

## ***VISION STATEMENT***

Park Center High School, in partnership with the community, dedicates itself to developing the potential of all learners: students, parents, residents, business leaders, and staff.

- ❖ To cultivate and support mutual respect for all.
- ❖ To promote self-directed lifelong learning.
- ❖ To foster the "whole" person by nurturing individual talents by meeting individual needs.
- ❖ To emphasize excellence.
- ❖ To focus on skills and knowledge that prepares learners to pursue future opportunities to live in a global community.
- ❖ To nurture skills, attitudes and activities that actively contributes to the community.
- ❖ To embrace all members of the community as learners.

### **Park Center School Song**

Come on let's cheer our team to victory  
Fight for the green and gold  
Loyal mighty fans are we  
Our team is brave and bold  
FIGHT!  
FIGHT!  
We are the Park Center Pirates  
We'll always hold our colors high  
Come on let's go team. Fight team, fight  
For we are out to win tonight!

**School Colors: Green and Gold**

PARK CENTER HIGH SCHOOL  
7300 Brooklyn Boulevard  
Brooklyn Park, MN 55443  
Telephone: 763-569-7600  
Fax: 763-569-7606  
Web address: <http://www.district279.org/sec/pcsh>

### ADMINISTRATION

Susan Hintz ..... Superintendent of Schools  
Kate Maguire ..... Assistant Superintendent, Leadership, Teaching and Learning  
Theresa Battle ..... Interim Assistant Superintendent, Leadership, Teaching and Learning  
Kelli Parpart ..... Principal  
Heather Miller-Cink ..... Assistant Principal  
Astein Osei ..... Assistant Principal  
Macky Knutson ..... Business Manager  
Jason Harris ..... Administrative Assistant  
Ryan Linneman ..... Administrative Assistant  
John Turner ..... Administrative Assistant

### STUDENT SERVICES

Austin Tollerson ..... Counselor, A-F  
Kathy Holladay ..... Counselor, G-L  
Linda Byers ..... Counselor, M-Sn  
Michael Vecello ..... Counselor, So-Z  
Diane Ahlberg ..... Career Placement Specialist  
Ellen Mayer ..... Special Education Building Coordinator  
Jennifer Borgeson ..... Library Media Specialist  
Anna Teeple ..... Library Media Specialist  
TBA ..... Health Service Specialist  
Chuck Finckler ..... Psychologist  
TBA ..... Police Liaison Officer

### Independent School District 279 Board of Education

Mr. John L. Nelson, Chair  
Ms. Kim Green Vice Chairperson  
Ms. Lin Myszkowski, Clerk  
Mr. Steven E. Antolak, Treasurer  
Ms. Linda J. Etim, Director  
Mr. Dean G. Henke, Director

## Daily Schedules

### REGULAR SCHEDULE

1st Hour .....7:30 – 8:25  
 2<sup>nd</sup> Hour .....8:30 – 9:25  
 3<sup>rd</sup> Hour.....9:30 – 10:25

#### 4th Hour

	<u>Class</u>	<u>Lunch</u>
A	11:05 - 12:00	10:30 - 11:00
B	10:30 - 11:00 11:30 - 12:00	11:00 - 11:30
C	10:30 - 11:25	11:30 - 12:00

5th Hour.....12:05 - 1:00  
 6th Hour.....1:05 - 2:00

### PEPFEST SCHEDULE

1st Hour.....7:30 - 8:15  
 ACTIVITY.....8:20 - 9:15  
 2<sup>nd</sup> Hour.....9:20 - 10:05  
 3<sup>rd</sup> Hour.....10:10 - 10:55  
 4<sup>th</sup> Hour.....11:00 - 12:20

	<u>Class</u>	<u>Lunch</u>
A	11:25 - 12:20	10:55 - 11:25
B	11:00 - 11:25 11:55 - 12:20	11:25 - 11:55
C	11:00 - 11:55	11:55 - 12:25

5<sup>th</sup> Hour.....12:25 - 1:10  
 6<sup>th</sup> Hour.....1:15 - 2:00

### ADVISORY/INTERVENTION SCHEDULE

1st Hour ..... 7:30- 8:20  
 2<sup>nd</sup> Hour .....8:25-9:15  
 3<sup>rd</sup> Hour.....9:20-10:10  
 Advisory/Intervention.....10:15-10:45

#### 4th Hour

	<u>Class</u>	<u>Lunch</u>
A	11:20 - 12:10	10:50 - 11:15
B	10:50 - 11:15 11:45 - 12:10	11:15 - 11:40
C	10:50 - 11:40	11:45 - 12:10

5<sup>th</sup> Hour..... 12:15 - 1:05  
 6th Hour.....1:10 - 2:00

### COLLABORATION SCHEDULE

1st Hour.....7:30-8:18  
 2<sup>nd</sup> Hour.....8:23-9:11  
 3<sup>rd</sup> Hour.....9:16-10:04  
 4<sup>th</sup> Hour.....10:09-10:57  
 5<sup>th</sup> Hour.....11:02-12:22

	<u>Class</u>	<u>Lunch</u>
A	11:32 - 12:22	11:02 - 11:27
B	11:02 - 11:27 11:57 - 12:22	11:27 - 11:52
C	11:02 - 11:52	11:57 - 12:22

6<sup>th</sup> Hour.....12:27 – 1:15  
**COLLABORATION/.....1:20 - 2:00**  
**INTERVENTION**

## Grading Periods for 2006-2007

**1st Trimester ~ Sept. 4 – Nov. 29 . . . 58 days**  
**October 15, 2007 Mid Trimester for Tri I**

**2nd Trimester ~ Dec. 3 – Mar. 6 . . . . . 58 days**  
**January 22, 2008 Mid Trimester for Tri II**

**3rd Trimester ~ Mar 10 – June 5 . . . 56 days**  
**April 24, 2008 Mid Trimester for Tri I**

**2007 - 2008**  
**District School Calendar**

August 24-25.....	New Teachers' Workshop
August 28-August 31 .....	All Teachers' Workshop
September 4 .....	Labor Day (No School)
September 5 .....	First Day of School
September 17.....	Picture Make-up Day
October 1-5.....	Homecoming Week
October 3.....	Picture Re-takes
October 11 .....	Conferences 3:00-8:00 P.M.
October 12.....	Licensed Staff Workshop (No School)
October 15 .....	Mid Trimester for Tri 1/Conferences 3:00-8:00 P.M.
October 18-19.....	Conference Release Day (No School)
November 22-23.....	Thanksgiving Holiday (No School)
November 28-29.....	Finals
November 30.....	Mark Reporting (No School)
December 3 .....	Tri 2 Begins
December 21.....	Last Day of School before Winter Break
January 2.....	First /Day of School after Winter Break
January 7-11 .....	Sno Daze Week
January 18 .....	Licensed Staff Workshop (No School)
January 21 .....	Martin Luther King Jr. Day (No School)
January 22 .....	Mid-Tri, 2nd Trimester/Conferences 3:00-8:00 P.M.
January 24 .....	Conferences 3:00-8:00 P.M.
February 12.....	Planning Conferences 3:00-8:00 P.M.
February 15.....	Conference Release Day
February 18.....	President's Day (No School)
March 5-6.....	Finals
March 7 .....	Mark Reporting (No School)
March 10.....	Tri 3 Begins
March 20.....	Last Day before Spring Break
March 21.....	Conferences Release Day
March 31.....	School Resumes after Spring Break
April 23.....	Conferences 3:00-8:00 P.M.
April 24 .....	Mid-Tri, 3rd Trimester
May 2 .....	Teacher Workshop (No School)
May 14.....	Awards Night/NHS Induction
May 17.....	Prom
May 26 .....	Memorial Day (No School)
May 29.....	Last Day for Seniors
June 1.....	Graduation
June 4-5.....	Finals
June 5.....	Last Day of School
June 6.....	Mark Reporting (No School)

**To check other Park Center calendar events go to the PC web:  
[www.district279.org/sec/pcsh](http://www.district279.org/sec/pcsh)**

## **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.

The code of conduct is in effect on school grounds, during school hours, and at all school sponsored activities.

### **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.

### **STUDENT RESPONSIBILITY**

The responsibility of the student is to attend each scheduled class. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline and exposes the students to group interactions with teachers and fellow students. It also enables the student to hear and participate in class discussions and involves the student in educational experiences not available in other circumstances. Instructional and learning opportunities lost through absence from class may not be retrievable.

### **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.

### **TEACHER RESPONSIBILITY**

It is the teacher's responsibility to maintain an accurate attendance record, start and end each class on time, make each student accountable for their attendance by questioning students about all unaccounted and unexcused absences, and communicating attendance concerns.

### **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.
- If students plan to be absent for more than five (5) consecutive days on a family trip, prior approval of an assistant principal is required. 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 provided prior approval has been obtained
- Approved school activities
- Family emergencies
- Court appearances
- Suspensions

When an absence is **EXCUSED**

- Students will have the chance to make up all assignments missed and receive credit.
- Work must be made up within one week from the date of the student's return to school. Any work not submitted within the week will result in "no credit."
- Upon return, students are expected to be prepared for class if they have a single day absence. Previously announced tests and assignments will be administered unless the teacher feels that the student's success would be seriously jeopardized by the single day absence.

### **TARDINESS**

At Park Center, students are given five (5) minutes to pass from one class to the next. Students arriving five (5) minutes late to any class are considered unexcused.

- A student is considered tardy any time the student is not in assigned area when the bell rings (at the beginning or ending of period.)
- Excused tardiness: any tardiness for which the student is excused in writing by an administrator, faculty member, or attendance clerk.
- Teachers will establish and maintain a plan for handling tardies in their classes. Chronic tardiness may result in a referral to the appropriate Administrative Assistant for disciplinary action.
- Students should be in the assigned classroom when the bell rings.

### **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.

On the first unexcused absence in a trimester:

- The student will not be allowed to make up work missed due to such absence.
- Parent or guardian will be notified by phone or by mail that subsequent unexcused absence will result in incremental grade reduction.  
Example: Unexcused absence #2 = B to B-;  
Unexcused absence #3 = B- to C-, etc.
- The student or his/her parent/guardian will be urged to contact school officials regarding the student's absences and the prescribed consequences.
- If, through excessive absence, the student loses the ability to pass the class, he/she maybe removed from the class and placed in a study hall.
- Students who believe they have extenuating circumstances should request a conference

with an administrator.

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. This involves a teacher coming to the home to provide help of up to one hour per week in each of the student's classes. 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. This program will be provided at district expense when appropriate.

**EXTRACURRICULAR ACTIVITIES**

This policy 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, except under the conditions stated below in item number 5.
- 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.
- If a student is absent from school due to medical reasons, he/she must present medical statement from a physician or school health service specialist clearing the student for participation that day. The note must be presented to the coach/advisor before the student participates in the activity.

**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.

### **PHYSICAL EDUCATION EXCUSE PROCEDURES**

Types of Excuses:

1. Excuses for one to three days (minor ailments and minor injuries such as colds, sprained ankles, etc.) - the student needs a written note from his/her parent/guardian. These notes are not to be taken to the health service specialist but are given to the physical education instructor at the beginning of class.

If there is a question about the validity of the note or the number of days excused, the instructor may send the student to the health service specialist for verification with the parent/guardian.

2. Excuses for more than three days - the student must obtain a written excuse from the doctor and have it signed by the school health service specialist before giving it to the physical education instructor. If the student is out of physical education longer than three days, the instructor and health service specialist will determine if the student should be assigned to an adaptive physical education situation, remain in the class with no modifications, or be assigned to a Study Hall for the remainder of the trimester.

### **BEHAVIOR GUIDELINES**

It is the responsibility of the Park Center High School community, defined as adults and students at Park Center High School, to promote a quality learning environment which is safe, respectful, and productive. This learning environment must balance the promotion of the best interests of students with student accountability. To that end, the following behavior guidelines define behaviors which interfere with a productive learning environment and the response the school community will take to such behaviors.

#### **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.

When it has been determined by the instructor that a student has academically misrepresented his/her work in any assignment/test, the student will not receive credit for the work and will be given the mark of zero for the assignment and have a conference with an administrator to discuss possible disciplinary action. There will be no makeup for this mark.

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.

Consequences for a student found guilty of cheating or plagiarism

- A parent conference will be held with the teacher and administrator
- Students will receive a zero for assignments or tests that were copied, with no chance of making up the lost credit.
- Students who allow their assignments or tests to be copied will receive the same consequences as students guilty of copying them.
- Students copying computer files are also in violation of the Acceptable User Policy for Computers, and will be dealt with accordingly.

#### **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. Amendments will be communicated through advisory.

#### **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.

#### **CARE OF SCHOOL & PERSONAL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage that was done or replace the item. Students should limit items brought to school. The administration is not responsible for items brought to school, which are lost or stolen. Damage done to student vehicles is not the responsibility of the school. Thefts should be reported to the office

#### **CHEMICAL USE/ABUSE**

The use/abuse or possession of mood altering chemicals (including steroids) by students will not be tolerated, as it may interfere with the learning process of students and it may jeopardize students' personal safety. In compliance with School District Policy 506 (Student Discipline) and 541 (Chemical Use/Abuse), the following guidelines have been established for students:

Students, regardless of age, may not possess, use, be under the influence of, distribute, sell and/or exchange unauthorized mood altering, or illegal chemical substances, such as narcotics, drugs, alcohol, or other mood-altering chemicals.

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.). Students found in violation of this policy will be subject to the following:

#### **FIRST VIOLATION**

1. Parents/Guardians will attend a conference with appropriate school personnel, including an Administrator and Chemical Awareness counselor.
2. Suspension from school according to school district policy. (3 days)
3. Option of one of the following:
  - a. Chemical assessment by an approved outside agency. The student/parent will be responsible to provide written verification from the agency that the assessment has taken place. The student/parent may make arrangements for the release of the results of the assessment to the school. Assessment by an outside agency will be at the student's/parent's expense.
  - b. Chemical pre-assessment by a qualified staff member of the school district.

4. The student will participate in the school district "Family Awareness Program" and successfully complete the program requirements. It is strongly recommended that parents also participate in this program.
5. If steps one through four are not completed by the agreed upon date, second violation consequences will be administered.
6. The student and parent/guardian will be informed of consequences for 2<sup>nd</sup> & 3<sup>rd</sup> violations.
7. The building principal and district administrators and if appropriate the activities director and coach/advisor will be informed of this violation.
8. The local police will be immediately informed of the violation and the school will file all reports and evidence with them for appropriate legal action.

#### **SECOND VIOLATION**

1. The parent/guardian will attend a conference with appropriate school personnel, including an Administrator and Chemical Awareness Counselor.
2. Suspension from school according to school district policy. (5 days)
3. The student will undergo a chemical assessment by an agreed upon outside agency. The student will be responsible to provide written verification from the agency that the assessment has taken place. The student/parent will be responsible to provide written verification from the agency that the assessment has taken place. The student/parent may make arrangements for the release of the results of the assessment to the school. Assessment by an outside agency will be at the student's/parent's expense.
4. If a chemical assessment is not obtained from an approved agency by the agreed upon date, the third violation consequences will be administered.
5. The student and parent/guardian will be informed of consequences for the third violation.
6. The building principal and district administrators and, if appropriate, the activities director and coach/advisor will be informed of the violation.
7. The local police will be immediately informed of the violation and the school will file all reports and evidence with them for appropriate legal action.

#### **THIRD VIOLATION**

1. The parent/guardian will attend a conference with appropriate school personnel, including the Assistant Principal and Chemical Awareness Counselor.
2. Suspension from school according to school district policy. (10 days)
3. Notification of violation to:
  - a. Principal
  - b. Assistant Superintendent of Leadership, Teaching, and Learning
  - c. Superintendent
  - d. and, if appropriate, activities director and coach/advisor
4. In accordance with Policy 541, the student's name will be forwarded to the Superintendent of Schools, with the administrative recommendation for expulsion. If the student has not received a chemical assessment as outlined in the first and second violations, parents are strongly urged to do this and follow through with recommendations given.
5. The local police will be immediately informed of the violation and the school will file all reports and evidence with them for appropriate legal action.

#### **CHEMICAL USE PROCEDURES/SALE OF CHEMICALS**

1. The local police will be immediately informed of the violation and the school will file all reports and evidence with them for appropriate legal action.
2. Suspension/expulsion from school according to school district policy 506 and 535; Minnesota Statute 121A.41 to 121A.47.
3. In accordance with Policy 541, the student's name will be forwarded to the Superintendent of Schools with the administrative recommendation for expulsion. If the student has not received a chemical assessment as outlined in the first and second violations, parents are strongly urged to do this and follow through with recommendations given.

4. Notification of violation to:
  - a. Principal
  - b. Assistant Superintendent of Leadership, Teaching, and Learning
  - c. Superintendent of Schools
5. Parent/guardian will attend a conference with appropriate school personnel, including an administrator and student assistance counselor.

### **Athletic Eligibility Rules and Procedures as they Pertain to Use/Abuse of Mood Altering Chemicals**

(Addendum to MSHSL minimum standards)

#### **FIRST VIOLATION**

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Guidance:** The guidance component requires participation in the chemical awareness program, which may include one, two or three of the following:

1. Chemical pre-assessment (1½ - 2 hours, during school day)
2. Awareness group (three sessions during school day)
3. Family Awareness night (1½ evening hours)

(If a student chooses not to follow through with the guidance component, the consequences will initiate the next penalty of athletic eligibility (i.e., next six (6) consecutive contests.)

#### **SECOND VIOLATION**

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

**Guidance:** The guidance component requires participation in the chemical awareness program, which will include all of the following: chemical pre-assessment, awareness group, and Family Awareness night.

#### **THIRD AND SUBSEQUENT VIOLATIONS**

**Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant.

If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity or sophomore team or activity.

A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

**Guidance:** The guidance component requires the student to undergo a chemical assessment by an approved outside agency. The student will be responsible to provide written verification from the agency that the assessment has taken place. The student may make arrangements for the release of the results of the assessment to school.

**Fine Arts Eligibility Rules and Procedures as they pertain to Use/Abuse of Mood Altering Chemicals**

(Addendum to Minnesota State High School League Music and Speech Eligibility Bulletin)

**CLASSIFICATION A**

Classroom Performing Fine Arts Groups: (All Bands, Choirs and Orchestras.)

**FIRST VIOLATION**

**Penalty:** After confirmation of the first violation the student shall lose eligibility for all scheduled performances in which the student is a participant for one week after the date of infraction. If there are no scheduled performances within that time frame, the student will be required to make up 10 hours of detention time or miss the next scheduled performance. This determination will be made at a conference with the assistant principal director/advisor, parents and student. NO exception is permitted for a student who becomes a participant in a treatment program.

**Guidance:** It is required that the student meet with the school guidance department and follow any directions as outlined in the District #279 Chemical Abuse Policy.

**SECOND VIOLATION**

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for all scheduled performances for two weeks after the date of infraction. If there are no scheduled performances within that time frame, the student will be required to make up 20 hours of detention time or miss the next two scheduled performances. This determination will be made at a conference with the assistant principal director/advisor, parents and student. NO exception is permitted for a student who becomes a participant in a treatment program.

**Guidance:** It is required that the student meet with the school guidance department and follow any directions as outlined in the District #279 Chemical Abuse Policy.

**THIRD AND SUBSEQUENT VIOLATIONS**

**Penalty:** After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) consecutive weeks in which the student is a participant.

**Guidance:** It is required that the student meet with the school guidance department and follow any directions as outlined in the District #279 Chemical Abuse Policy. After confirmation of the third violation, the director/advisor, chemical awareness counselor, assistant principal, parent and student will meet to discuss the feasibility of the student remaining in the activity. If after the third or subsequent violation, the student becomes a participant in a chemical dependency program or treatment program, they may be certified for reinstatement in scheduled performances after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties shall be accumulative beginning with and throughout the student's participation in a high school activity.

**CLASSIFICATION B**

**Extracurricular Fine Arts** - (All groups that represent District #279 High Schools and meet outside of the regular school day. This could include such groups as Vocal Ensemble, One-Act Play, Three-Act Play, etc.)

**Penalties** will be determined by a Fine Arts Faculty Committee of three to include one music representative, one speech representative, and an assistant principal. They will review and determine the future participation of the student in the extracurricular activity

**Guidance:** It is required that the student meet with the school guidance department and follow any directions as outlined in the District #279 Chemical Abuse Policy.

### **COMMUNITY CHEMICAL VIOLATIONS**

When a student violates Minnesota law regarding chemical use, (consumption, possession, DUI, etc.) that community police department is mandated to notify, in writing, the chemical awareness counselor or designee.

These reports are not considered school district policy violations. However, if the student is involved in the MN State High School League (i.e., debate, athletics, fine arts, etc.) then MSHSL consequences do apply.

### **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, suspension from class, in-school or out-of-school suspension, exclusion, or expulsion. The disciplinary actions written in this handbook are aligned with District #279 Policies & Procedures and the Pupil Fair Dismissal Act. Copies of these policies and procedures can be viewed at the school or the Educational Service Center.

### **DETENTION**

- Detention may be assigned to students for the following reasons:
- Skipping class, advisory, or study hall
- Inappropriate classroom behavior
- Inappropriate hallway and/or cafeteria behavior (disturbance or hall pass infraction)
- Leaving the building without permission
- Disrespectful behavior
- Falsifying notes and/or passes
- Any other inappropriate behavior

The length of one session of detention is 60 minutes. Detention is served from 2:10 p.m. to 3:10 p.m., Monday through Thursday. The detention room procedures are as follows:

- Students must fill out a detention form in the detention room and hand it in.
- Students are to remain in the detention room the entire 60 minutes. They will not be allowed to leave the room to go to their lockers, use the telephone, etc.
- Soft drinks or food will not be allowed in the detention room.
- Students may not have their friends (who are not serving detention) in the detention room with them.

Detention will be quiet study or reading time.

### **DISRUPTIVE/DISORDERLY BEHAVIOR**

Acts, which interfere with effective operation of the school, in or out of the classroom include but not limited to:

- Engaging in offensive, obscene, or abusive behavior.
- Boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.
- Inappropriate cheers or other examples of poor sportsmanship at athletic events.
- Failure to respect private property or improper conduct while riding or waiting for the bus.
- Disruptive behavior in detention.

### **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. Example would be: items confiscated on Monday can be retrieved on Wednesday after 2 pm. 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, hats, and other headwear are not to be worn during the school day because of health and safety reasons. Sweaters and sweatshirts are recommended for used during the school day by students who may feel chilled.

#### **ELECTRONIC DEVICES**

Electronic communication devices, listening devices, and electronic game systems are not permitted during school hours. This includes, but is not limited to, cell phones, pagers, CD players, MP3 players, iPods, headphones, and PSP players. Any electronic item seen or heard 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. Example would be; items confiscated on Monday can be retrieved on Wednesday after 2 pm. 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 of.

#### **FINES**

All fines must be paid in order to purchase a parking permit, attend prom or other school dances, and participate in the graduation ceremony.

#### **FIELD TRIPS**

Field trips and other school-sponsored trips are considered to be extensions of the school. All rules and regulations are to be followed and enforced. Students going on school trips must prearrange their absences at least one day in advance with other teachers. Transportation and admission costs will be the responsibility of the student unless there is a financial hardship.

#### **FORGERY**

Notes or telephone calls, which are identified as coming from someone other than the person identified, are considered as acts of forgery. Forgery will result in disciplinary action.

#### **GAMBLING**

Students may not participate in games of chance with the express purpose of exchanging money or other goods while on school property or while attending any school sponsored activity. Card playing or dice games are not permitted at any time during schools hours. Cards, dice and/or other gaming devices will be confiscated. Gambling will result disciplinary action.

### **HALLWAYS**

Students are not to be in hallways during classes. Any students who are in the hallway during class must have a pass from his/her planner that is signed by a staff member.

### **IDENTIFICATION**

Students have the responsibility to identify themselves by showing a current school ID when asked by a school staff member. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

### **INSUBORDINATION**

All employees of the school have the authority, responsibility, and obligation to enforce school regulations. Students shall accept and carry out legitimate instructions issued by a staff member. Insubordination includes, but not limited to:

- Refusal to give proper identification when requested to do so.
- Refusal to disburse or leave a particular area when directed to do so.
- Failure to report to the office when directed to do so.
- Continuing conduct after being asked to stop.
- Refusing to answer appropriate questions or to move to new location when asked to do so.

### **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.
- (Reckless or careless driving – driving on school property in such a manner as to endanger persons or property.)
- Unauthorized parking on school property.
- 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 524**

Electronic information research skills are fundamental to preparation of students as citizens of the world. The School District expects that 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.

### **LIABILITY OF PERSONAL MATERIALS**

The Osseo District school insurance does not cover the loss of personal items. We encourage students to lock hall and gym lockers. Students may also store valuable items, of reasonable size, in the office vault. Should any theft occur, please complete a "Theft Report" in the student service office.

### **NETWORK/INTERNET RESOURCES**

District 279 is doing its best to bring state-of-the-art technology to students and teachers, but providing technology and technology support to schools such as Park Center is expensive. Furthermore, it is important for students and teachers to have continual and unhampered access to this technology at all times to learn and/or teach effectively. Consequently, these guidelines are crucial to ensure responsible use of the school's computer facilities by all users. The Park Center Computer Use Guidelines provide students and teachers with guidelines regarding the use of any computer within the school, regardless of where the computers are located or whether they allow access to the Internet or not.

Access to the school's computer facilities is a privilege and not a right. School computers may, therefore, not be used for any purpose other than education. Responsible usage implies the correct application of information skills, including the examination of all material for authority, credibility, impartiality, relevance, reliability, and suitability. Users may not use the Internet access for recreational browsing and/or "surfing the net".

Students are responsible for their own actions at all times and will, therefore, assume full liability, financial (reimbursing the district/school for damage incurred during use of the system), legal or otherwise, for all their actions while using the school's computer facilities. Neither Park Center nor District 279 is liable for the action(s) of any user when connecting to the Internet using the school's computer facilities.

The school does not guarantee that the computer technology system will meet any specific requirements, nor that it will be clear of errors, nor shall it be accountable for any damage such as loss of data, information and/or time incurred with use of inability to use the system. As the accuracy and/or quality of information obtained through the Internet cannot be guaranteed, use of information obtained via the Internet is at risk of the user.

Parents/guardians have the right to request that their child not be allowed access to the Internet. It is the parent/guardian's responsibility to inform the school of this decision in writing.

When using the school's computer facilities, students are required to have their school ID's with them and keep a record of sites visited while using the Internet.

### **CONDITIONS, GUIDELINES, AND RULES**

#### **Educational use of the school's computer technology**

The school's computer technology may not be used for activities inconsistent with curricular needs and/or in any way that would disrupt, intrude upon and/or obstruct the use of these facilities by others. This includes, but is not limited to, personal use, gambling or simulated wager games, political lobbying, and/or promotion of products and/or services for the intents of financial or other gain for individuals, employers, companies, and/or any other enterprises.

#### **Respecting other users' rights**

Users are required to be considerate of, courteous, and polite toward other users when using the school's computer technology. The following are strictly prohibited:

- Wasting technology resources such as file space, printers and printing supplies, etc.
- Accessing bulletin boards and/or any graphic programs containing distasteful, obscene, off-color, pornographic, sexually explicit, and/or in any way offensive and/or suggestive materials inappropriate to the school environment.
- Using unacceptable (blasphemous, coarse, impolite, lewd, rude or vulgar) language in communications with others.

- Creating, downloading and/or transmitting fraudulent, harassing, impolite, obscene, threatening and/or any other way inappropriate messages that could offend individuals and/or groups because of age, gender, physical attributes, political convictions, race, religious beliefs, sexual orientation, etc.
- Confidentiality, Safety and Privacy: Users should present themselves accurately when using the school's computer technology, but in doing so, should not include confidential, protected, personal and/or family information such as last names, addresses, home phone numbers, and credit card numbers. They should respect the privacy of other users at all times and therefore, may not seek out, obtain copies of, and/or modify data, files and/or passwords belonging to others without their consent, and/or allow others to have access to their accounts and/or passwords.
- Plagiarism and Copyright: Copyright laws and/or licensing agreements must be obeyed.
- Inappropriate use of the computer could result in loss of computer privileges throughout the school.

**NOTE:** Users should not respond to abusive, derogate, insulting and/or suggestive messages received using the school's computer technology. Such incidents should be reported to the teacher or media personnel immediately.

#### **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.

### **TELEPHONES**

School telephones are for business only! They should NOT be used for personal calls except in cases of emergency, and then, only with the consent of someone in the office. Students will NOT be called from class to answer the telephone except in an emergency. A pay telephone is available for student use at the cost of \$.35 a call.

### **TOBACCO USE**

District #279 schools are a tobacco-free environment 24 hours per day. No student, REGARDLESS OF AGE, may possess or use tobacco in the building, on school grounds, including the parking lot, on the school bus, at school activities, or at events taking place away from the school (i.e. field trips, athletic events, etc.).

By the "USE OF TOBACCO", we mean being caught with a cigarette in your hand or mouth, with smoke exhaling from your mouth, or with chewing tobacco or snuff in your mouth, etc. If you are under 18, it is illegal to possess, smoke, chew or ingest tobacco. It is also illegal to purchase or attempt to purchase tobacco. The consequences for possessing, using, or purchasing tobacco while at school will result in a referral to the legal authorities.

- There are additional consequences for violating the school tobacco use Policy #506.
- These violations are accumulated from 10th through 12th grade.

1. **FIRST VIOLATION:**

- a. Administrative Warning
- b. Tobacco awareness session with Student Assistance Counselor
- c. Police referral

2. **SECOND VIOLATION:**

- a. One (1) day administrative dismissal from school
- b. Tobacco intervention referral
- c. Police referral

3. **THIRD VIOLATION:**

- a. Three (3) day suspension from school
- b. Tobacco intervention referral
- c. Police referral

4. **FOURTH VIOLATION AND SUBSEQUENT VIOLATIONS:**

- a. Five (5) day suspension from school
- b. Tobacco intervention referral
- c. Police referral

Each occurrence will incur a ticket and potential fine.

### **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.

**ADVISORY**

Advisory is a school wide program which is required of all Park Cent Senior High students. It will meet regularly and consequences for unexcused absences may include detention, in-school suspension, and/or suspension. Successful completion of Advisory is necessary to participate in graduation ceremony.

**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 satisfy the following minimum requirements in the senior high school:

- Earn 64 total trimester credits in grades 9-12.
- Pass MN Basic Standards Tests
  - Reading and Mathematics score of 600 or higher
  - Written Composition score of 3 or higher
- Successful completion of Advisory

The credit requirements are as follows:

**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

**3 credits in Arts**

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

**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
- 1 credit of World Geog Intro
- 1 credit of Am History
- 1 credit of World Geog-Asia
- 1 credit of World Geog-Africa/ Europe/Mideast
- 1 credit of World History
- 1 credit of Political Science
- 1 credit of Economics

**9 credits in Math**

**19 credits – Electives**

**Successful Completion of Advisory**

**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.

### **OPTIONS**

Educational options exist outside of the high school setting. Information on some in-district options is listed below. More information on these and other program options is available in the registration handbook. Students should consult with a counselor or an administrator regarding other opportunities.

### **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.

### **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.

### **REPORT CARDS**

It is the right of every student to be informed of his/her academic progress. In order to ensure a student of this right, a report will be given to the student at the conclusion of each trimester.

### **SCHEDULE CHANGES**

When a student registers for a class, he/she has the responsibility of remaining in the class and completing it. Changes may be honored if the change has the best interest of the student's education in mind, if the teachers involved approve the change, and if the reason for changing a class is one of the six "acceptable" reasons listed below. If a class is to be dropped or added, it should be changed during the first two days of each trimester. The only acceptable reasons for schedule changes are:

- Attended summer school program and eliminated need for credit.
- Drop a study hall to add a class.
- Have a written doctor's excuse and cannot take class.
- Class has been determined by a teacher to be beyond the student's ability.
- Have been accepted on a special program.
- Administrative action.

Classes dropped after the acceptable drop date will result in a failing grade for the course.

Keep in mind that it may not be possible in all cases to get the student the exact schedule that the student wants. However, the student will be given the best possible schedule available.

### **STUDY HALL**

Some students prefer to carry five credit-producing classes and use the extra period to study. Students who are not scheduled for a class must be in a study hall. Study hall rules are established by the study hall teacher and are to be adhered to by students in the class.

Study halls will be maintained as basically quiet places to study. Recreation (e.g. card playing) will not be allowed.

If a student does not feel the need for study hall time, he/she is encouraged to take six classes or explore other alternatives such as teacher aide, office aide, etc.

Study hall attendance is mandatory and detention is served for unexcused absence. One hour of detention is assigned for each unexcused absence. Students who make prior plans to take makeup exams or participate in other teacher supervised activities during study hall times must first bring a written note from the teacher to the study hall supervisor and receive a pass to go to the prearranged activity. The pass must be returned by the end of the period.

#### **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.

#### **WITHDRAWAL PROCEDURES**

If a student moves from the district or transfers to another school in the district, parents are asked to call the school or send a written message to that effect to the principal's office. The school should receive this information at least two (2) days before the student's last day of attendance. The student should report to the principal's office the morning of his/her day of withdrawal.

We are concerned about students who leave high school before completion. Should a student choose to withdraw from school, please:

- Contact a counselor to explore alternatives.
- Obtain the withdrawal forms from the counseling secretary.
- Obtain the necessary signatures on the withdrawal form.
- Return the completed form to the counseling secretary.

It is hoped that this process will help a student to determine a means of completing his/her high school education.

## **SENIOR INFORMATION**

#### **COMMENCEMENT CEREMONY**

- The commencement ceremony will take place at the Target Center in Minneapolis. All eligible seniors planning to participate in the commencement ceremony must wear the traditional caps and gown, which will be distributed to the seniors during the last week of school.
- The commencement participation fee is \$20.00.
- Each student must complete all requirements to participate in the commencement ceremony. This includes the completion of the required credits, payment of fines and the participation fee, and completion of advisory activities.

#### **SENIOR GRADUATION ANNOUNCEMENTS AND JEWELRY**

A vendor does visit the school so students can order graduation announcements and/or jewelry. The school is offering a service, but the student is welcome to order any or all products from any source.

#### **SENIOR GRADUATION PICTURES**

The school recognizes an official photographer for the purpose of providing identical quality color pictures for the yearbook. Seniors are given four free poses from which to choose. Students may choose these for ordering portraits or get additional proofs from this or any other photographer.

### **SENIOR HONORS**

At graduation, students are given recognition in the following manner:

**High Honor** - Students who have a cumulative grade point average of 3.80 or above after trimester 2 are eligible for High Honors. These students are individually recognized. A gold tassel can be worn and a gold sash is presented to each student during the commencement ceremony.

**Honor** - Students who have a cumulative grade point average of 3.00 or above after trimester 2 are eligible for Honors. These students are identified in the program and can wear a gold tassel.

### **SENIOR LAST DAY**

The last day of school for seniors is intended to be a "regular" day. Lockers must be completely cleaned out before you leave. Prior to the seniors last day there will be a designated day for seniors to clean out their lockers. Any inappropriate behavior on the last day of school may result in denial of participation in the graduation ceremony.

### **SENIOR PARTY**

On the night of graduation, the senior parents sponsor an all-night party for seniors only. This event is well attended and well planned. It offers a tremendous culminating activity.

### **SENIOR SKIP DAY**

District #279 Schools do not authorize a senior skip day.

## **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.

**GUIDELINES FOR BEHAVIOR**

To know the difference between behavior that is okay and behavior that constitutes sexual harassment, remember these guidelines:

- Be aware of the difference between the intent of your behavior and the impact of your behavior.
- Be sure that there is equal initiation and participation when you interact with others.
- Treat people as they would like to be treated, not as you think they would like to be treated.

**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.

### **MARRIED STUDENTS**

District #279 recognizes each student as an individual and, therefore, denies no rights to students because of marital status. Married persons are encouraged to remain in school and complete their education.

**MILITARY RECRUITERS REQUESTING STUDENT INFORMATION**

**NOTICE TO PARENTS/GUARDIANS AND STUDENTS  
REGARDING THE RELEASE OF INFORMATION TO MILITARY RECRUITERS**

New Federal and State laws require all school districts, including Osseo Area Schools, 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 and not a dependent) requests that the information not be provided without written permission.

According to State law, military recruiters may only use the information for the purpose of providing notification to students about military service, State and Federal veteran's education benefits, and other career and educational opportunities provided by the military. Additionally, military recruiters are prohibited from sharing the information except to recruiting services personnel of the armed forces.

It is important to understand that if you do nothing, the Osseo Area Schools will release your student's name, address, and telephone number to a military recruiter who requests the information.

If you do not want the Osseo Area Schools to release your student's name, address, and telephone number to a military recruiter, you must complete the bottom portion of this form and return it to the Educational Service Center, Attention: Information Systems, 11200 93rd Ave. N., Maple Grove, MN 55369. Please note that if you previously submitted a Denial of Release of Directory Information, it alone will not be sufficient. The law requires that a specific denial of access to military recruiters be made. As a result of completing the bottom portion of the form, the Osseo Area Schools will not release your student's name, address, and telephone number to a military recruiter who makes a request.

Submitting this Denial of Release of Information to Military Recruiters does not affect the release of directory information to the public, including military recruiting officers. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must also complete and submit a Denial of Release of Directory Information.

Denial of Release of information to Military Recruiters  
Pursuant to the Notice Regarding the Release of Information to Military Recruiters the District MAY NOT release the following information in response to a request from military recruiters without my expressed written consent: student's name, student's address, and home telephone number.

Signed \_\_\_\_\_  
Circle one ~ Parent ~ Guardian ~ Eligible Student

Student Affected \_\_\_\_\_ Grade level \_\_\_\_\_

Address \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Date \_\_\_\_\_



### **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.

### **PLEDGE OF ALLEGIANCE**

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

### **PREGNANCY**

A pregnant student retains all the rights and privileges of other students. If a student becomes pregnant, she should contact the health service specialist or a counselor to discuss the importance of her education and the various educational alternatives available to her.

### **STUDENT RECORDS AND YOUR RIGHTS**

School Board Policy #515 – Protection and Privacy of Education Records, lists rules and procedures regarding 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 or Ann Kern, Assistant Director, 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
- student's address
- date of birth
- school of attendance
- grade(s) completed
- dates of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)

A parent/guardian of a student or an eligible student may object to the designation of any or all of the above information as directory information and may notify the building principal or superintendent of schools in writing (Appendix B of School Board Policy 515) by September 30th of the current school year. By October 15th, the student's record will be marked by the record custodian to indicate the items the District will designate as directory information about the student for which this written request has been received. The designation will remain in effect until it is modified by written direction by the parent/guardian or eligible student. Copies of Appendix B may be obtained from any school office. Requests for directory information are made to Chris Brooks, Coordinator, Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369.

**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, including teachers, 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 in the form of suspension and expulsion and any disposition order which adjudicates the student as delinquent for committing an illegal act on district property.
- 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.

#### **Storage of Student Records**

Student records are kept secure in the school 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.

Questions concerning student records should be directed to Ann Kern, Assistant Director, Student Support Services, at (763) 391-7124.

### **Statement of Rights**

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, Tennessee Notice, the Confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975, and Independent school District No. 279 School Board Policy 515 – Protection and Privacy of Education Records.

1. The right to inspect and review the student's records.
2. The right to seek to correct the student's records, in a hearing if necessary.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that Federal or State law authorize disclosures without consent;
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests.
  - b. Another exception is that upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, including records of disciplinary action taken in the form of suspension and expulsion, and any disposition order which adjudicates the student as delinquent for committing an illegal act on District property.
4. The right to report violations of the rules and regulations, cited above, to the Department of Education.
5. The right to explanations and interpretations of the records.
6. The right to have a representative of the parent/guardian or eligible student inspect and review the records.
7. The right to exercise a limited control over other people's access to the student's records.
8. The right, if asked to provide private or confidential data, to be informed of:
  - a. the purpose and intended use of the data within the school system;
  - b. whether he/she may refuse or is legally required to supply the requested data;
  - c. any known consequences of not providing the data; and
  - d. the identity of other persons or entities authorized by State or Federal law to receive the data.
9. The right to be informed of the above rights.

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.

Parents/guardians or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the building principal or to the Superintendent of Schools.

Copies of this STATEMENT OF RIGHTS will be made available to parents/guardians through official school publications. Copies are also available from the district administrative offices upon request.

### **USE OF SCHOOL FACILITIES BY STUDENT GROUPS**

Any student club or group may use school facilities for meetings, provided, the student club or group has: 1) an identified staff member who provides supervision for disciplinary and safety reasons only and 2) 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 meetings of all student clubs or groups

## **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.

#### **Minnesota State High School League/Northwest Suburban Conference**

Osseo District 279 is a member of the Minnesota State High School League and Northwest Suburban Conference and follows and enforces all rules and regulations of same.

#### **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	64

### **Extracurricular Dates and Fees**

Activity	Season	Fees
1-Act Play	Fall	\$90.00
3-Act Play	Winter	\$90.00
Musical	Spring	\$90.00
Speech	Winter	\$90.00
Marching Band	Summer/ Fall	\$90.00
Pep Band	Fall/Winter	\$90.00
Math Team	All Year	\$90.00
News-paper	All Year	\$90.00

#### **HIGH SCHOOL SPORTS**

Registration for all high school sports is done at the Athletic Office in Park Center Senior High. The Athletic Office will open beginning Monday, August 6, 2007 to register athletes for fall sports. Office hours are 8:00 am–2:45 pm Monday through Friday.

#### **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. Member schools include Andover, Anoka, Blaine, Centennial, Champlin Park, Coon Rapids, Elk River, Maple Grove, Osseo, and Park Center. The mission of the Northwest Suburban Conference is to provide educational opportunities for students in competitive and cooperative extra-curricular and co-curricular activities. Through participation in these activities, our conference strives to have our students:

- Develop a healthy lifestyle.
- Exhibit fair play through honorable competition.
- Develop an appreciation of preparation and its relationship to success.
- Value treating people with dignity and respect.
- Develop personal characteristics of poise, cooperation, leadership, perseverance, and self-discipline

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.

**2007-2008 FALL ATHLETIC DATES AND FEES**

Sport	Grades	1st Practice	Fees
Cross Country	7-12	Aug. 13	\$180.00
Cheerleading	9-12	Aug. 13	\$180.00
Football	9-12	Aug. 13	\$180.00
Soccer-Adapt	7-12	Sept. 10	\$180.00
Soccer-Boys	7-12	Aug. 13	\$180.00
Soccer-Girls	7-12	Aug. 13	\$180.00
Swim-Girls	9-12	Aug. 13	\$180.00
Tennis-Girls	9-12	Aug. 13	\$180.00
Volleyball	9-12	Aug. 13	\$180.00

**2007-2008 WINTER ATHLETIC DATES AND FEES**

Sport	Grades	1st Practice	Fees
Basketball - Boys	9-12	Nov. 26	\$180.00
Basketball - Girls	9-12	Nov. 12	\$180.00
Cheerleading	9-12	Nov. 12	\$180.00
Dance line	9-12	Oct. 22	\$180.00
Gymnastics	9-12	Nov. 12	\$180.00
Hockey - Boys	7-12	Nov. 12	\$180.00
Hockey - Girls	7-12	Oct. 29	\$180.00
Nordic Ski	7-12	Nov. 12	\$180.00
Swim – Boys	9-12	Nov.	\$180.00
Wrestling	7-12	Nov.	\$180.00
Adapt Hockey	7-12	Nov.	\$180.00

**2008 SPRING ATHLETIC DATES AND FEES**

Sport	Grades	1st Practice	Fees
Baseball	7-12	March 17	\$180.00
Golf – Boys	9-12	March 10	\$180.00
Golf – Girls	9-12	March 10	\$180.00
Softball	9-12	March 10	\$180.00
Tennis – Boys	9-12	March 24	\$180.00
Track & Field	9-12	March 10	\$180.00
Synchronized Swim	7-12	March 3	\$180.00
Adapt. Softball	7-12	March 3	\$180.00

Park Center High School Athletic Office will open on Monday August 6, 2007 at 8:00 a.m. The Athletic Office will be open daily from 8:00 a.m. to 2:45 p.m. 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.

### **EXCEPTIONAL JUNIOR HIGH ATHLETE**

#### **Procedure:**

- Step 1: The parent involved should request the forms from the junior high principal.
- Step 2: These forms would in turn be submitted to the District Activities Coordinator for consideration.
- Step 3: The high school coach in that sport would be responsible to gather the needed information to make that decision.
- Step 4: A recommendation would be presented to the District Activities Coordinator stating that this student is of ability to participate at the high school varsity level, and will be a starter or a member of the "A" squad.

## **STUDENT SERVICES**

### **ADVISORY**

Because of the large population at Park Center, we believe that a teacher who meets with the same group of students on a regular basis for three years will help provide an environment which generates a more personalized approach to each student's educational experience.

#### **Goals for Advisory:**

- To have at least one adult in the building become more familiar with the social and academic needs of his/her assigned advisory students.
- To encourage the development of the individual student's potential as a maturing young adult.
- To provide assistance to parents and students in developing a program of learning that is compatible with their educational goals and to help implement such programs so that normal progress towards graduation can be accomplished.
- To support the academic component of Park Center.
- To support the interpretation and implementation of school policies, procedures, and processes.
- To promote the communication and dissemination of information about programs, activities, events, etc.

#### **Student Responsibilities**

- Students are expected to be in advisory on advisement days.
- Students are expected to be on time to advisory. (Before bell rings)
- Students are expected to be either quietly reading or studying.
- Students are expected to bring reading materials or homework to advisory.
- Students are expected to present prearranged passes to complete work for staff outside of their present advisory at the beginning of the advisory period. (Only prearranged passes will be accepted.)
- Students are expected to demonstrate appropriate behavior in advisory as outlined in the advisory rules and abide by all other rules of conduct established for Park Center students while at school.
- Students will be expected to participate in and complete the designated advisory activities and expectations in a responsible manner.

#### **Consequences for Students Who Do Not Participate in Required Advisory Activities**

Failure to Participate: Examples: sleeping, not coming with required reading/study materials, sitting and choosing not to participate, disruptive behavior, or excessive talking during quiet reading/study time. It is recommended that the advisor handle the discipline in their advisory the same way they would in the regular classroom.

The following consequences are the responsibility of the advisor:

- A teacher may choose to assign 30 minutes of detention each time a student does not participate in required advisory activities. (It is recommended that only one assignment of detention be given per/day.) The assigning teacher must cover the detention.
- If a problem becomes habitual a teacher may also choose to: Refer the student to an administrative assistant for disciplinary action.

#### **ADVISORY PARTIES**

Advisory Parties will be held during homeroom only on designated days and not more than once per term.

#### **ANNOUNCEMENTS OF STUDENT INTEREST**

Students have the right to be informed about school activities. Therefore, a morning bulletin will be prepared by 2:30 p.m. each day. It is the student's responsibility to give the receptionist, by 11:00, all announcements that would be of interest to the majority of the students. These announcements must have an authorizing signature.

#### **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 2007-2008 school year.

#### **CAREER RESOURCE CENTER**

Students are encouraged to familiarize themselves with the information and resources available to them in the CRC. Questions pertaining to college entrance testing, vocations, military, etc., can be answered by the CRC personnel. The Career Resource Center is located on first floor off the south end of the cafeteria. A Placement Specialist will help students plan and investigate career opportunities.

#### **CLASS RINGS**

Class rings may be ordered during the fall of the sophomore year. There is no requirement for students to order their ring or to order from the representative that visits the building. The presence of the ring representative is a service to the student.

#### **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.

#### **FIRE DRILLS**

According to Minnesota State Law, schools must have fire drills. It's therefore, important that students follow the fire drill guidelines each time that the alarm goes off. The guidelines are:

- Leave the building immediately according to the directions posted in each area.
- Once out of the building, move at least 100 feet from the building and out of the fire lanes until the all-clear bell rings.

- If the alarm rings during lunchtime, leave the cafeteria immediately and leave the trays on the table. When returning to the cafeteria, finish lunch and bus the trays.

### **FUND RAISING**

Clubs, classes, music groups, and other organizations need to raise money to support a special activity or trip. The usual method of covering expenses for these special events is through fund raising approved by the district office. The organization may begin their fund raising activity only after approval has been given by the Assistant Superintendent of Leadership, Teaching, and Learning.

Monies raised by, school approved, activities become the property of the school district. These funds are to be used as directed by the request and cannot be distributed to individual students for their personal use. In the event the activity shown on the request form is canceled, the advisor and the group members may choose an alternate event with permission of the Principal.

No individual student or outside organization, public or private, charitable or otherwise, may use the school to sell literature or products for profit. School organizations, which have received approval to fund raise, may not sell items in the classroom. Staff members may not be solicited during their workday.

### **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.

The following services are available to students.

- Opportunities to evaluate aptitudes, interests, values, and personality traits in relation to career exploration and human interaction.
- Printed information on scholarship possibilities, college and trade school testing dates and other pertinent educational-vocational information.
- Assistance in improving learning techniques.
- Help with personal problems or concerns regarding such things as relationships with teachers, friends, family, school, and on chemical use.
- A career resource room that has educational-vocational information and occasionally invites representatives from various job clusters and educational institutions for students to talk with.
- Assistance for students and parents in selecting appropriate courses.

### **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.

#### **HOMECOMING AND SNO DAZE**

Homecoming and Sno-Daze activities are organized to serve students:

- To allow students to choose from their own class, a group to hold the ceremonial position of "Royalty." Students elected to "Royalty" will be expected to attend all classes and participate in ceremonies.
- To allow students to demonstrate their talent.
- To give students, parents, staff, and community a chance to meet in an atmosphere of celebration.

#### **INSURANCE**

Student accident insurance and student dental insurance plan will be available. Information and application forms will be issued during the first weeks of each school year.

#### **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 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.

#### **LUNCH**

Lunch is served in the cafeteria. The hot lunch price for 2007-2008 is \$1.80 for the whole lunch. Hot lunch is not to be taken from the cafeteria and is to be eaten while seated at a table.

A la carte - the a la carte line provides additional choices for the student. Students are to take the responsibility for depositing the wrappers and cartons in the proper place and to eat all food in the cafeteria area.

There is **NO** open lunch at Park Center.

Conduct in the Cafeteria - The right of the student to eat in the cafeteria is coupled with the responsibility of keeping the area presentable for others. Food throwing and other disrespectful conduct may result in suspension from the lunchroom and/or suspension from school and parent/guardian contact. A student will be asked to leave the lunchroom and may be required to clean the lunchroom if his/her behavior is unacceptable. Each student is responsible for busing his/her dishes and trays.

Our electronic lunch program is monitored by a computer. Students deposit money into their individual accounts and the system will automatically deduct money from their accounts after each purchase. The way this process works is as follows:

- Money is deposited into the student's account.
- Student memorizes his/her account number. This number will be given to the student in advisory.
- The student enters his/her account number into the keypad located at the checkout area.
- The student receives a lunch in the school cafeteria.

- Student states his/her name to the cashier.
- Cost of lunch will automatically be deducted from the student's account. Account information is available upon request at this time.

Students are not obligated to use the computer system: however, all students purchasing food from the cafeteria will be required to use their five-digit account number before their purchase is complete.

#### **MEDIA CENTER**

The Media Center consists of an Open Media Area (Library) and two Computer Labs (Teaching and Walk-in Labs).

#### **Media Center Hours**

Monday - Thursday: 7:00 a.m. - 3:00 p.m.

Friday: 7:00 a.m. - 2:30 p.m.

**Notices will be displayed in the media center if times are changed.**

#### **MEDIA CENTER CODE OF CONDUCT**

Students are expected to conduct themselves in a manner that promotes the media center as a positive teaching and learning environment at all times. This implies:

- treating media center personnel, teachers and other students courteously and respectfully,
- cooperating with media center personnel in maintaining an atmosphere favorable to teaching and learning.

#### **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.

Students are not permitted to use personal audio equipment such as walkman records and radios with headphones in the media center. In addition, students may not bring to and/or consume any beverages, candy and/or food in 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.

#### **PEPFESTS AND ASSEMBLIES**

Pepfests and assemblies are planned for the student's information and enjoyment by groups of students and faculty. Students behaving inappropriately will be removed and reprimanded. If misbehavior is widespread, the event will be canceled and students will be sent back to class.

All acts and/or skits must be approved by the administration or a designee before performing in an assembly or pep fest. Acts and skits must meet the following guidelines:

- Follow the theme of the event.
- Have no obscenity in the act.
- Consist of no "put-downs," puns, or any other statements or actions that would be derogatory, offensive, or disrespectful to any person or group of persons.
- Wear attire that properly covers each participant and is not offensive and/or embarrassing to those watching.
- All participants must be students of the high school.

#### **PHYSICAL EXAMS**

It is recommended that students have a physical examination before they start high school. This is particularly important for sophomores because of the physical education course requirements.

#### **PICTURES**

A professional photographer will take individual pictures in natural color during the first part of the school year. Packages of portraits range in price from \$10.00 - \$40.00. A photo will be provided for the school yearbook for 10th & 11th grades and for the student identification cards at no cost to the student.

#### **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.

#### **SPECIAL EDUCATION SERVICES**

Special Education services are available for Park Center students meeting state and district criteria. Parents and students may access assessment/services by contacting their teacher, counselor or Special Education Building Coordinator, Ms. Mayer.

#### **TORNADOES**

In the event of a tornado warning while students are in school, all students will stay at the school until the tornado warning is over, unless parents come to the school to pick up the student(s).

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