVICES**

Centennial High School students who are eligible for school bus transportation are bused by a privately-owned bus company contracted by the school district. Information regarding bus routes and schedules are available at the high school during schedule pick up in August and also can be viewed on the Centennial ISD 12 website, [www.isd12.org](http://www.isd12.org).

If you have questions or comments regarding the bus transportation, call the district transportation office at 763-746-1257 or 763-746-1258. Please note that riding the bus is a privilege, not a right. Students riding the bus to and from school or for other extra-curricular events are expected to abide by the following rules to ensure the safety of themselves and others. It is the bus driver's responsibility to report unacceptable behavior to the school district's transportation office and/or school office.

- Follow the directions of the driver
- Sit in your seat facing forward
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep your arms, legs, and belongings to yourself
- No fighting, harassment or intimidation
- Do not throw any object
- No eating, drinking or use of tobacco or drugs
- Do not bring any weapon, dangerous objects, or hazardous materials on the bus
- Do not damage the school bus or the property of other riders

The following procedures will be used for rule infractions on the bus:

- The bus driver will be responsible for reporting a violation of the bus rules to an administrator.
- The bus driver is authorized to assign seats as needed.
- Verbal warnings may be given by the bus driver to correct behaviors on the bus without being considered an official violation notification.
- An official violation notice will be followed by the driver giving the administrator a written notice of the offense. An administrator will meet with the student and attempt to resolve the situation.
- Consequences will be assigned as determined by an administrator. A copy of the violation notification will be mailed to the parent or guardian.

Violations of bus riding rules may result in the loss of bus riding privileges for a period to be determined by the administrator (up to and including the remainder of the school year). Additional consequences may be assigned by an administrator.

### **CENTENNIAL AREA LEARNING CENTER (CALC)**

Centennial Area Learning Center is for students who are **not** making adequate progress toward graduation in the traditional high school program or who desire an alternative educational delivery system. Students must meet state Area Learning Center (ALC) guidelines for admission to CALC. Counselors refer qualified students to the Centennial Area Learning Center. Interested students may call the CALC counseling department for more information at 763-398-2962.

### **COUGAR CAFÉ**

Centennial High School offers Cougar Café as a credit recovery and homework help center. We are committed to the belief that all students have a right to succeed academically. We will ensure that those students who desire to succeed will get the help and resources they need to graduate with their class. The Mission of Cougar Café is to provide a comfortable, consistent location for students to go for homework help, test make-up, project completion, and credit recovery. Cougar Café may be used as a place for credit recovery if deemed necessary by a counselor and/or staff members.

## **RESPECT AND RESPONSIBILITY POLICY** **STUDENT EXPECTATIONS AND DISCIPLINE POLICIES**

### **STATEMENT OF RESPECT AND RESPONSIBILITY POLICY**

- ✓ **We believe** that learning is best achieved through a cooperative effort in which students, parents, educators, and community members share educational responsibilities within an atmosphere of mutual respect and trust.
- ✓ **We believe** that mutual respect and trust is required to meet the diverse needs which exist in our district in gender, race, religion, life-style, life experiences, values, interests, goals, abilities to learn and learning styles.
- ✓ **We believe** that a safe, supportive, and encouraging learning environment must be available to serve our diverse needs and that such an environment can be created through our community's commitment to the district Respect and Responsibility Plan. (A complete copy of the Respect and Responsibility Plan can be found at the district web site. <http://www.centennial.k12.mn.us/cdo/board/policy/Contents/POL6/POL6030.pdf>)
- ✓ **We believe** that all members of our school community need to treat each other with **respect** and that all students need to take ownership and **responsibility** for their actions.

## **RESPECT / RESPONSIBILITY-BEHAVIORAL EXPECTATIONS**

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

### **In the classroom, lunchroom, hallway, on school property, or at a school sponsored activity or event:**

- Respect self, other people, and property
- Cooperate with other students and adults
- Be physically and verbally considerate to others
- Public displays of affection (PDA) must conform to rules of good taste. Inappropriate displays of affection such as hugging, kissing, or touching will be addressed with students by staff or administration. Parent contact will be made if deemed necessary.

**On the bus:** Refer to transportation services on page 38.

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

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

## **STUDENT CODE OF CONDUCT / DISCIPLINE POLICY**

### **SEVERE BEHAVIORS**

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

- Bomb threat
- Bullying, verbal or physical intimidation or fighting
- False fire alarm
- Hazing
- Possession or use of drugs/alcohol
- Property damage or destruction
- Sexual, racial, or religious harassment or violence or discrimination based upon race, religion, gender or sexual orientation
- Student pranks
- Theft
- Truancy
- Weapons possession

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

Consequences may include all items listed in the Behavioral Expectations.

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

Bullying Prohibition Policy (Policy 5060)

The purpose of School Board Policy 5060, Bullying Prohibition, is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior. Find the complete policy on the district website at [www.isd12.org](http://www.isd12.org) under School Board.

## **WEAPONS POSSESSION**

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

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

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

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

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

## **HARASSMENT, VIOLENCE AND HAZING**

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

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

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

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

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

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

### **SUSPENSION / EXPULSION / EXCLUSION**

As used in the Respect and Responsibility Policy and Student Code of Conduct, it includes in-school suspension and out-of-school suspension and can be for a period of 1 - 10 consecutive days. The suspension period may be extended for an additional 5 days when it is determined by the administration that the student will create an immediate and substantial danger to persons or property around him/her. "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed beyond one calendar year.

### **CHEMICAL AND TOBACCO VIOLATION**

#### **Possession or use of drugs/alcohol, including tobacco:**

- Refers to the use or possession of, use, sale, possession, distribution, or transport of alcohol or any drugs, which may include over-the-counter drugs and/or herbal products, synthetics, paraphernalia and tobacco, within the school zone or at school sponsored events.
- The school zone refers to an area to a distance of 300 feet or one city block, whichever is greater, beyond the furthest boundary of school district property.

- Students may not possess or use alcohol or any drugs while on school bus transportation or at bus stops.
- School sponsored events refer to any school event or activity on or off school district property.

**Response to violations of the tobacco policy may include, but are not limited to the following:**

- 1<sup>st</sup> Offense – one day of “in-school” suspension and/or tobacco education lessons/classes.
- 2<sup>nd</sup> Offense – three day “out-of-school” suspension with a student/parent/guardian re-entry meeting.
- 3<sup>rd</sup> Offense or more – five day “out-of-school” suspension with a student/parent/guardian re-entry meeting.
- Parent/guardian notification.
- All Minnesota State High School League policies will apply and student may meet with Activities Director for specific consequences.
- Violations will be referred to local law enforcement for investigation.
- All consequences are pending an administrative review.

**Response to violations of the drug/alcohol policy may include, but are not limited to the following:**

- 1<sup>st</sup> Offense – three or more days of “out-of-school” suspension with a student/parent/guardian re-entry meeting.
- 2<sup>nd</sup> Offense – five or more days of “out-of-school” suspension with a student/parent/guardian re-entry meeting.
- 3<sup>rd</sup> Offense – five to ten day “out-of-school” suspension with a student/parent/guardian re-entry meeting and a review of possible expulsion.
- Parent/guardian notification.
- All Minnesota State High School League policies apply.
- Violations will be referred to local law enforcement for investigation.
- All consequences are pending an administrative review.

**Response to for sale or distribution may include, but are not limited to the following:**

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

**Interventions:**

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

When staff believes that a student may be harmfully involved in chemical abuse issues and related problems the following intervention processes may be implemented:

- The person perceiving a problem documents observed behaviors or other reliable information and forwards said information to the building administrator/designee.
- The building administrator/designee reviews information as presented.
- The building administrator/designee seeks input from other staff members to support initial observation and substantiate documentation.
- The building administrator/designee presents documentation to support observed behavior or reliable information to the appropriate committee.
- The appropriate committee reviews all data related to the initial observation and determines the need for pre-assessment interview. If a pre-assessment interview is not substantiated, alternative courses of action may be explored.
- All communications must be processed through SAT.
- The specifics about the complete intervention process can be found in Centennial District's Chemical Health of Students Policy #6031.

### **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. Students must be appropriately dressed and groomed for school. Clothing and accessories should not reflect extreme styles, compromise safety, or distract from the learning environment. The following guidelines apply to student dress while at school include, but are not limited to the following:

- Head coverings (i.e. hats, scarves, bandanas, hoods, etc.) may not be worn or visible on campus from the time students enter the school building through the end of the school day unless they are related to religious practice or function, and/or are needed as a matter of health.

#### **Hat consequences are as follows:**

1<sup>st</sup> offense – Referral - can pick up hat at the end of the school day

2<sup>nd</sup> offense – Referral – parent must pick up

3<sup>rd</sup> offense – Referral – kept through end of school year

- 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 permitted.
- Clothing may not display demeaning, discriminatory, inflammatory, or intimidating language.
- Shorts and skirts must be of appropriate length, defined as being below the length of fingertips when arms and hands are fully extended at their sides.
- Bare midriffs, bare backs, short skirts, short shorts, 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.
- Students need to adhere to the dress code during special weeks; i.e. Homecoming, Winter Week. No masks covering the face will be allowed. Dress code will be enforced with costumes as well.

Students whose appearance does not comply with these guidelines may be given appropriate clothing to wear for the remainder of the school day or may call their parent or guardian to have them bring in appropriate clothing. Classroom teachers may have additional expectations and have the right to ask students to remove coats in their classrooms. Clothing items that violate these guidelines will be held in the office until the end of the school day or until the student's parent or guardian can come to school to retrieve them.

### **GANG CONSEQUENCES**

1st – Offense for evidence of gang symbols/graffiti; warning given by administrator and police liaison

2<sup>nd</sup> – Offense for gang related activity: 2 days of suspension

3<sup>rd</sup> – Offense for gang related activity: 4 days of suspension and a student contract will be completed

### **ELECTRONIC DEVICES/CELL PHONES/PAGERS/LASER POINTERS**

Cell phones, CD players, headphones, games, pagers and other electronic devices must be turned off and out of sight during the school day 8:25am-3:05pm because they are disruptive to the learning environment. Violation of these guidelines will result in the confiscation of the equipment by school personnel. The equipment may only be returned by a counselor and/or an administrator after a conference with the student and his/her parent. All components of the phone or other electronic equipment must stay with the device (i.e. SIM card, batteries, etc.) The school will not be responsible for damage to, or theft of, any electronic equipment that students choose to bring to school.

#### **Cell Phones/Electronic devices consequences are as follows:**

1<sup>st</sup> offense – device taken, parent pick up

2<sup>nd</sup> offense – device taken, 1 day of ISS – parent pick up

3<sup>rd</sup> offense – device taken, 1 day of OSS – parent pick up

4<sup>th</sup> offense – device taken, 3 days of OSS – parent pick up

Laser pointers are not allowed in the school building because of their association with possible vision problems and other health concerns.

#### **Laser pointer consequences are as follows:**

1<sup>st</sup> offense-device taken, parent contacted, parent pick up

2<sup>nd</sup> offense-device taken for the rest of the year

### **TRESPASSING**

Students who are suspended, expelled, or otherwise excluded from Centennial High School are not permitted on school grounds or at school events for the duration of the suspension, expulsion, or exclusion, and will be issued an official trespass notice. If the student is found on school grounds following the issuance of this notice, he/she will be referred to law enforcement and a citation will be issued.

## **OTHER DISTRICT POLICIES**

### **DATA PRIVACY**

Centennial School Board Policy #6015 classifies educational data, including student records, as public, private and confidential. Directory information classified as public data include a student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received, and other similar information.

Parents or students have a right to inspect and review a student's educational records and seek amendments to a student's records. The policy also establishes procedures for access to and disclosure of records.

In order to make any or all of the information listed above private, the student's parents must make a written request to the superintendent as outlined in the policy <http://www.isd12.org/cdo/board/policy/contents/pol6/pol6015.pdf>. Federal legislation also allows military recruiters to request student information. See Military Recruiters on page 39.

### **PHOTOS AND VIDEOTAPING OF STUDENTS (Policy 6085)**

All families are asked to respect the privacy rights of other families by refraining from posting pictures or videos from school-sponsored events on a social network. Find the complete policy on the district website at [www.isd12.org](http://www.isd12.org) under School Board.

### **FEE PAYMENT BY CHECK**

Centennial School District accepts checks for payment of school-related fees. The district asks that your check include identifiable information such as full name, current address and telephone number. Please write your child's name in the memo area of the check along with the purpose of the payment.

#### **PAYTEK SOLUTIONS**

When paying by check:

If your check is returned, it may be re-presented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. **THE USE OF A CHECK FOR PAYMENT IS YOUR ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS POLICY AND ITS TERMS.**

[www.payteksolutions.com](http://www.payteksolutions.com)

1-800-641-9998

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

The Centennial School District uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around district buildings. Their program consists of:

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

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

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions. A Copy of the Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #6017 is available on the district's website at <http://www.isd12.org/cdo/board/policy/Contents/POL6/POL6017.pdf>.

## **DISTRICT VISITORS (POLICY 2073)**

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

Rules and Procedures:

- The School News section of The Observer as well as individual school newsletters to citizens will encourage visitations.
- Building principals or a designate will conduct building tours for citizens on request or scheduled at evening events such as Open House.
- Citizens should contact the principal of the building they desire to visit to make appropriate arrangements. Teachers should be notified of classroom visitations.
- No visitation should be disruptive to the classroom learning process.
- All visitors, including students and adults should check in at the building and display the proper I.D. badge.

## **CHS VISITOR POLICY**

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

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

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

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information about students. Student surveys may be conducted as determined necessary by the school district. Surveys, analysis, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with regulations of the U.S. Department of Education. Copy of complete policy is available on the district's website, <http://www.isd12.org>.

### **DISCRIMINATION POLICY**

Centennial School District # 12 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, and marital status, and parental status, status with regard to public assistance, disability, sexual orientation, or age. Centennial School District # 12 Policy 5000 applies to all areas including employment, academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of employment or enrollment. It is the responsibility of every school district student and employee to comply with this policy conscientiously. Mr. David Thacker (4707 North Road, Circle Pines, MN 55014; 763-792-5282) has been designated to handle inquiries regarding the non-discrimination policies.

*DISCLAIMER: Centennial High School handbook policies will align with any changes to School Board policies, and changes to local, county, state and federal laws and regulations.*