

CODE OF CONDUCT

The Park Center High School staff is dedicated to the education of our students. We strive to promote a quality learning environment, which will foster intellectual development and promote positive interaction among our students. In addition, we believe that all persons in our school have the right to a safe, respectful, and productive learning environment.

The maintenance of this quality educational climate requires expectations, behavior guidelines, and consequences. The code of conduct is set forth in this section of the handbook. It is in accordance with Osseo District Policies, Series 500, and the Pupil Fair Dismissal Act. Copies of these school board and state policies are available at the school and at the Educational Service Center.

Never possess, store, transmit or use a weapon or look-alike weapon at school as this conduct is grounds for expulsion.

EXPECTATIONS

Students are expected to:

- * Attend school regularly, be in class on time with the proper materials, and be prepared to learn.
- * Respect the rights and property of others.
- * Conduct themselves in a manner that promotes a positive teaching/learning environment.
- * Be respectful, courteous, and cooperative with school personnel and other students.
- * Maintain a clean and safe school environment.

ATTENDANCE PROCEDURES

In the state of Minnesota, it is the law that all children attend school until the age of 18. Students who miss more than a combined total of 3 hours of school are considered truant and in violation of the state law on compulsory education.

The senior high school staffs of District #279 believe that classroom attendance and academic success are directly related. The following attendance procedure is an effort to assure this success. The senior high staff intends this procedure to be positive and not punitive.

Class attendance is a joint responsibility to be shared by the student, parent or guardian, and the school personnel. This procedure will assist students in attending class.

PARENT/GUARDIAN RESPONSIBILITY

It is the responsibility of the parent or guardian to encourage the student to attend school, to inform the school in the event of a student absence, and to work cooperatively with the school and student to solve any attendance problem that may arise. In order to receive current attendance information, parents are encouraged to call the attendance office at (763) 569-7611 for all sophomores and A-K juniors or (763) 569-7612 for all seniors and L-Z juniors.

PROCEDURES FOR EXCUSING ABSENCES

When a student is absent for the entire school day:

- In order to excuse all or any part of a day, parents need to call the school at (763) 569-7611 or (763) 569-7612. If a parent or guardian is unable to phone the school on the day of the absence, a phone call or note will be required to excuse the absence. Students have 5 days to clear unexcused absences. After 5 days, any unexcused absences will remain unexcused.
- Eighteen-year-old students must follow the same attendance procedures listed here. If an adult student resides with his/her parents/guardians, the adult student may not assume the responsibilities of a parent/guardian.
- Students should check regularly with the attendance office to make sure absences have been cleared.

Prearranged Absences

- Students are to prearrange and receive prior approval for family trips and any other absence that can be foreseen and are to do any work before leaving if requested by the teacher to do so. It will insure an ease of admittance (completion of makeup and accurate attendance records) upon return. Prearranged forms are available in the attendance office. Failure to prearrange and obtain prior approval shall constitute an unexcused absence. Vacation should be planned to coincide with scheduled school breaks.

When a student must leave school:

- The student shall present a note, or a phone call from his/her parent or guardian must be received, asking that the student be excused and giving the reason (e.g. doctor's appointment, family illness, etc.). If a note is sent, the student is to present it before 7:30 AM on the day of the absence. Students with appointments (medical, dental, etc.) may be requested to bring verification of the appointment, upon return, to the attendance office. Failure to follow these procedures may result in an unexcused absence for the classes missed.
- If a student becomes ill or an emergency situation arises during the day, he/she must have the approval and "Leave School Permit" from the health service specialist or an administrator before leaving school. If a student does not return from lunch, he/she must bring a note from his/her parent or guardian and/or written medical verification of an appointment. Failure to follow these procedures may result in an unexcused absence.

EXCUSED ABSENCES

- Definition of Excused Absence:
- Sickness
- Religious holiday and instruction not to exceed three hours a week
- Family vacations provided prior approval has been obtained (students benefit if vacations coincide with school break)
- Serious illness or death of a family member or close relative
- Appointments that cannot be scheduled outside of class periods
- Approved school activities
- Family emergencies
- Court appearances
- Suspensions

UNEXCUSED ABSENCES

Definition of Unexcused Absence: The Hennepin County Attorney's Office identifies reason which a court would not find as "lawful absences," as including:

- Absences without parental permission and/or administrative approval.
- Arrival more than 5 minutes late to class (hours 2-6).
- Oversleeping or missing the bus/ride.
- Failure to follow the proper procedures when leaving the school building. (See procedures for leaving the school building in the student handbook.)
- Babysitting

- Work at a business, except under a school-sponsored work release program.
- Any other absence not included under the attendance procedures.

All unexcused absences turn to truant absences and truancy petitions will be filed with the Hennepin County Juvenile Court system for students under 18 years old with ongoing truancy problems.

Minnesota State law requires the reporting of all students who consistently truant school and are under the age of 18. Minnesota law requires us to withdraw any student after 15 consecutive absences regardless of reason.

ALL UNEXCUSED ABSENCES WILL TURN TO TRUANT ABSENCES IF NOT CLEARED WITHIN 5 DAYS OF THE ABSENCE.

The authority to decide whether an absence is excused or unexcused rests with the building principal. There are no authorized skip days.

CUMULATIVE ABSENCES

On the eighth absence, parents will be informed of an attendance concern. Upon reaching ten (10) total absences in a trimester, the teacher will inform the student that they may be placed on a Pass/Fail basis for the trimester. In order to earn a passing grade (PA), the student must attain a letter grade of 'C-' or better in the class. This 'PA' grade will earn 1.67 honor points. Parent/guardians will be notified when a student is placed on the Pass/Fail system. School initiated absences, such as field trips, will not count toward total excused absences.

HOMEBOUND INSTRUCTION

Students who are absent for 15 consecutive days because of the same illness, may receive homebound instruction. If a 15 day absence can be anticipated, parents may submit a physician's statement to verify the reason for the absence. All requests for homebound instruction should be directed to the assistant principal.

EXTRACURRICULAR ACTIVITIES

This procedure applies to students involved in athletics, music, drama, dance line, debate, speech, cheerleading, royalty and all other activities scheduled during or outside the school day.

If a student is unable to remain in school because of fatigue, ill health, or injury, he/she will not be allowed to participate in the activity that day.

- School initiated absences will be accepted and participation permitted.
- A student may not participate in an extracurricular activity (practice, contest or performance) if he/she has an unexcused absence for any class during the day.
- If a student is suspended from any class, he/she may not participate in an extracurricular activity that day.

Absence for State Tournaments

When Park Center teams are involved in State Tournaments, students are encouraged to attend contests. If this requires missing school, special pre-arrangements will be used. Spectators are to be excused for reasonable transportation times prior to and following athletic contests but are to attend other classes on that day. If time permits, prior notice will be sent to parents.

AMENDMENT CLAUSE

Any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.

ACADEMIC MISREPRESENTATION

Academic misrepresentation may be defined in any of the following ways:

- Plagiarism means misrepresenting as your own work something done by another.
- Collaborative effort is where two or more students jointly prepare and submit the same or substantially similar papers as individual efforts without the specific consent of the instructor. All assignments, unless specifically indicated otherwise, are to be completed by the individual student.
- Dual submission means submitting the same paper or substantially similar papers to meet the requirements of more than one course without the prior approval of all instructors concerned.
- Cheating means using any answers/content from another student without the knowledge and consent of the instructor.

At Park Center it is expected that all work submitted for credit in any class must be the original work of the student submitting it. Academic dishonesty is defined as any act taken to obtain credit for work that is not your own, and includes, but is not limited to the following:

- Submitting another student's assignment, homework, report, quiz or test as one's own.
- Bringing in and/or using forbidden material during a quiz or test.
- Copying from another student's computer file or written work, or allowing another student to copy your computer file or written work.
- Participating in the transferring of confidential information, e.g. copies of and/or answers for a quiz or test.
- Plagiarizing, i.e. presenting material borrowed or copied from another source and then presenting it as one's own without properly acknowledging the original source. An example of plagiarism would be copying or paraphrasing from a source such as Cliff's Notes without citing the source.

Teachers who suspect cheating or plagiarism should:

- Confiscate papers from or copy computer files of students suspected of cheating or plagiarizing.
- Confer with an administrator to discuss the matter and decide upon a course of action.

ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy two (72) hours in advance (two week notice preferred).

ASBESTOS

The asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall of 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-

containing materials. Questions regarding this notice should be directed to the district's Health & Safety Coordinator at 763-391-7191.

AUTHORITY

All employees of the school have the authority, responsibility, and obligation to enforce school regulations. A teacher, school employee, school bus driver, or other agent of this district may use reasonable force in compliance with Minnesota Statutes 121.A.582 and other laws.

BUILDING ACCESS AND SECURITY

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office. Children will only be released to their parents or individuals authorized on the student's emergency card. Proof of identification may be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person –

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building;
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property.

CANINE SEARCHES

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search our parking lot, student lockers, and the school building during and after school hours. If a dog identifies a vehicle and/or locker as having a prohibited item, the vehicle, locker and the person they belong to will be searched as will his or her personal items.

Any student vehicle parked on school grounds may be subject to random canine searches. Staff may also search the vehicle there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

CHEMICAL ABUSE/ABUSE

The use/abuse or possession of mood altering chemicals (including steroids) by students will not be tolerated. Students apprehended using, possessing, selling, distributing and/or exchanging chemical substances will be subject to Policy 506- Student Discipline, and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.

This rule applies to the school building, school grounds, before, during and after school hours, school buses, school activities or events that take place away from school property (e.g. field trips, athletic events, etc.).

COLD WEATHER PROCEDURES

Extremely cold weather can be very dangerous. Minnesotans should be accustomed to many days of heavy snow and freezing temperatures during the winter months. Parents should be certain that their children are appropriately clothed and otherwise prepared.

The district will conduct school in the normal manner if there is a reasonable expectation that 85% or more of the children will be in attendance. If the wind chill, according to the National Weather Service, is 35 degrees below zero or colder at 5:30 a.m. and predicted to remain that low or become worse, school may be cancelled. In most cases however, the combined effects of snow, ice and wind are necessary to cause school interruptions.

CONSEQUENCES

The school has developed consequences for those who show inappropriate or disruptive behavior. These consequences are assigned in an effort to correct or change behavior that is not acceptable. Disciplinary action may include, but is not limited to meeting with the teacher/counselor/administrator, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, out of school suspension, exclusion, or expulsion.

CRIMINAL HISTORY BACKGROUND CHECKS

Osseo Area Schools ISD279 is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

DRESS CODE

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or cause disruption will not be allowed.

In support of District 279's commitment to tobacco free, drug free, and violence free schools, words or symbols that advertise products or actions which are illegal or harmful for students will not be permitted. Examples that are inappropriate include but are not limited to:

- sexually obscene and/or profane language, slogans, emblems or pictures
- gang symbols and/or emblems, or clothing worn in a manner to identify gang membership
- Sexually provocative or immodest clothing (sagging pants, bare midriffs, muscle shirts, low cut tops, tops with low or open backs, tube tops, one shoulder or shoulder-less tops, halter tops, short skirts/shorts); undergarments should not be visible
- potentially hazardous items such as chains, pins, studs, and rings

In addition, students are prohibited from wearing any type of headgear. These articles should be removed **before the student enters the building**. Examples include head bands, hats, bandannas, du-rags, skull/wave caps, and sweatshirt and

jacket hoods. Exception: scarves worn for religious reasons. Sunglasses are also prohibited in the building.

Any type of headgear or sunglasses seen by a staff member will be confiscated, bagged, tagged, and sent to the front office. The item is kept for a total of 3 days, including the day it was taken. The students must have a picture ID. The school/staff assumes no liability for confiscated items. Students are strongly urged not to bring these items to school. After 30 days items will be disposed.

Outerwear coats are not to be worn during the school day. Sweaters and sweatshirts are recommended for use during the school day by students who may feel chilled.

ELECTRONIC DEVICES

Students are advised to not bring these items to school because if lost or stolen we are not able to provide staff time to investigate and recover lost or stolen items.

Any photographic or movie image taken of a teacher or other students during the instructional day without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of a teacher or other students during the instructional day cannot be published or posted on a public forum (YouTube, MySpace, facebook, etc.) without the written consent of each individual. Any violation will result in disciplinary action.

Any electronic item, including but not limited to cell phones, pagers, headphones, music players, and sunglasses should not be seen or heard in the school between 7:30 a.m. and 2:00 p.m. If any of these items are seen or heard, they will be confiscated, *Bagged & Tagged* by a staff member, and sent to the Attendance Office.

On the **first offense**- The item will be kept for 3 days including the day it was taken.

On the **second offense**- The item will be confiscated for 5 days including the day it was taken.

On the **third offense**-The item will be confiscated for 5 days and a 24 hour dismissal will be issued to the student.

When an item is confiscated, it will not be returned to **anyone** before the confiscation time period expires. You will not get your device back before the final day, even if a parent/guardian/other adult comes to school to claim it. **NO ITEM WILL BE RETURNED TO ANYONE BEFORE THE END OF THE FINAL DAY OF CONFISCATION.** Please keep this in mind as you prepare for the start of each school day.

FINES

All fines must be paid in order to purchase a parking permit, attend prom or other school dances, participate in extra-curricular and co-curricular activities, and participate in the commencement ceremony.

INDOOR AIR QUALITY

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Health & Safety Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Health & Safety Coordinator at 763-391-7191.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals first. Certified therapy dogs will be permitted no more than three days per week.

INTERFERENCE WITH SAFETY AND/OR ORDERLY OPERATION OF THE SCHOOL

- False fire alarms and tampering with fire safety equipment.
- Communication to another for the purpose of terrorizing by indicating that an explosive of some kind is present in the school building, school grounds, or another location used for school activities, regardless whether the same is in fact present.
- Trespassing – continued presence on school campus or at school activity after being requested to leave by school principal or other staff members lawfully responsible for the control of said premises.
- Unauthorized distribution – distribution of literature of inflammatory, libelous, slanderous, or unauthorized materials.
- Unauthorized use of school property – unauthorized/illegal use of school property for non-school sponsored activities. Out of building without a pass.

INTERNET ACCEPTABLE USE AND SAFETY POLICY 441

In making decisions regarding employee access to the school district computer system and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. Access to the School District computer system and to the Internet enables employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

Employees are expected to use Internet access through the district system to further educational and professional goals consistent with the mission of the School District and school policies. Use of the District network/Internet resources for personal gain or profit is not permitted. Personal web pages and personal e-mail accounts may not reside on the District's network. All e-mail messages that are sent and/or received on the District network are considered property of the District.

Use of District network/Internet including electronic communication by staff to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office is not permitted. Only those staff authorized by the Superintendent may express the District's position on pending legislation or other policy matters. The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used within District Policies 524 and 441.

INTERNET ACCEPTABLE USE AND SAFETY POLICY 524

Electronic information research skills are fundamental to preparation of students as citizens of the world. The School District that expects faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.

Use of the District's network/Internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a

right, used within District Policies 524 and 441. Consequences for students who fail to abide by Policy 524– Internet Acceptable Use and Safety will be included in the building discipline procedures required by Policy 506 – Student Discipline. Infractions by students will also be referred to legal authorities when appropriate.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet resources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

NOTICE OF USE OF HAND HELD METAL DETECTORS

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use hand held metal detectors as a method of searching for those weapons.

SEARCH AND SEIZURE

School lockers are the property of the School District and are provided for the convenience of students. At no time does the School District relinquish its exclusive control of lockers. School authorities, for any reason, may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions, the school authorities must provide notice of the search to the student whose locker was searched unless disclosure would impede an ongoing investigation by police or school officials. (Policy #502).

The policy for school lockers also applies equally to student's desks or personal possessions. It shall be a violation of this policy for students to use lockers and/or 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.

School officials may inspect lockers and/or desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks, and personal possessions may be randomly searched throughout the school year without notice, without student consent, and without a search warrant. A school official conducting a search may determine when it is appropriate to have a second official present as an observer.

School officials may, without a search warrant, search the person and/or personal possessions based on reasonable suspicion. The search will be reasonable in its scope and intrusiveness. A search of a person shall be conducted in privacy by a school official. A second school official shall be present as an observer during the search whenever feasible.

If a search yields contraband, school officials will seize the item and where appropriate, turn it over to legal authorities for ultimate disposition.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Code of Conduct. Discipline may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

TENNESSEN NOTICE

When allegations of violations of School rules, School Behavior Guidelines or School District Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the School and/or School District will take. Action may include disciplinary action against the individual(s) involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other School and/or School District officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

TOBACCO USE

All school buildings in Osseo Area Schools are tobacco-free environments 24 hours per day. Use or possession of tobacco is illegal and against district policy according to School District Policy 506 and State Statute 144.4165.

No student regardless of age may possess, use, sell or distribute tobacco or tobacco paraphernalia in any form or at any time at any school-related activities, trips or functions, at bus stops, on school buses, in school buildings, school vehicles or school contracted vehicles, or on school grounds or the area of entrance or departure from school premises, property or events.

VIOLENT BEHAVIOR

Violent behavior in any form will not be tolerated at PCSH.

Participant in a fight – Engaging in any form of fighting is prohibited regardless of who initiated the fight. This could include, but is not limited to hitting, slapping, pushing, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Physical Assault – When one or more persons attack an individual who does not physically retaliate. Intentionally causing or attempting to cause harm to another individual.

Consequences for first violent behavior offense:

- School suspension ranging from three (3) to ten (10) days. Possible recommendation for expulsion.
- May be arrested or charged by the police.

Consequences for second violent behavior offense:

- A ten (10) day suspension with a recommendation for expulsion.
- May be arrested or charged by the police.

VISITORS

Students will not be permitted to bring visitors to school. Absolutely no small children or pets will be allowed in school unless it is a part of a class assignment - then only if care has been arranged for a day in advance. Students from out of town who wish to visit the school for the purpose of exploring enrollment should contact the counseling office for an appointment before coming to school.

WEAPONS

Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

The district takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not
- Other guns of all types, including, but not limited to, pellet, BB, paintball, nonfunctioning or toy gun,
- Knives, including, but not limited to, switch blades, automatically opening knives, box cutters, or razor blades
- Explosives, including, but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles

Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

NOTICE: OTHER WEAPON CONCERNS

Paintball, pellet, BB, nonfunctioning and/or toy guns are look-alike/replica firearms. DO NOT POSSESS, STORE, TRANSMIT OR USE ANY LOOK-ALIKE/REPLICA OR REAL FIREARM. POSSESSION, STORAGE, TRANSMISSION OR USE OF A LOOK-ALIKE/REPLICA OR REAL FIREARM WILL RESULT IN SUSPENSION AND A RECOMMENDATION TO THE DISTRICT OFFICE FOR EXPULSION.

EARNING CREDITS

ACADEMIC AWARDS

Honor Roll

District #279 Secondary Schools have an "A" and "B" Honor Roll. Student must earn at least 5 letter grades (A, B, C, D) to qualify for the honor roll. All subjects are included except courses taken Pass/Fail. The "A" Honor Roll is composed of students receiving a 3.667 average or higher and the "B" Honor Roll is composed of students receiving 2.667 up to but not including a 3.666 average. **Seniors final trimester grades are not used in tabulating graduation honors.**

ACADEMIC LETTERING

Sophomores, Juniors and Seniors who have a cumulative grade point average of 3.75 or above after trimester 2 are eligible for an academic letter

CREDIT LOAD

Regardless of the number of credits previously earned, students are required to carry at least five classes per trimester. With a minimum of 5 credits and full-time attendance, students are defined as "full-time" students.

With limitations, other courses are available outside of the regular high school day. Administrative approval is necessary, prior to enrollment, to receive credits toward graduation.

GRADUATION REQUIREMENTS

To graduate from District #279 Schools, students must fulfill all MN State testing requirements and satisfy the following minimum requirements in the senior high school:

12 credits in English

3 credits of English 9
3 credits of English 10
3 credits of English 11
3 credits of English 12

9 credits in Science

3 credits of Science 9
3 credits of Biology
3 credits of science elective

2 credits in Physical Education/Health

1 credit of Life Fitness
1 credit of Health (must be taken in 10-12)

10 credits in Social Studies

3 credits of Social Studies 9
3 credits of World History/Geography
2 credits of US History
1 credit of Govt & Citizenship
1 credit of Economics

3 credits in Arts

(Theater, visual arts, media arts, dance, music)

9 credits in Math

(must pass math level of Geometry)

19 credits – Electives

64 total trimester credits

INCOMPLETES

Incomplete notices will be sent home for all students who receive an "incomplete" grade for the trimester. When an "incomplete" is given for a final trimester grade:

- The teacher may give the student fifteen (15) school days to make up the work. If the student chooses not to complete the course during the extended time, he/she will receive a letter grade of "F."
- The building principal or the classroom teacher may extend the time limit where circumstances so require.

It is the teacher's responsibility to notify the office and the home in writing when an "incomplete" has been changed to a grade.

OSSEO AREA LEARNING CENTER

The OALC is designed for those students who are at risk of not graduating from high school and who meet the graduation incentives program criteria. It offers smaller class sizes; focus on basic skills, on-site daycare, career planning, and vocational on-the-job training. For more information, call 763-391-8890.

POST-SECONDARY OPTIONS

Any 11th or 12th grade student enrolled in a public high school may enroll in any Minnesota degree granting post-secondary institution for secondary school credit and/or post-secondary credit. Students must notify their high school of their intent to participate in this program by March 1, of a given school year, or as soon thereafter as possible. High school credit course work will be paid for by the students' home district up to the amount of foundation aid paid to that district. Any student interested in the Post-secondary Enrollment Options Act should contact their counselor for complete information.

Dropping a PSEO Course

PSEO students who drop a college course must follow the college's protocol. College courses dropped after the 5th day of the post-secondary term **will result in an F on your high school transcript, regardless of what appears on the college transcript.** In addition, the student must also notify his or her high school counselor as soon as possible.

REPEATING CREDITS

If a student fails a class and the same course is repeated and passed at a later date, the failing grade will be changed to NG (no grade) from the transcript. A student may elect to repeat a course that he/she has passed to improve the grade-point average. Duplicate credit for the same non 'lab' course will not be allowed.

STANDARDS-BASED GRADING

After several years of study, including critical examination of national and local models, ISD #279 teachers will begin implementing a standards-based approach to the grading and reporting of student achievement.

Standards-based grading helps ensure that student grades are more:

- Meaningful, focusing directly on state and national standards;
- Accurate, separating academic from non-academic achievement;
- Consistent, using agreed-upon criteria and assessments; and
- Supportive of learning, providing multiple opportunities for students to demonstrate proficiency.

At its most basic level, standards-based grading means that in determining grades, teachers place a stronger emphasis on assessments that show what students have actually learned following full instruction. It also means that things like homework and class work will have less influence on a student's overall grade. Homework and class work will still be used to help students learn and to help teachers see where students are with their learning; they'll just have less influence than before on the student's final grade.

WEIGHTED GRADING

The Osseo Area High schools have weighted grades. Students taking Advanced Placement (AP) and Autonomous Learning Program (ALP) classes will get an additional .34 Grade Points for every A or B they earn in those classes. Both weighted and unweighted grades and ranks are reported on transcripts.

STUDENT RIGHTS

AGE OF MAJORITY RIGHTS FOR STUDENTS WHO ARE AGE 18

According to Minnesota Statutes, once a student reaches the age of 18 and is not dependent on a parent/guardian, he/she attains age of majority status. When the student reaches age 18 and is independent from his/her parent/guardian, many of those rights previously granted to the parent/guardian are automatically the rights of the student. For example, eligible students may have access to their school records and have correspondence relative to school business mailed directly to them.

BULLYING PROHIBITION

The safety and well being of all students is of primary importance. School Board Policy 514 – Bullying Prohibition is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Bullying: is any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include but not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that student(s).

CHILD ABUSE POLICY

Minnesota Statute Section 262.556, Subd. 3 - "A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the appropriate agency."

Recognizing the relationship that exists between successful school experiences and good physical, mental, and emotional health of children, it is the policy of Independent School District #279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children, whether occurring in the home, school, or community.

EQUAL OPPORTUNITY POLICY

Independent School District #279 will not discriminate on the basis of race, color, creed, religion, national origin, age, sex, marital or parental status, status with regard to public assistance or handicap.

Policy #102 provides for equal opportunity in both educational and employment practice, including access to course offering, curricular material, counseling practices, extracurricular activities, use of school facilities, employment criteria, advertising, pre-employment inquiries, job classification, hiring, and termination.

Should any person claim there has been a violation of this policy; they should file a written statement specifying the claim, with supportive data, to Rod Barnes, Educational Service Center, P.O. Box 327, 11200 93rd Avenue North, Maple Grove, MN 55369 (763) 391-7000. This will initiate the grievance procedure, which provides for hearing opportunities.

HARASSMENT OF ANY NATURE WILL NOT BE TOLERATED.

Any occurrence of harassment should be reported directly to a school official (teacher, counselor, and administrator). Once reported, the administration will investigate the complaint and an appropriate course of disciplinary action will be taken. Consequences for harassment may include: warning, parent conference, sensitivity training, or suspension.

HAZING

The District prohibits any form of hazing activity by a student, employee, or agent of the District. This prohibition includes planning, directing, encouraging, aiding or engaging in hazing, as well as permitting, condoning or tolerating hazing. This Policy 526 – Hazing Prohibition applies on and off school property and during and after school hours. Apparent or actual permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Further, any person violating law or School Board policy in order to be initiated into or affiliated with a student organization will be subject to discipline. The District will investigate all complaints of hazing and will discipline or take appropriate action against any student, employee, or agent of the District who is found to have violated this Policy 526 – Hazing Prohibition.

RACIAL OR RELIGIOUS HARASSMENT

Racial and religious harassment are defined as being any comment, gesture, joke, language or behavior, displayed in any manner that draws attention to racial, religious or cultural differences in a demeaning, disrespectful, or offensive manner.

HARASSMENT POLICY #532

General Statement

- Independent School District #279 prohibits any form of sexual, religious, or racial harassment, or sexual, religious, or racial violence.
- It shall be a violation of this policy for any student, employee, or agent of the district to harass a student, employee, or agent of the District through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. It shall also be a violation of this policy for any student, employee, or agent of the District to inflict, threaten to inflict, or attempt to inflict violence of a sexual nature or violence regarding religion or race upon any student, employee, or agent of the District. Violation of this policy will be cause for disciplinary action.

Definitions

Sexual Harassment and Violence

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other physical or verbal conduct or communication of a sexual nature when:
 - a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
 - b) Submission to or rejection of that conduct or communication by a student is used as a factor in decisions affecting that student's education; or
 - c) That conduct or communication has the purpose or effect to substantially or unreasonably interfere with a student's education, or creating an intimidating, hostile, or offensive educational environment.
- Sexual violence is a physical act of aggression or assault upon another that includes a sexual or sexual purpose.

Religious and Racial Harassment and Violence

- Religious/racial harassment consists of physical or verbal conduct or communication, which is related to an individual's religion/race when the conduct:
 - a) Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment
 - b) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c) Otherwise adversely affects an individual's employment or academic opportunities.
- Religious/racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion/race.

Reporting Procedures

- Students who are victims of alleged sexual, religious, or racial harassment or violence or who have knowledge of such conduct must report the alleged act immediately to the building principal or designee.
- Submission of a complaint or report of sexual, religious, or racial harassment or violence will not affect the students' grades. The District will discipline any individual who retaliates against a student who reports, testifies, or participates in any investigation or proceeding related to sexual, religious, or racial harassment or violence. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate and take appropriate disciplinary action.

Investigation and School District Action

- Complaints of sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action shall be taken in accordance with Policy #506, Student Behavior, and building procedures.
- Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the School District against a student shall be reported and investigated as directed in Policy #414 and required by Minnesota Statute 626.556, Maltreatment of Minors, as well as other applicable law.

PARENTS' RIGHT TO KNOW ACT

Pesticide Application Notice

A Minnesota State law went into effect year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule for pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

The Parents' Right-to-Know Act also request that you be told that the long term health effects on children from the application of such pesticides for the class of chemicals to which they belong may not be fully understood. Because we only use pesticides when non-chemical methods have been ineffective, some applications are not scheduled. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the Principal or Dean Olsen, Health & Safety Coordinator at (763) 391-7000.

STUDENT RECORDS AND YOUR RIGHTS

School Board Policy #515 - Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws.

The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day to-day responsibility to administrators in charge of each elementary and secondary school and to certain District personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal, Student Support Services, (763) 391-7124.

Student Data:

Student data is classified as public, private or confidential.

Public Data: Public Data is directory information which may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- student's name
- dates of attendance

- student's address
- date of birth
- school of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)
- grade(s) completed
- photograph

Denial of Release of Directory Information:

A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using Appendix C of School Board Policy 515. Appendix C may be obtained from any school office or the district website. Designation of directory information to private is in effect for one year until modified.

Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369, 763-391-7000.

Private Data: Private data is data on an individual student which is not accessible to the public but is accessible to the parent/guardian or eligible student. Additionally, private data is accessible to:

- School officials, within the District whom the District determines have a legitimate education interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon. Suspension and expulsion information in accordance with the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any current probable cause notice or any disposition or court order.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

Confidential Data: Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

Release of Information to Military Recruiters:

Federal and State laws require all school districts to provide military recruiters, upon request, with the name, address, and telephone number of all 11th and 12th grade students unless the parent or eligible student (students over 18 years old of authorization) requests that the information not be provided without written permission. Denial to release information to military recruiters may be completed by submitting Appendix D to school office by October 1st. The denial of authorization by parent/guardian or eligible student must be completed annually.

Storage of Student Records

Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota, for permanent retention.

Transfer of Student Records

When a student moves to another school within the district, the record will be forwarded to the student's new school. When a student withdraws to enroll in another school district and records are officially requested by the new school, the following records are forwarded: academic transcript; continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools; listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions.

Statement of Rights

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

1. Inspect and review the student's records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

This is a summary of the "Statement of Rights." The entire statement is Appendix A in Policy and Procedures 515 Protection and Privacy of Education Records.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.

Policy and Procedure 515 "Protection and Privacy of Education Records" is available on the district website. www.district279.org/who/policies.cfm

EXTRACURRICULAR-CO-CURRICULAR

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY

Extracurricular activities include those meeting outside the school day, not directly related to the school curriculum. Co-curricular activities meet both during and outside the school day and are related to and support the academic curriculum. Both programs offer students opportunities for participation and involvement in the school beyond the classroom. However, it is important that students remember their first responsibility is to be successful in school. Academic achievement should not be sacrificed for participation in the activity program.

High School Eligibility

Students need to be registered as a full time student in order to be able to participate in these programs. In addition to the enrollment status, students need to be making satisfactory progress toward the accumulation of the specific number of credits required for graduation

Plan for Determining Scholastic Eligibility for Minnesota State High School League Activities

- A student must be enrolled in at least 5 credit producing classes each trimester.
- A student must be making satisfactory progress toward graduation to be eligible for Minnesota State High School League activities.
- A student is ineligible if the total number of credits at the end of each trimester is less than the number listed below. Eligibility will be determined after each marking period.

| | end of 1st Trimester | end of 2nd Trimester | end of 3rd Trimester |
|------------|-------------------------|-------------------------|-------------------------|
| 9th grade | 4 | 8 | 13 |
| 10th grade | 18 | 23 | 28 |
| 11th grade | 34 | 40 | 46 |
| 12th grade | 52 | 58 | |

REDUCED OR WAIVED FEES

Students on free or reduced lunch may receive a fee reduction or a fee waiver. Requests for reduced or waived fees should be made to the District Activities Coordinator at Park Center Senior High. Phone number (763) 569-7654

REQUEST FOR REFUND OF PARTICIPATION FEE

Requests for a refund of the participation fee must be made by the 15th day of practice. Normally this is the Monday following the second week of practice. Forms for requesting a refund are available in the Athletic Office at the high school. NO REFUND is issued after the 15th day.

NORTHWEST SUBURBAN CONFERENCE

Park Center High School is a proud member of the Northwest Suburban Conference. The mission of the Northwest Suburban Conference is to provide educational opportunities for students in competitive and cooperative extra-curricular and co-curricular activities. The Northwest Suburban Conference has implemented a sportsmanship program whereby game officials in the sports of football, volleyball, soccer, wrestling, hockey, and basketball rate the sportsmanship and conduct of players, coaches, and spectators of all varsity games they officiate.

Individuals or crews that officiate varsity-level NWSC contests in the above activities will be provided with a feedback postcard by a representative of the home school. Officials take a moment after the contest and rate each school in each of the three areas listed above using the following scale:

5=Excellent; 4=Above Average; 3=Average; 2=Below Average; 1=Unsatisfactory

The recommended acceptable standard for players, coaches and spectators is 4.0. Schools achieving an over-all composite average score of 4.0 for the nine sports will receive conference recognition. School teams receiving an end of the season composite average score of 4.0 will be individually recognized.

This rating system is not a scientific instrument, but we plan on using this information to support our efforts to better sportsmanship on and off the playing field. It will allow schools to affirm and appreciate their sportsmanship successes and to address areas that need improvement. As a conference, we certainly want our teams to compete with great passion, enthusiasm, integrity and class. An emphasis on player, coach, and spectator sportsmanship will only increase the positive experiences for all involved.

To participate in the high school athletic program a student MUST pay the appropriate fee and have on file in the high school Athletic Office the following:

- MSHSL Eligibility and Permit form signed on front and back by parent and student.
- Health Physical Form: A health physical exam must be taken and the completed form on file in the Athletic Office once every three years. If the physical on file is within the three-year period, the yes/no questions on the physical form must then be completed and signed by parent and student.
- One PC General Information Card and one PC General Information Form with all information completed, along with the Athletic Insurance Waiver signed by parent and student.

Forms and fees must be turned in at the Park Center High School Athletic Office before a student will be allowed to participate. All forms are available at the Athletic Office at PCHS.

STUDENT SERVICES

BUS TRANSPORTATION

District policy #707 states, "The purpose of school transportation is to transport senior high students living more than one mile from school and for students' academic field trips in direct support of the instructional program, transportation for the support of the co-curricular program. Transportation shall be furnished for shorter distances if an unreasonable hazard exists, relative to the age of the student, upon the approval of the Superintendent of Schools. Transportation shall not be provided to students for which the pick up is outside the district boundaries. Handicapped students shall be provided special transportation appropriate to their individual needs. Parents or guardians are responsible for reinforcing safe bus riding behavior with their children."

Late buses are for those students participating in a school sport or activity, working with a teacher or serving an assigned detention. There will be no daily fee for riding the late bus during the 2010-11 school year.

DANCE PROCEDURES

From time to time, there are school organizations that sponsor school dances. A school identification card or other proof of enrollment is required for admission. A students' guest who must be age 20 and below, must present identification upon entering a Park Center dance and must be accompanied by a Park Center student. Once a participant leaves a dance, he/she will not be readmitted.

EMERGENCY CLOSINGS, DELAYED STARTS AND EARLY RELEASE

If a storm occurs or continues during the night, we survey conditions by driving critical roads in the east and west sides of the district, consult with police departments in Brooklyn Park and Maple Grove if we can, consult with snow removal officials if we can, and monitor radio weather reports. While storms resulting in 10+ inches of snow with high winds can cause schools to be cancelled or dismissed early, most heavy snows or cold weather will not result in school closure.

When possible, decisions to close school or delay the start of school will be made by 5:30 a.m. Delayed school starts, due to weather conditions, will only be considered under unusual circumstances. A one-hour delayed start means that your bus pickup time will be one hour later and your school's starting time will be one hour later than usual. Dismissal will be at the normal time.

District 279 will do everything possible to avoid early dismissal once school is in session to avoid sending children home to locked houses. If a storm occurs or worsens during a school day, the same procedures described above will be followed, with a decision by 11:00 a.m. The school will try to serve lunch if a midday dismissal is called. If school is dismissed early, dismissal will be in the usual order: first high school, then junior high school, and elementary school last. This is done to minimize the disruption caused by changing schedules and to get older children home first to await younger brothers and sisters. Buses will not be loaded and students will not be dismissed.

When District 279 schools close, generally everything closes including all District 279 extracurricular activities, community education youth and adult classes, Kidstop, 4 Star Express, early childhood family education programs, and events scheduled by other non-district groups through the Community Education Department.

EMERGENCY COMMUNICATIONS

In the event of an emergency that causes the district to close school, delay the start of school or release students early, instructions will be distributed to parents using the Connect-ED automated calling system, broadcast on local television and radio stations, and posted on our district website (www.distict279.org). School closing announcements and other emergency information will be broadcast on the following radio and television stations as "Osseo District 279":

Radio

WCCO – 830 AM

Television

WCCO – Channel 4

KSTP – Channel 5

KMSP – Fox Channel 9 / UPN Channel 29

KARE – Channel 11

NW Community Cable Channel 12

Unless it is absolutely necessary, please do not call the school with questions during an emergency. Our telephone lines must remain open for emergency communications. Instructions will be communicated through our Connect-ED automated calling system, local television and radio stations, and on our district website (www.distict279.org). If you need other assistance, please call the district office at 763-391-7000.

EMERGENCY PREPAREDNESS

Emergency preparedness is vital to the protection of our students, staff and visitors. The district has developed a comprehensive Emergency Plan with the help of local law enforcement, emergency management, and public health officials. Each school has customized the plan for their building.

The District's Emergency Plan is based on an "all-hazard" approach that incorporates five Universal Response Actions. Universal Response Actions are clear, standardized directives that can be implemented quickly in a variety of emergency situations. When an emergency happens, the Principal or administrator will quickly implement one of the following response actions:

Evacuation - All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.

Reverse Evacuation - All students and staff will move inside the building. Exterior doors and windows will be locked. Public access to the school will be temporarily suspended.

Severe Weather Shelter - All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

Shelter-in-Place - All students and staff will move inside the building. Windows will be closed and ventilation systems will temporarily be disabled to keep contaminants out.

Lockdown - All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.

In the event of an emergency, we may need to contact you. It is extremely important to make sure that the emergency contact information on file at your school is current. This includes daytime phone numbers for parents and names of individuals who are authorized to pick up your children if they must be released early. **Children will only be released to their parents or individuals authorized on the student's emergency card.**

It is not possible to outline all of the potential crisis events that could cause dismissal or disruption of the school day. Even though most of these events rarely occur, parents can be assured that the district has worked closely with our emergency partners including police, fire and medical to be prepared. All of our plans are focused on protecting the health and safety of our students.

GUIDANCE AND COUNSELING SERVICES

Counseling services are available to all students. Students should keep in mind that their advisor is the first person to contact with questions pertaining to scheduling or school procedures. Counseling appointments are to be scheduled before and after school or during lunch. Passes are required before going to the counselor during class time. Counselors have been assigned by an alphabetical split.

HEALTH SERVICE/IMMUNIZATION REQUIREMENTS

All medication

Both prescription and over-the-counter medications must be kept in Health Services with a form signed by parent/guardian and physician, if the student is under 18 years of age. Students are allowed to carry an Epi-Pen on them during school hours if they have severe reactions to food or to other substances that would cause them to have an anaphylactic reaction if they came in contact with the substance and that would require an immediate injection of epinephrine to prevent such a reaction. Authorization forms must be updated each school year.

Emergency cards

Students under 18 years of age cannot be released from school if ill or injured unless authorized by parent/guardian or other adults designated by parent/guardian or a 911 emergency call. Please update emergency information as annually and as changes occur.

MINNESOTA STATE LAW requires all senior high students to show proof of three, diphtheria-tetanus (the last within 10 years), three polio and two measles, mumps, and rubella immunizations given after 1 year before starting school. The Hepatitis B series is recommended for this age group, but required currently at Kindergarten entry starting 2001 school year and for all 7th graders starting 2002 school year.

Please inform Health Services if you have had this series, so we can enter it on your records. Student Immunization Data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization date available to schools and physicians. Parents may opt not to participate in the registry by calling 612-676-5100 or their school health office for more information.

LATEX-SAFE SCHOOLS

Health of students and staff having latex allergies, the district has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

LOCKERS

The school will provide a locker to each student during the first week of school. Some students may be asked to share lockers. Each student will be held responsible for the condition of their assigned locker. The school cannot be responsible for personal property kept in lockers. Students should buy a lock for the locker. Any problems concerning lockers should be reported to an Administrative Assistant or the Police Liaison Officer.

LOST AND FOUND

Students who incur property loss or theft should report their concerns to the Student Support Office receptionist and complete a "Theft Report" which will then be processed through an administrative assistant. A cross reference master log will be kept in the office. Also, students who find articles that are not secured should turn these materials into the office receptionist at once.

MEDIA CENTER BEHAVIOR GUIDELINES

Individual students (i.e. students not part of a class using the media center and/or not chaperoned by a teacher) must:

- Have with them an acceptable means of verifying identity, e.g. Park Center ID card.
- Show media personnel a media pass signed by a teacher when using the media center during school hours.
- Sign the register on the counter when entering the media center.

PARKING

Park Center students are required to have permits in order to park their vehicles at school in the student parking lot. This is a requirement because our parking areas are not large enough to handle all of our staff, plus students who want to drive.

Parking permits are sold to students each trimester on the following pay schedule:

- Trimester 1: Permits are sold for \$35 each the first week of trimester I. Price increases the second week of trimester I for the remainder of the trimester
- Trimester 2: Permits are sold for \$35 each the last week of trimester I for trimester II. Price increases the first week of trimester II for the remainder of the trimester
- Trimester 3: Permits are sold for \$35 each the last week of trimester II for trimester III. Price increases the first week of trimester III for the remainder of the trimester

Any motorized vehicle which a student drives to school (including motorcycles, scooters, etc.) requires a parking permit. These vehicles will receive the same protection from our Parking Lot Attendant that cars and trucks receive.

Students are expected to follow the rules which govern our parking lots in order to maintain their parking privileges. These rules are as follows:

- Any vehicle which a student parks in the Park Center/Brooklyn Junior High parking lot must display valid permit. The permit must be in clear view, hanging from the inside mirror or lying on the dashboard.
- Student vehicles must be parked in spaces designated for students -
 - a. Not in areas reserved for staff
 - b. Not parked illegally (e.g. Handicap Space, No Parking Zone)
 - c. Not occupying more than one space
- Students must drive in accordance with the traffic laws: obeying the posted speed limit, handling their vehicle with appropriate care, etc.
- Deposit litter into appropriate trash containers.

PLEDGE OF ALLEGIANCE

Anyone who does not wish to participate in reciting the **Pledge of Allegiance** for any personal reasons may elect to do so. In addition, all students must respect another person's right to make the choice to not participate.

SCHOOL CLOSING ANNOUNCEMENTS

School closing announcements are made on WCCO 830 AM and KANO 1470 AM. KANO broadcasts the school closings every five minutes from the time of call-in.

SIGNS, POSTERS, AND LITERATURE

Any sign, poster, or literature that is to be displayed or distributed in the school building or grounds requires the prior approval of the Principal. Information and spelling should be double-checked. A publication appeal board can be used to appeal a Principal's decision. In general, public school buildings may not be used to advertise commercial activities or products.

STUDENT GROUPS (Use of School Facilities)

Any student club or group may use school facilities for meetings provided, the student club or group has:

- a. An identified staff member who provides supervision for disciplinary and safety reasons, and
- b. The student club or group has registered with the Principal

Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the

club or group is required for a particular course or results in academic credit, may seek approval from the Principal to meet during school hours. The Principal may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meeting of all student clubs or groups.

TIP LINE

The district has established a tip line for students and parents to report bullying, weapons, drugs and violence. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. All messages will be forwarded to the principal or administrator.

TOBACCO-FREE SCHOOLS

District 279 is a tobacco-free environment. School Board Policy 921 prohibits the use of tobacco in all school buildings, on school grounds, and in vehicles on school grounds, 24 hours a day, seven days a week.

WELLNESS

The District 279 School Board Policy 533 – Wellness is a response to the growing problems of childhood obesity and the health problems associated with poor nutrition and a lack of physical activity. This policy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. A healthy school environment promotes and protects student learning by encouraging healthy eating and physical activity. To that end, the policy outlines school guidelines for promoting a healthy environment. Our school district encourages the involvement of students, parents, and staff in monitoring and reviewing district nutrition and physical activity practices. The policy is required by federal statute.

This handbook was updated June 2012

Insert 3 pages of Hallway passports
here