



Centennial Schools  
Elementary  
Handbook

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Produced by  
 Centennial Communications, 5/11

# Elementary Schools



Blue Heron Elementary  
 405 Elm Street, Lino Lakes, MN 55014  
 Principal Dan Melde  
 Main office: 763-792-6200  
 Fax: 763-792-6250  
 Attendance: 763-792-6207  
 Health office: 763-792-6226  
 Kids Club: 763-792-6293

Centennial Elementary  
 4657 North Road, Circle Pines, MN 55014  
 Principal Kathy Kaiser  
 Main office: 763-792-5300  
 Fax: 763-792-5350  
 Attendance: 763-792-5307  
 Health office: 763-792-5326  
 Kids Club: 7630792-5393

Centerville Elementary 1721 Westview, Centerville, MN 55038  
 Principal Catherine Tschida  
 Main office: 763-792-5800 Fax: 763-792-5850  
 Attendance: 763-792-5807 Health office: 763-792-5826  
 Kids Club: 763-792-5893

Golden Lake Elementary 1 School Road, Circle Pines, MN 55014  
 Principal Chris Gerst  
 Main office: 763-792-5900 Fax: 763-792-5950  
 Attendance: 763-792-5907 Health office: 763-792-5926  
 Kids Club: 763-792-5993

Rice Lake Elementary 575 Birch St., Lino Lakes, MN 55014  
 Principal Warren Buerkley  
 Main office: 763-792-5700 Fax: 763-792-5750  
 Attendance: 763-792-5707 Health office: 763-792-5726  
 Kids Club: 763-792-5793

## Elementary school hours

	Blue Heron, Centennial, <u>Centerville, Rice Lake</u>	<u>Golden Lake</u>
Grades 1-5:	9:15 a.m.-3:45 p.m.	8:35 a.m.-3:05 p.m.
A.M. kindergarten:	9:15-11:45 a.m.	8:35-11:05 a.m.
P. M. kindergarten:	1:15-3:45 p.m.	12:35-3:05 p.m.

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# General Information

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## Arrival/drop off

If your child does not ride the bus, please time their arrival no earlier than 10 minutes before the start of school (children are not able to enter building earlier). Although teachers arrive earlier, they do not supervise the playground or hallways. Their time is spent in team meetings, conferences with parents, and lesson preparations. Students must wait outside until the entrance bell rings.

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

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

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

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



## Dismissal

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

If you are making special arrangements to pick up your child rather than having them take the bus or having someone else pick them up at school, a note must be written and signed by a parent and given to the teacher the morning of the change. When a child gives us this information verbally, we cannot honor that request without the consent of a parent. A note eliminates any potential of a mix-up.

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

## Attendance

Please help your child establish a positive school attendance pattern. Regular attendance is important to school success. Children should be absent from school only in case of illness, emergency, or approved absences. The daily classroom experience is an integral part of the learning process.

If your child is absent from school, please call your school's 24-hour attendance line with the following information: name of student, grade, name of teacher, length of and reason for absence. Do not leave requests for homework (see page 9).

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

### Dismissal during school day

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

Tardiness is not acceptable and excessive tardiness is regarded as truancy. If a student reports late to school, he/she MUST report to the school office, accompanied by their parent. If you know your child will be late, please call the attendance line.

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

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



## Busers (see transportation on page 25)

### Cell phones

Cell phones brought to school must be turned off and stowed in backpacks or lockers on the bus and on school property.

### Change of address/withdrawal

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

### Computers (Network/Internet)

In making decisions regarding student access to the district computer system and Internet, the district considers its own stated educational mission, goals, and objectives. Electronic research skills are fundamental to preparation of citizens and future employees. Access to the computer system and Internet enables exploration of thousands of libraries, databases, bulletin boards, and other resources. Staff will blend appropriate use of the computer system and Internet throughout the curriculum and will provide guidance and instruction. Use of the system is a privilege, not a right (see page 17).

### Curriculum

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



### Dress code

Although there is no formal dress code, children should come to school appearing clean, neat and ready to learn.

Hats are allowed outside during recess only, and inside only on special days.

Students should wear clothes that are safe, do not disturb or distract other students, and are appropriate for learning. Prohibited items include:

1. Tobacco/alcohol/sexual innuendo/violent messages on clothing/jewelry/questionable or double meaning messages. If it is illegal for a minor to engage in, it is inappropriate to wear.
2. Clothing baring the midriff area, bare backs, halter tops, strapped undershirts worn as outer shirts, spaghetti strap tank tops
3. Shorts/skirts/dresses of inappropriate length
4. Apparel that exposes undergarments
5. Hats, bandanas, visors, and/or any headgear (unless approved by principal)
6. Pants must be worn at waist level
7. Chains
8. Heelys (shoes with wheels embedded in the heel)
9. Other fashions causing disruption of the education process

Students who wear inappropriate clothing will be asked to call a parent and arrange for appropriate clothing to be brought to them. A shirt supplied by the school may be used if clothing cannot be obtained from home.

Students are expected to go outside each day unless there is inclement weather. Students should be dressed appropriately, especially during the winter months

Please put your child's name on clothing.

### Electronics

Electronic toys, ipods, MP3 players, Zune, video games, headphones, etc., are not to be brought to school. The school district cannot be responsible for safeguarding any of these items. Items that cause disruption will be taken from students, and parents will be notified.

### Field trips

Classes may take educational field trips under the teacher's direction. Parents may be asked to assist. When trips are made in school buses outside school district boundaries, a memo will notify parents. Students may be asked to pay for a portion of the field trip costs. Scholarships are available upon request. Permission slips signed by a parent will be required.

### Five day rotating schedule

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

## Food Services Program

Nutritionally balanced breakfasts and lunches and cold milk are available for purchase.

Lunch menus are posted on cable TV channel 20, included with newsletters, and posted on the district website at [www.isd12.org](http://www.isd12.org). Lunch costs are printed on the menu.

Centennial School District uses a prepaid computerized meal accountability system to keep track of all activities in your child's account. Payments: by check—the student's full name and PIN number must be written in the memo area on the check; with cash—place your payment in a sealed envelope labeled "meal deposit" with your child's full name and PIN number; on-line payment through PayPams—access via the district website at [www.isd12.org](http://www.isd12.org). When your child needs



to bring money, a reminder stamp is placed on their hand. If your child has charged a meal, they must make payment into their account before they can purchase another meal. Payments and meal account balance checks are handled by the food service cashier at each school:

Blue Heron	763-792-6223
Centennial Elem.	763-792-5022
Centerville Elem.	763-792-5891
Golden Lake	763-792-5922
Rice Lake	763-792-5794

Applications for Educational Benefits are available in the school's office or can be obtained by calling 763-792-5422.

## Fundraising

Each elementary parent group conducts its own fundraising that helps support building activities, such as artist-in-residence programs, lyceums, guest speakers, sibling care, bussing for special events, purchase of books and other supplies, etc.

**Gum**—No gum is allowed at school.

## Gym

Parents are asked to provide tennis shoes that children can keep at school for physical education. Shoes should be clean, have non-marking soles, and be labeled. Please, no slip-on shoes.

If a child is not going to participate in physical education classes, he/she must bring a note from home. If the excuse is to be long-term (over one week), the child must bring an excuse from a physician.

## Homebound Instruction

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

## Homework

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

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

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

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

 Homework arrangements for ill students:

Homework requests will be honored for students who are absent two or more days. To arrange for homework for your child when absent, please call the teacher's voice mail by 10 a.m. to leave your message and allow the teacher time to prepare work for the child. Please pick up the homework in the office at the end of the day, have a sibling pick it up in the classroom, or specify another child who will bring it home.

## Kids Club

Centennial Community Services operates:

- School-age child care program in every elementary school for grades K-5
- Preschool option at two elementary schools
- Summer program including a middle school component.



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



## Lost and found

To help eliminate lost items:

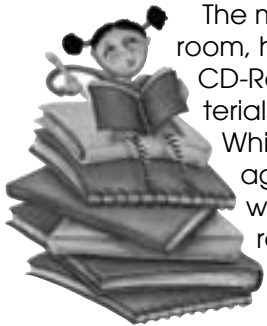
- \* Clearly label your child's coats, jackets, sweaters, caps, and boots with full name and grade
- \* Personally check the lost and found as soon as you suspect an item is lost
- \* Use caution in allowing articles of sentimental or monetary value to be brought to school

Any items left in the lost and found for longer than one month are donated to a charitable organization or disposed of.

## Money

Payments (except for small amounts) to the Centennial School District should be made by check, payable to Centennial Schools or your elementary school. Please send a separate check for each item/activity. When money is sent with younger children, please put it in a sealed envelope with the child's name, room number (or teacher), and purpose written on the outside of the envelope.

## Media center



The media center (library) is an extension of the classroom, housing audio-visual equipment, books, pamphlets, CD-Roms, computers, tapes and other instructional materials. The media center is open for checking out books. While normal wear and tear is expected, students damaging, losing, or defacing textbooks or library books will be expected to replace the book at full value or repair the book if possible.

## Parties/treats

Parties or field trips provide important social benefits. Alternative activities may be made available for children who prefer not to take part in a planned celebration due to personal or religious beliefs.

Treats—All food and beverages must be commercially prepared and packaged. By law, no home-baked goods will be accepted for party or birthday treats (no gum or suckers with gum centers please). Please do not send bulk foods.

Note that snacks containing peanuts, nuts, or other types of foods may cause a severe allergic reaction in some people. All ingredients must be listed for students who have food allergies. Check with your child's teacher for specific allergies within the class.

Please let your child's teacher know ahead of time if you would like to send treats to class to celebrate a birthday. In planning for your child's home birthday party, please don't ask for addresses and telephone numbers of your child's classmates.

Due to increasing numbers of sensitivities, please do not send balloons or flowers to school.

## Pledge of Allegiance (Policy 6090)

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

## Photo policy

There are occasions when representatives of District 12 and/or the media photograph or videotape students while in school or while attending/participating in school sponsored functions. Parents/guardians not wanting their child(ren) to be specifically identified in photographs or on a videotape, should notify—in writing—the principal's office of the school their child(ren) attend.

Please respect the privacy rights of others by refraining from posting pictures/videos from school-sponsored events on a social network.

## Recess

All children go outside on outdoor recess days. Sometimes intermediate grade levels go outdoors while primary grades stay inside. Please be aware that temperature and windchill are criteria used in making this decision. Guidelines will be printed in school newsletters (see page 27).



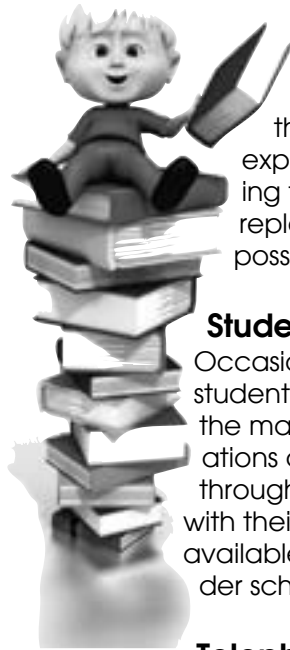
## Student Council/Student Leadership

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

## Student records (Policy 6015)

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

To make any or all of the directory information private, parents must make a written request to the superintendent or fill out a Directory Information Release Request. This form can be obtained on the district Web site at [www.isd12.org/cdo/board/index.html](http://www.isd12.org/cdo/board/index.html) under Policy 6015 or by calling Community Services at 763-792-6108.



### **Textbook and library materials**

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

### **Student surveys (Policy 6520)**

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

### **Telephone use**

Students will not be interrupted during school hours by outside calls and messages, except in case of an emergency. If it is necessary to reach your child's classroom on a school day, you should call the school secretary. Students will be allowed to use the phone in case of emergency or when school staff ask the student to make a call. After-school plans should be made prior to leaving home in the morning. In order for your child to go to a friend's home, they MUST have a note signed by the parent/guardian. Remember, cell phones are not to be used in school.

### **Testing**

The Minnesota Comprehensive Assessments (MCAs) are given each spring according to Minnesota Department of Education requirements. Assessment scores are reported by individual students; school, district, and statewide and results are used for school improvement efforts.

Attendance and participation in the MCAs have a significant impact on the school and district in meeting annual progress and standards of federally mandated programs. NCLB legislation requires a minimum of 95 percent of students complete the MCAs. It is extremely important that your child attends school and takes the tests, which are given each spring.

The Measures of Academic Progress (MAP) tests are administered to 2-5 graders in the fall and spring. The fall testing helps educators plan the curriculum for each student and spring testing gauges their progress.

### **Volunteers**

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

### **Use of school buildings**

Any organization requesting after-school or weekend use of buildings must fill out a Facilities Use Application. Applications are available in school offices and on website [www.isd12.org/Community Services](http://www.isd12.org/Community Services). Facilities are scheduled through Community Services at 763-792-6100.

### **Walkers**

Grades 1-5 walking distance is set at one mile (the state-mandate is two miles), using established hazard criteria. The kindergarten walk zone is 1/2 mile.

Discuss with your child the safest route to school, taking into account traffic patterns, street crossings, sidewalks, etc. Consider walking with your child the first few days of school.

### **Yearbooks/memory books**

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



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# Discipline Policies

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## Respect and Responsibility Policy (Policy 6030)

These expectations are part of the district's Respect and Responsibility Policy. These expectations are above and beyond those in the Student Code of Conduct: Severe Behaviors.

Respect means:

1. Respect other people and property—students have the responsibility to treat themselves, and others safely, kindly, and fairly.
2. Cooperate with other students and adults—respond politely to staff and other students, and follow directions.
3. Be physically and verbally considerate—keep hands and feet to yourself. Think before speaking and express feelings and thoughts appropriately.
4. Be prepared for learning—arrive at school on time, bring materials to class, work productively, complete expected classroom tasks and homework.

Consequences for violations may include:

1. A verbal or written reminder/notification
2. Student conference with teacher, principal, or other school or district personnel
3. Parent contact
4. Parent conference with teacher, principal, or other school or district personnel
5. Restriction or loss of privileges
6. Removal from class for up to five class or activity periods
7. Written contracts
8. Schedule modifications
9. Peer modifications
10. Suspension, in or out of school
11. Expulsion for more severe or repeated violations
12. Referral to police
13. Other disciplinary action as deemed appropriate by the district

## Behavioral expectations

### Bathroom expectations

1. Use a pass if that's what is normally done
2. Use bathroom appropriately and respect property
3. Wash hands and put towels in container
4. Use a quiet voice



### Bus expectations

Students' commitment to the district's school-wide attributes of respect, responsibility and right choices (3Rs) will help achieve safe transportation of students.

Parents and children should understand the importance of good bus behavior. Possible consequences for inappropriate bus behavior may include a warning, parent contact, student conference, assigned seat, loss of bus privileges and suspension. Students should understand and remember to:

#### ☞ *Be respectful:*

1. Be respectful of others at all times.
2. Use respectful, acceptable language and behavior on the bus and at the bus stop.
3. Talk quietly, use appropriate language, and wait to talk to the driver until it's safe to do so, that way the driver can concentrate on driving.
4. Respect the school bus property and obey the bus driver.

#### ☞ *Be responsible:*

1. Stay seated and facing forward.
2. Board/depart from designated stops.
3. Keep the aisle clear.
4. Keep all parts of your body inside the bus.
5. Use the emergency doors or safety devices for emergencies only.
7. Not throwing objects from, in, or at a bus.
8. Wait in a single line at the side of or off the road until the bus comes to a complete stop.
9. Walk away from the immediate area of the bus when getting off the bus.
10. Cross the street in front of the bus in clear view of the driver. Students should go to a spot 10 feet in front of and to the side of the bus and wait for the driver to signal them when it is safe to cross.
11. Wait on the curb until the bus is at a complete stop, the stop arm is extended, and the driver signals that it is safe to cross when crossing a street to enter the bus.

#### ☞ *Make right choices:*

1. Leave dangerous or objectionable items at home (weapons, flammables, animals, etc.).
2. Remain tobacco and drug free.
3. Only ride the buses you are assigned to ride.

### Hallway expectations

1. Keep hands to yourself.
2. Show respect to other learners.
3. Walk quietly on the right side of the hall.

### Lunchroom expectations

The lunch period is part of the child's total school experience. It is expected that students will demonstrate the same good citizenship during the lunch period as during the rest of the school day.

Student rights include asking questions and requesting assistance of lunch period supervisors, a pleasant surrounding, a nutritious and well-balanced meal, and a safe and supervised lunch period. Student responsibilities:

1. Use the correct door for entry and exit.
2. Wait quietly in line.
3. Ask questions and request assistance in a pleasant, courteous manner. Stay seated and raise hand when something is needed. Follow reasonable requests and directions of lunch supervisors.
4. Use quiet indoor voice at ALL times.
5. Eat lunch in the cafeteria. Use appropriate eating habits and good manners. Clean up after yourself, throw away all garbage, and assist picking up other items when requested.
6. Behave safely.
7. Dismiss quietly and walk.

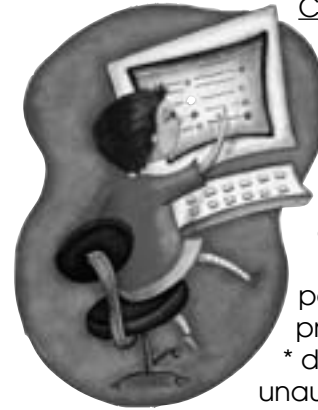


### Playground expectations

1. Dress yourself to go outside.
2. Cooperate with one another and supervisors.
3. Walk to and from playground quietly.
4. Share playground equipment with others.
5. Play in designated area.
6. Hats are allowed.
7. Once outside, students may not go back inside without permission from an adult.
8. Play safely, be considerate of others and aware of safe space for games/equipment (such as swings).
9. Use appropriate language.
10. The following are not allowed: baseball bats, gum, hard balls, throwing (sand, rocks, snow, sticks), tackling, wrestling, intimidations or threats, jumping off (slide is for sliding down only).
11. Report injuries to supervisor.
12. Line up immediately when whistle is blown.

### School program expectations

1. Be courteous to the speaker.
2. Sit quietly.
3. Be good listeners.
4. Ask appropriate questions.



### Computer/technology expectations (Policy 7205)

Electronic research skills are fundamental to preparation of citizens and future employees. Access to the district computer system and Internet enables exploration of thousands of libraries, databases, bulletin boards, and other resources around the world.

Student behavior must conform to district policy and the instructor. Use of the system is a privilege, not a right. Students should not:

- \* damage hardware or software, delete files, use unauthorized software or make any modification to system files (regarded as damage to school property);
- \* display or access material that is obscene, profane, violent, discriminatory or depicts or describes illegal activities;
- \* participate in chat, e-mail, or bulletin board activities;
- \* print material without permission; or
- \* copy, delete or alter another person's file.

### Parent/guardian expectations

The family plays a key role in the development of appropriate behaviors.

1. Encourage independence and responsibility.
2. Support classroom and schoolwide expectations.
3. Work with staff to resolve issues.
4. Read communications sent home.
5. Model and reinforce desired behavior.
6. Participate in your child's school experience.

### Staff expectations

1. Model and reinforce desired behavior.
2. Include parents as partners.
3. Teach schoolwide expectations.
4. Provide consistent consequences.

## Student Code of Conduct/severe behaviors

Reports of severe behaviors should be made to a teacher, teacher on special assignment, building principal, or other responsible adult. In the case of an alleged violation of the district's harassment, violence, and hazing policy (Policy 5061), the complainant may report the incident to the above individuals, and also directly to the District Human Rights Officer, Larry Jablinski at 763-792-6009. An investigation will follow in accordance with district policy.

Consequences may include all items listed under Behavioral Expectations.



### Severe behaviors

- ⊙ **Bomb threat**
- ⊙ **False fire alarm**
- ⊙ **Theft**
- ⊙ **Property damage or destruction**
- ⊙ **Truancy**
- ⊙ **Bullying, verbal or physical intimidation, fighting**

Students and staff must respect others and maintain a safe environment. Verbal or physical intimidation or fighting will not be tolerated. Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student who is intended to cause or is perceived as causing distress to one or more students, and which substantially interferes with another's educational benefits, opportunities, or performance (see Policy 5060 at [www.isd12.org/cdo/board/board\\_index.htm](http://www.isd12.org/cdo/board/board_index.htm)). Verbal or physical intimidation is behavior that creates a climate of intimidation or harassment, regardless of whether it is related to race, religion, gender, or sexual orientation. Fighting is physical contact with the intent to hurt another person.

Consequences may include parent/guardian notification and immediate removal from class and, if necessary, police contact.

Interventions may include a verbal or written warning; peer mediation; student/parent meeting with teachers, principal or school staff; loss of privileges; detention contracts; schedule modifications; suspension; or expulsion.

### ⊙ **Possession or use of drugs/alcohol**

Possession or use of drugs/alcohol, including tobacco, means the use or possession of tobacco within the school zone or at school events, or the use, sale, possession, or transport of any drugs or alcohol within the school zone or at school events. Consequences are similar to all other behaviors with the addition of required on-site chemical pre-assessment or tobacco awareness meetings.

### ⊙ **Weapons possession**

Students shall not possess, use or transport a 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 dangerous including, but not limited to, knives, blades, firearms, pellet guns, BB guns, air guns, explosives, incendiary devices, look-alike weapons, toy guns, chains, or any other instrument which can be used in such a manner so as to threaten, intimidate or produce bodily harm or the fear of harm, or inflict self-injury. Any students who possess any of the above risk suspension and/or expulsion.

Consequences, which will be determined at the discretion of the school administrator in accordance with school board policy, include immediate removal from class, and if necessary, police contact; administration or police confiscation of the weapon; and parent/guardian notification.

In addition, a student who is determined to have brought a firearm, as defined by federal law, will be expelled for at least one year, although this may be modified on a case-by-case basis.

### ⊙ **Harassment, violence, discrimination, hazing (Policy 5061)**

Everyone at District 12 has the right to feel respected and safe. Harassment and violence must relate to an individual's religion, race, gender, or sexual orientation to violate this policy and the law. A harasser may be an adult or a student.

Sexual harassment includes unwelcome verbal harassment or abuse, pressure for sexual activity, sexual behavior or words, or 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.

In addition, Minnesota law prohibits the discrimination against an individual based upon sexual orientation.

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, being initiated into a student organization.

Anyone believing they have been subjected to harassment, violence, or hazing should submit a verbal or written report to a teacher, building principal, 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. Consequences include immediate removal from class and parent/guardian notification. Intervention may include mediation, family conferencing, contracts, staffing, suspension, or expulsion.

## Suspension/expulsion/exclusion

Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance not exceeding one calendar year. In and out of school suspension can be 1–10 consecutive days. The suspension period may be extended five days when determined by the administration the student creates an immediate and substantial danger to persons or property.

## Searches (Policy 6017)

School lockers and desks are the property of the district and at no time relinquishes its exclusive control of lockers and desks. Inspections may be conducted by school authorities for any reason at any time, without notice, consent, or search warrant.

Personal possessions of students may be searched only when school authorities have a reasonable suspicion the search will uncover evidence of a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. As soon as practicable after the search, school authorities must provide notice of the search to students unless disclosure impedes an ongoing investigation by police or school officials.

It is a violation for students to use lockers and desks for unauthorized purposes or to store contraband. It is a violation for students to carry contraband on their person or in their personal possessions.



## Allergies

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

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

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

Latex allergies—Due to the increasing number of latex sensitivities, balloons are not allowed at school.

## Emergency cards/student census information

The Emergency Referral Form is the first reference used to reach a parent/guardian in case of emergency. Please complete, sign (both parents living in the home), and return by the end of the first week of school. Schools must have on file the name, address, and phone number of at least two relatives or friends who can be contacted in case parents cannot be reached in an emergency. Signatures are used if children are being picked up and do not have a note. Students are not released to anyone who is not listed or have not been granted permission from parent/guardian. Please notify the school office of any changes.

## Health screenings

Each fall, students in grades 1, 3, and 5 are screened for vision and hearing problems and referred for medical evaluation if necessary. Each spring, fifth grade girls are screened for scoliosis; boys are screened at the middle school. Screening for individuals in any grade can be done upon request by teacher or parent. Parents can opt out; otherwise this information serves as passive consent.

## Illness

Good attendance is desirable. If your child is ill or going to be late, please call the 24-hour voice mail attendance line at your school, and remember to call Kids Club if your child attends.

A licensed school nurse and/or a health paraprofessional is on duty in each building and available for consultation with parents.

If symptoms of illness appear, or a significant injury occurs while your child is at school, a parent will be called to take the child home. The emergency contact person will be called to pick up the child if a parent cannot be reached.

For protection, your child must be kept home for the following symptoms/illnesses (\* indicates when to return)

- ⌘ Temp over 100 degrees orally. \*Fever and Tylenol-free for 24 hours. If your child is sent home with a fever, we won't expect to see them the next day, however, still call the attendance line
- ⌘ Diarrhea or vomiting. \*No vomiting or diarrhea for 24 hours
- ⌘ Undiagnosed rash. \*Doctor determines rash is not contagious
- ⌘ Sore discharging eyes. \*If pink eye, needs 24 hours of prescription medication
- ⌘ Head lice, ringworm, or scabies. \*Until not contagious or treatment completed
- ⌘ Profuse nasal discharge. \*No longer contagious/green in color
- ⌘ Strep infection. \*Until treated for 24 hours with antibiotic
- ⌘ Chicken Pox. \*Until all pox are dry and scabbed over (5-10 days)
- ⌘ Listless, out of sorts, unable to perform in classroom. \*When normal daily activity resumes
- ⌘ Whooping cough, measles, mumps, hepatitis B, diphtheria, scarlet fever, meningitis. \*When cleared by doctor. Report these to health office for follow-up and further recommendations.

### **Immunizations/communicable disease control**

Immunizations—Minnesota state law requires all students be up-to-date with required immunizations:

- Five doses of vaccine for DPT (diphtheria, tetanus, pertussis)
- Four doses of vaccine for polio
- Three doses of Hepatitis B
- Two doses of vaccine for MMR (measles, mumps, rubella) and two doses for varicella (chicken pox)

Accurate shot information (month-day-year) must be provided to the school health office prior to the first day of school. Children without proper immunizations will be excluded from school.

Students will be denied access to school if immunization records are not received within 0-30 days of enrollment. Registrations are considered incomplete until proof of immunizations is presented. Students transferring within Minnesota and having been enrolled in Minnesota get the full 30 days; 0 days applies to students from out of state and out of country, who must have immunizations in hand to register.

Contagious Diseases—Call the health office if you suspect your child has a contagious condition (strep throat, chicken pox, scabies, head lice). This information will be kept confidential, other students will be checked, and notes sent home as appropriate. Follow-up procedure based on Minnesota Department of Health protocol.

### **Injuries**

When accidents occur, students are given first aid according to American Red Cross recommendations. Students are cared for until a parent/guardian or person listed on the emergency card is reached.

### **Medications (Policy 6046)**

Parents should administer medication to their child at home whenever possible. Short term medicine (antibiotics) usually can be taken before and after school, and before bedtime.

Due to district policy, health service staff is not allowed to administer any medication without proper authorization, including aspirin (not recommended under age 18) or over-the-counter medication.

Sometimes students 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 medications such as inhalers used to treat asthma problems (inhalers may be carried per state law, but only if doctor's order states "self carry" is approved).

In order to comply with district medication procedures and for the safety of your child, the school must have a completed medication consent form containing:

- \* Student's name
- \* Name of medication
- \* Diagnosis
- \* Time and directions for administration
- \* Dosage and route
- \* Possible side effects
- \* Termination date for administration
- \* Doctor's signature
- \* Parent/ guardian signature



Limited quantities of the 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 of drug and dosage of medication, time and directions for administration, physician's name, and date.

All medications are locked in the health service office and are administered by the health staff or approved personnel.

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 staff and physician approval. Directives of this emergency medication need to be on file annually or as changes occur.

Parents must notify the school when the medication is discontinued or the dosage or time is changed. If the medication is resumed, a new order must be received. New consent forms with appropriate signatures must be received annually. Consent forms are available from the health services office. If you have any questions, please call the building health service staff (see page 3) or the district nurse, (763-792-5025).

### Special health needs

The district nurse and building health staff work with parents and staff to plan for children with special health needs. Call the health office if your child has a health problem such as diabetes, epilepsy, asthma or any other health issue requiring special attention.

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## Safety/Security

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To maximize the safety of students and staff, all outside school doors are locked during the student day except the front door.

### Asbestos

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), Centennial has asbestos management plans for each school available for inspection, without cost or restriction. If interested in reviewing these plans, please visit the district office during office hours or call 763-792-6001.



### Bicycles, scooters, skateboards, inline skates, Heelys

Each school has its own guidelines. See school newsletter for specific information.

Students must follow the instruction of school patrols and supervisors. Students who ride in an unsafe or discourteous manner will lose the privilege. All riders are encouraged to wear helmets. Bikes must be walked on school grounds.

It is a violation of school policy to operate a skateboard or inline blades except in designated areas, or in a manner that may pose injury to the operator or others, or pose damage to school property. Never skate or board on benches or concrete boarders. Students violating this provision may be charged by local police.



## Bullying (Policy 5060) See page 18

### Emergency procedures (fire/tornado drills)

To prepare students for emergency situations, fire/tornado drills and lockdowns are held regularly. Procedures will be reviewed with students so they are capable of following through with the necessary expectations. Emergency evacuation/take-cover locations will be designated on maps found in each room. The district's Emergency Action Guide provides guidance to those having responsibility for the safety of pupils, staff, and users of facilities. It includes information on building security, bus accidents, child abuse, childnapping, District Action Response Team, emergency shelter sites, fire procedures, First Response Team, lockdown procedures, medical emergencies, Safety and Security Committee, school closings, and weapons.

### Pets (Policy 2062)

No pets are allowed on school grounds.

### Safety patrols

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

### Tennessee Warning

Whenever a student (or parent, on behalf of a student) is requested to provide information about themselves that is of a concern, they must be given the Tennessee 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.

### Transportation (763-746-1257/1258; [transportation@isd12.org](mailto:transportation@isd12.org))

The district provides transportation for K-5 graders living in a designated hazardous zone, or living within the attending school's designated attendance area and outside of the school's designated walk area for the appropriate grade. Walk area maps are available for viewing in the transportation section on the district website.

Students are to arrive at bus stops five minutes prior to scheduled stop time. Students may walk up to 1/2 mile to a bus stop (if the bus stop is more than 1/2 mile, please call the transportation office). Bus routes are tentative and subject to change.

You may request a bus stop change by submitting the following in writing to Transportation, 4707 North Road, Circle Pines, MN 55014: name, address, phone, grade, school, current bus stop, distance from home to current stop, proposed new stop, reasons for change. Requests will be reviewed the first school day of the month after it's received. You'll be contacted concerning the decision.

Centennial and Rehbein Bus Company have adopted a NO TRANSFER RULE since bus routes are scheduled to fill buses to capacity (although 100 percent ridership may not be the norm). Students are not permitted to transfer buses without prior approval from the bus company, and only in special situations (i.e. change in day care arrangements). Due to the lack of space on buses, requests are not approved for students to ride home with friends to attend birthday parties, Scout meetings, etc.

### Use of pest control materials

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

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

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

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should

such an application be deemed necessary on a day different from the days specified in the schedule.

### Visitors/volunteers (Policy #2073)

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

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

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

We ask students not to request to bring students from other schools as a visitor. Special requests for visitors for educational reasons should be directed to the principal at least three days prior to the visit.

### Weather/emergency closings

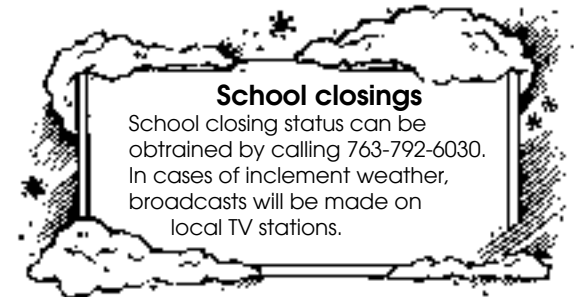
School is held every day unless weather or some emergency does not permit. In this event, an announcement will be made early in the morning on local TV stations or can be obtained by calling 763-792-6030. PLEASE DO NOT CALL THE SCHOOL.

Children are allowed in the school prior to the bell if it is raining or if the wind-chill is below -10 degrees.

If storms occur during the school day and severe weather poses a danger for them, students may be kept in school after regular dismissal time or they may be dismissed early. Please make sure to have and review an emergency plan with your child and keep your emergency form up to date.

All children go outside on outdoor recess days. There may be times when intermediate grade levels go outdoors while the primary grades stay inside.

Wind-chill is a criteria used when making a decision whether children will go outdoors. Guidelines will be printed in school newsletters.



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# Communication

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

## Agendas

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



## Conferences and report cards

Formal conferences are held twice during the school year. We ask that you make every effort to attend. A notice will be sent home about three weeks prior to each conference session asking for your preference of dates and times. Report cards are sent home after each semester in January and June.

## E-mail

All staff have e-mail. Use the following example to determine their address: Staff member's first initial of their first name and their full last name along with @isd12.org (i.e. John Doe=jdoe@isd12.org)

Please keep in mind teachers are with students during the day and may not retrieve their messages until after school. We are committed to getting back to you within 24 hours of receiving your message.

**List Servs** are used as a communication tool in some schools. Please see the school newsletter for information.

## Materials sent home

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

## Newsletters

A school newsletter is sent home each week with the youngest or only child in each family. It contains information of interest such as a calendar of events, classroom news, news of parent organization activities, etc. Some elementaries have their newsletters available online (see websites on page 30).

The district publication, The Observer, is published bi-monthly and mailed to every resident in the district. It is also available on the district website [www.isd12.org](http://www.isd12.org).

A quarterly Activity Guide published by Centennial Community Services includes community education classes, swimming, Early Childhood activities and more. The annual Early Childhood publication lists ECFE and School Readiness opportunities. Both are mailed to residents.

## Notes

A dated, signed note sent to your child's teacher is required when:

\*Your child is going to someone else's home after school (students cannot take a bus other than the one they are scheduled to take—see transportation on page 25).

\*Your child leaves early, or will leave and return during the day.



## Phone calls to staff

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

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



## Parent handbook

The Centennial Schools Elementary Handbook is available electronically on the district website at [www.isd12.org/district/publications](http://www.isd12.org/district/publications) or in the school office by request.

## Parent organizations

Parent organizations play an important role in your child's education. Call an organization board member if you are interested in becoming a member. Parent groups are non-profit organizations and contributions, including membership fees, may be treated as charitable gifts when itemizing expenses for federal income taxes.

Organizations meet monthly. All parents/guardians are invited to attend. Information on the parent group is listed regularly in the school newsletter.

## Site-based team

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

## Websites

The district website is a resource for current events, the school board, activities, district calendar, curriculum, lunch menu/PayPams, district publications, closings, community services and more. There are also links to each school's individual website.

The district website is at [www.isd12.org](http://www.isd12.org).

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# Student Support Services

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## Gifted Education

The Centennial School District is dedicated to providing differentiated educational opportunities for children with exceptional potential. The program is undergoing restructuring. Look for more information in the future.

## School psychologist

The role of the psychologist is to assist with educational assessments, provide group activities for targeted students, and service in crisis situations.

## Special education services

Special education services are available only to those who qualify for them. The Child Study Team meets weekly to consider the special needs of students referred by teachers and/or parents. The team consists of the building principal or lead teacher for student services, social worker, psychologist, and special education teachers. To qualify for services, students must be assessed and meet certain guidelines. An Individual Educational Plan (IEP) is developed to describe the type and level of service that will be offered to meet the individual student's needs.

## SAT (Student Assistance Team)

Support structures designed to help teachers meet the needs of students who have learning and/or behavioral difficulties. Parents wishing to make a referral should contact the building principal.

## Title I

This federally funded program provides supplementary instruction in some schools for students in the basic skills of reading/language arts and mathematics.





## Centennial School Board Mission Statement

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

### School Board

Christina Wilson, Chair	christina.wilson@q.com
Karen Lodico, Vice Chair	karenlodico@comcast.net
Suzy Guthmueller, Clerk	sguthmueller@isd12.org
Barb Regnier, Treasurer	barbregnier@comcast.net
John Burns, Director	jburns@aesolutions.com
Cindy Norton, Director	cnor2000@msn.com
Superintendent/Ex-officio	kdixon@isd12.org

### District offices

4707 North Road, Circle Pines, MN 55014

Phone: 763-792-6000

Fax: 763-792-6050

Hours: 7:30 a.m.–4 p.m.

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

E-mail: first initial last name@isd12.org (for common names—Johnson, Smith, Olson, etc.—consult individual building or program sites)

Cable T.V. Channel 20

Superintendent Keith Dixon	763-792-6010
Business Affairs Director, Dan Huffman	763-792-6001
Communications/Community Services Director, Cathy Wyland	763-792-6101
Director of Teaching and Learning, Scott Johnson	763-792-6006
Human Resources Director, Larry Jablinski	763-792-6008
Special Education Director, Dave Thacker	763-792-5231
Comment Line	763-792-6035

*Centennial School District #12 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Centennial School District Policy 5000 applies to all areas including employment, academics, coursework, cocurricular 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. David Thacker (4707 North Road, Circle Pines, MN 55014; 763-792-5282) has been designated to handle inquiries regarding the non-discrimination policies.*