



SCHOOL DISTRICT 12

**2011 – 2012
Student/Parent
Handbook**

**CENTENNIAL AREA
LEARNING CENTER**

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

Building Hours: 7:30-3:30 Monday-Friday

**Office / Attendance: 763-398-2960
FAX: 763-717-4538**

Website: www.isd12.org/CALC

Where learning is a journey of Choice, Challenge and Opportunity



WELCOME TO THE CENTENNIAL AREA LEARNING CENTER

Welcome to the ALC! The Centennial Area Learning Center (CALC) offers qualifying students a comprehensive educational alternative. The ALC staff believes that a quality educational experience is made possible through a team approach built on positive student/teacher relationships. Teachers will work together with students in a learning environment that recognizes and celebrates individual learning styles, abilities and interests. It is our hope that ALC students will experience the joy of learning, as well as academic success, during the 2011-2012 school year.

CENTENNIAL AREA LEARNING CENTER IS A CHOICE PROGRAM!

PHILOSOPHY STATEMENTS:

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

Centennial School District Mission Statement:

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

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2011 – 2012 Calendar

CENTENNIAL AREA LEARNING CENTER (CALC)

2011		2012	
August		January	
30	Teacher Workshop	2	Winter Break – No School
31	Teacher Workshop	3	Students Return from Winter Break
31	Open House/Registration, 5:30 p.m.	5	ALC New Student Open House
September		10	CALC Advisory Board, 7:30 a.m.
1	Teacher Workshop	10	Two Hour Late Start, 10:30 a.m.
5	Labor Day - No School	16	MLK Day – No School
6	CALC First Day/ALL GRADES	19	CALC Senior Celebration (Graduation)
7	Adult Transition (AT)/Journey First Day	23	Teacher Workshop – No School
13	Night School Begins	February	
20	School ID Photos	7	No Night School – Precinct caucus
October		10	Two Hour Late Start, 10:30 a.m.
3	Teacher Workshop – No School	17	Teacher Workshop – No School
6	ALC New Student Open House	20	President’s Day – No School
11	CALC Advisory Board, 7:30 a.m.	March	
19	MEA – No School	1	ALC New Student Open House
20	MEA – No School	9	No school
21	MEA – No School	12-16	Spring Break – No School
26	School ID Photo Retakes	22	CALC Conferences
November		26	CALC Conferences
1	Two Hour Late Start, 10:30 a.m.	30	Teacher Workshop – No School
8	Election Day - No Night School	April	
10	CALC Conferences, 4 – 8 p.m.	6	No School
11	Teacher Workshop – No School	10	CALC Advisory Board, 7:30 a.m.
14	CALC Conferences, 4 – 8 p.m.	May	
24	Thanksgiving Break - No School	3	ALC New Student Open House
25	Thanksgiving Break - No School	15	Last Night School for Grade 12
December		22	Last Night School for Grades 10&11
9	Two Hour Late Start, 10:30 a.m.	28	Memorial Day – No School
26-30	Winter Break – No School	June	
		7	CALC Senior Celebration (Graduation)
		7	Students Last Day
		8	Teachers Last Day



CONTACT INFORMATION

CALC Main Office and Attendance:

FAX:

763-398-2960

763-717-4538

CALC Building Staff:

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Centennial District School Board Members:

Christina Wilson, Chairperson	dchriswilson@msn.com
Suzy Guthmueller, Clerk	sguthmueller@isd.org
Karen Lodico, Vice Chair	klodico@isd12.org
Barbara Regnier, Treasurer	barbregnier@comcast.net
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Cindy Norton, Director	cnor2000@msn.com

Centennial District Administration:

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Scott Johnson, Director of Elem. & Sec. Schools	sjohnson@isd12.org	763-792-6006
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Cathy Wyland, Director Community Services/Communications	cwyland@isd12.org	763-792-6100
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Bob Cierzan, Buildings & Grounds Supervisor	bcierzan@isd12.org	763-792-6016
Transportation	transportation@isd12.org	763-746-1257

CENTENNIAL AREA LEARNING CENTER PROGRAM INFORMATION

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

The Centennial ALC SOAR program is designed to offer 8th and 9th grade students a quality educational experience. Enrollment in the program is limited to 15 students. Students are referred from Centennial Middle and High Schools. Class size is small, so teachers are able to concentrate on the needs of each student. All required subjects are taught, as well as varied elective offerings. Required Graduation Standards are embedded into the curriculum and individually tracked throughout the year.

SOAR Daily Schedule:

8:35 AM – 2:50 PM, Monday – Friday

SOAR Report Cards:

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

- **HIGH SCHOOL DAY PROGRAM**

The Centennial ALC high school program is designed to offer students ages 15-21 a quality educational opportunity to earn credit toward a high school diploma. Teachers will work with individual students in establishing achievable academic goals.

Plagiarism/Cheating:

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

Program Daily Schedule:

Grade 10: 8:35 AM – 2:50 PM, Monday through Friday

Grade 10 Work Program Students: 8:35 AM – 1:10 PM

Grades 11 & 12: 8:35 AM – 2:05 PM, Monday through Friday

Grades 11 & 12 Work Program Students: 8:35 AM – 11:45 AM

Units:

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

Work Experience/Occupational Seminar:

Eligible students: Must be 16 years old or older

Grade 10: May earn up to 25 elective units per month

◆ Dismissed at 1:10 PM

Grades 11 & 12: May earn up to 57.5 electives units per month

◆ Dismissed at 11:45 AM

- **NIGHT SCHOOL**

CALC night school is an independent study program. Students earn credits through a combination of attendance and independent projects. Each credit is valued at **75** units. Every project is given a potential unit value. In science, math, grammar or short answer packets students must earn **60%** or higher in order to earn units toward credit. Work that requires individual student responses, or creative projects, will receive units based on the quality and quantity of the product. All work turned in must be in the student's own handwriting. The unit values will be assessed by the instructor. Work Experience/Occupational Seminar is also offered through night school. Requirements for Work Experience are the same as those listed for the day program. Math credit recovering will be offered at CHS in the Compass Program.

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

CALC PROGRAM PROCEDURES

STUDENT EXPECTATIONS:

1. Students are enrolling in our program to obtain a High School or ALC diploma.
2. Students are expected to remain within the school building during the school day. If a student leaves the building without permission they will be dismissed for the remainder of the school day. If students are continually late, absent, under the influence, or smell like smoke they may be subject to school consequences and /or loss of open lunch privileges.
3. Students agree to follow all school and district guidelines regarding behavior, attendance, class participation, and make satisfactory progress towards graduation.
4. CALC is a tobacco free zone. Students agree not to use/possess tobacco on all school grounds. Tobacco use/possession will result in school and community /law enforcement consequences.
5. CALC is a safe school zone. Fighting, harassment, hazing, swearing, and any disrespectful behavior are not allowed. Should you engage in any of these activities you will be given consequences that may include (ISS, OSS, Dismissal, Exclusion, or Expulsion).
6. CALC is a gang free zone. Should you engage in any gang related activity you will be given a consequences set forth by district/school guidelines. ALC administration may take additional action if activity is deemed detrimental to the learning environment (ISS, OSS, Dismissal, Exclusion or Expulsion).
7. CALC is a weapons free zone. If found in possession of a weapon you will be given consequences in accordance with district/school guidelines. You may also be subject to consequences in accordance with local law enforcement.
8. CALC is a drug free zone. Students agree to not use/possess drugs on all school grounds. Students who are suspected of drug use/possession will be subject to school search, suspension, and legal consequences by local law enforcement.
9. Students are expected to comply with all staff requests to perform reasonable task on a daily basis. Should students become defiant, disruptive, abusive, harassing, or willfully refuse to follow staff directives they will be given consequences (class removal, ISS, OSS, Dismissal).
10. Students are expected to obey all school /district guidelines regarding the use of technology within CALC. Should students fail to follow these guidelines they risk losing technology use privileges for a designated amount of time.
11. Students are expected to comply with staff/school cell phone expectations. Students may use cell phones on their break and during their personal lunch period only. Should students not comply with staff requests regarding cell phone use they will be subject to removal from class, loss of phone for remainder of the day, possible suspension/dismissal. CALC is not responsible for lost/stolen cell phones. Cell phones can voluntarily be handed in.
12. Students at CALC are expected to dress appropriately each day. Clothing should be in compliance with school/district guidelines. Should clothing be deemed inappropriate the student will be asked to change/modify outfit. Should you not comply with this request you will be dismissed for the remainder of the day.
13. Students are not allowed to have visitors during the day.
14. Students may use headphones, iPods, etc with the permission of the classroom teacher. It is your responsibility to comply with each teacher's expectations for their classroom regarding use of these devices. Should you fail to comply you will be subject to consequences by the administration. CALC is not responsible for any lost/stolen items. It is best to leave these at home.

DISTRICT POLICYS

MEDICATIONS (POLICY 6046)

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

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

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

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

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

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

Please Note:

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

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

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

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

TENNESSEN WARNING

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

COMPUTER TECHNOLOGY USE AND RULES

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

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

Internet Usage: Students may **not** –

- Display or access material which is obscene, profane, violent, discriminatory or depicts or describes illegal activities
- Participate in "chat", "E-mail", or bulletin board" activities
- Print material from the Internet without permission
- Copy, delete or alter another student or staff member's file
- Students engaging in any of the above mentioned activities will receive disciplinary consequences

USE OF THE DISTRICT NETWORK/INTERNET BY STUDENTS

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

Use of System Is a Privilege

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

PLEDGE OF ALLEGIANCE (POLICY 6090)

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

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-BEHAVIORALEXPECTATIONS

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:

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

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

District #12 expects all students and staff to respect others and maintain a safe environment and will not tolerate verbal or physical intimidation or fighting. Bullying means any written or verbal expression, physical act, gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Cyber, verbal or physical intimidation

is behavior which creates a climate of intimidation or harassment, regardless of whether such intimidation is related to race, religion, gender, or sexual orientation. Fighting is physical contact with the intent to hurt another person or to inflict pain.

Consequences range from:

Immediate removal from class and, if necessary, police contact
Parent / guardian notification

Interventions ranging from:

- verbal or written warning
- peer mediation
- student/parent meeting with teachers, counselors, administrators
- loss of privileges
- detention and/or community service
- contracts
- schedule modifications
- suspension
- expulsion

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, and tobacco, within the school zone or at school 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.
- School sponsored events refer to any school event or activity on or off school district property.

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

- 1st Offense – one day of "in-school" suspension and/or tobacco education lessons/classes.
- 2nd Offense – three day "out-of-school" suspension with a student/parent/guardian re-entry meeting.
- 3rd 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.
- All consequences are pending an administrative review.

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

- 1st Offense – three or more days of "out-of-school" suspension with a student/parent/guardian re-entry meeting.
- 2nd Offense – five or more days of "out-of-school" suspension with a student/parent/guardian re-entry meeting.
- 3rd 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.
- 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.
- All consequences are pending an administrative review.

Interventions:

When district administrators or staff members believe that a student may be harmfully involved in chemicals the following intervention processes will be implemented:

- The person perceiving a problem documents observed behaviors or other reliable information and forwards said information to the building principal/designee.
- The building administrator/designee meets with the Student Assistance Program Coordinator (SAPC) to review information as presented.
- The SAPC seeks input from other staff members to support initial observation and substantiate documentation.
- The SAPC presents documentation to support observed behavior or reliable information to the Student Assistance Team (SAT).
- The SAT 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 are explored.
- If the SAT determines that a pre-assessment interview is necessary, one will be conducted.
- If the pre-assessment interview validates serious behavior concerns related to chemical use, the SAPC and building principal/designee will meet with the student and his/her parents/guardians to share a summary of the pre-assessment findings. If it is determined that a formal assessment take place, the parent/guardian is responsible for scheduling and fulfilling the required assessment. This assessment is a “health determination” and will not be conducted by school staff. If requested, the SAPC will provide parents/guardians with assistance in finding community resources appropriate to the student’s needs.
- If the parent/guardian refuses to permit pre-assessment, formal assessment or therapeutic intervention, the school district may deny public education until compliance with the intent of these procedures is indicated. Alternative educational programming may be available to students. Upon receipt of notification that an assessment has been scheduled, the student will be permitted to return to school.
- If the formal assessment indicates that formal evaluation and/or therapeutic intervention such as treatment is necessary the parents/guardians shall be responsible for obtaining the appropriate response to the student’s needs. If requested, the SAPC will provide assistance to the parent/guardian in finding appropriate resources.
- During the process of receiving therapeutic assistance, the student will continue to receive support from the school. The SAPC will maintain periodic contact with the student during periods of out/inpatient care or treatment. A formal re-entry meeting to re-introduce the student into the school environment may take place upon the student’s completion of treatment. This meeting may include student, parent(s), SAPC, counselor, administrator, and classroom teachers. Continued contact with SAPC and others will be agreed upon in this meeting.

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:

- 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.
- No masks covering the face will be allowed.

Students whose appearance does not comply with these guidelines will 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

2nd – Offense for gang related activity: 2 days of suspension

3rd – 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 8:35am-2:50pm because they are disruptive to the learning environment. Camera cell phones **ARE NOT** permitted at CALC. Violation of these guidelines will result in the confiscation of the equipment by school personnel. The equipment may only be returned by a counselor, Lead Teacher 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.

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

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.

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 current, full and accurate name, address, telephone number, driver's license number and state. Please write your child's name in the memo area of the check along with the purpose of the payment. When paying by check you authorize the recovery of unpaid checks and the recovery of the state-allowed fee by means of electronic re-presentment or by paper draft.

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.

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 Area Learning Center handbook policies will align with any changes to School Board policies, and changes to local, county, state and federal laws and regulations.