

PARK CENTER SENIOR HIGH

Student Handbook

OSSEO AREA SCHOOLS

ISD  279



OSSEO AREA SCHOOLS ISD 279

MISSION

Our mission is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

CORE VALUES

We believe that –

- lifelong learning is essential for the individual and community to thrive;
- everyone has equal intrinsic value;
- trust is essential to sustaining successful relationships and to achieving results;
- better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and,
- everyone can learn more.

PARK CENTER SENIOR HIGH INTERNATIONAL BACCALAUREATE WORLD SCHOOL

Students at PCSH experience:

- Tradition built upon 40 years of academic excellence in ISD 279;
- The dedication of our school staff who are committed to supporting all students reach their academic potential;
- High expectations with rigorous and relevant curriculum standards that prepare students for post-high school opportunities;
- International Baccalaureate curriculum and the opportunity to participate in the Diploma Programme;
- A student body rich in diversity with over 30 native languages;
- Outstanding athletic programs competing in the Northwest Suburban Conference; and,
- Dozens of student group opportunities offering rewarding experiences for all students.

Park Center P.R.I.D.E.

Participate in your education

- Be on time, prepared, and ready
- Give consistent effort
- Contribute to the PC community

Respect yourself and others

- Treat others as you would expect to be treated
- Take care of our school and property
- Be polite and use appropriate language in every language

Inspire others

- Lead by example
- Be a positive influence on others
- Support and protect the rights of others

Do the right thing

- Show integrity
- Be responsible
- Make choices that are considerate to others

Excel in all you do

- Challenge yourself
- Go beyond what is expected
- Promote/develop a positive culture



Park Center School Song

Come on, lets 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!

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AMENDMENT CLAUSE: *All of the material in this handbook is subject to amendment by the Park Center Senior High Administration or the Board of Education at any time.*

ACADEMIC INFORMATION

ACADEMIC AWARDS

ISD 279 secondary schools have an "A" and "B" Honor Roll. Students must earn at least 5 letter grades (A, B, C, D) to qualify for the Honor Roll. 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 II are eligible for an academic letter.

CREDIT LOAD

Regardless of the number of credits previously earned, students are required to carry at least five classes per trimester. With a minimum of five 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 ISD 279, students must fulfill all MN State testing requirements and satisfy the following minimum requirements in the senior high school:

12 credits in English

3 credits of English 9

3 credits of English 10

Geography

3 credits of English 11

3 credits of English 12

9 credits in Science

3 credits of Science 9

3 credits of Biology

Dance, Music)

3 credits of Chemistry/Physics

2 credits in Physical Education/Health

1 credit of Life Fitness

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

10 credits in Social Studies

3 credits of Social Studies 9

3 credits of World History/World

2 credits of US History

1 credit of Government & Citizenship

1 credit of Economics

3 credits in Arts

(Theater, Visual Arts, Media Arts,

9 credits in Math

(must pass math level of Algebra II)

19 credits – Electives

64 total trimester credits

INCOMPLETES

Incomplete notices will be sent home for all students who receive an "Incomplete" grade for the trimester. It is the teacher's responsibility to notify the office and the home in writing when an "Incomplete" has been changed to a grade. When an "Incomplete" is given for a final trimester grade:

- The teacher may give the student a reasonable amount of time 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.

OSSEO AREA LEARNING CENTER

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

POST-SECONDARY OPTIONS

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

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

REPEATING CREDITS

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

STANDARDS-BASED INSTRUCTION, GRADING AND REPORTING – POLICY 626

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

General Statement of Policy: Grading and Reporting Standards of Practice:

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning.
- Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner.

WEIGHTED GRADING

ISD 279 senior 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.

ATTENDANCE PROCEDURES

Minnesota state law requires all children attend school until the age of 18. ISD 279 staff members believe that classroom attendance and academic success are directly related, and the following attendance procedure is an effort to ensure this success. Class attendance is a joint responsibility to be shared by the student, parent or guardian, and Park Center staff.

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 juniors with last names starting with N-Z and all seniors, and (763) 569-7612 for all sophomores and juniors with last names starting with A-M.

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/guardians must call the school at (763) 569-7611 or (763) 569-7612. If a parent/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 within five school days to clear unexcused absences. After five school 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 ensure an ease of admittance (completion of makeup and accurate attendance records) upon return. Prearranged forms are available in the attendance office. Failure to prearrange and obtain prior approval shall constitute an unexcused absence. Vacation should be planned to coincide with scheduled school breaks.

When a student must leave school:

- The student shall present a note, or a phone call from his/her parent or guardian must be received, asking that the student be excused and giving the reason (e.g. doctor's appointment, family illness, etc.). If a note is sent, the student is to present it before 7:30 a.m. on the day of the absence. Students with appointments (medical, dental, etc.) may be requested to bring verification of the appointment, upon return, to the attendance office. Failure to follow these procedures may result in an unexcused absence for the classes missed.

- If a student becomes ill or an emergency situation arises during the day, he/she must have the approval and "Leave School Permit" from the health service specialist or an administrator before leaving school. If a student does not return from lunch, he/she must bring a note from his/her parent or guardian and/or written medical verification of an appointment. Failure to follow these procedures may result in an unexcused absence.

EXCUSED ABSENCES

Definition of Excused Absence:

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

UNEXCUSED ABSENCES

The Hennepin County Attorney's Office identifies these reasons which a court would not find as "lawful absences":

- Absences without parental permission and/or administrative approval
- Arrival more than 10 minutes late to class
- Oversleeping or missing the bus/ride
- Failure to follow the proper procedures when leaving the school building (see procedures for leaving the school)
- Babysitting
- Working at a business, except under a school-sponsored work release program
- Any other absence not included under the attendance procedures

All unexcused absences turn to truant absences and truancy petitions will be filed with the Hennepin County Juvenile Court system for students under 18 years old with ongoing truancy problems. Minnesota State law requires the reporting of all students who consistently truant school and are under the age of 18. Minnesota law requires ISD 279 to withdraw any student after 15 consecutive absences regardless of reason. **ALL UNEXCUSED ABSENCES WILL TURN TO TRUANT ABSENCES IF NOT CLEARED WITHIN FIVE 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.

HOMEBOUND INSTRUCTION

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

EXTRACURRICULAR ACTIVITIES

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

- If a student is unable to remain in school because of fatigue, ill health, or injury, he/she will not be allowed to participate in the activity that day.
- School initiated absences will be accepted and participation permitted.
- A student may not participate in an extracurricular activity (practice, contest or performance) if he/she has an unexcused absence for any class during the day.
- If a student is suspended from any class, he/she may not participate in an extracurricular activity during their suspension.

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.

BEHAVIOR EXPECTATIONS

Park Center Senior High staff members are 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 and consequences which are in accordance with ISD 279 Policies, Series 500, and the Pupil Fair Dismissal Act. Copies of these school board and state policies are available at www.district279.org.

All Park Center 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 and learning environment;
- Be respectful, courteous, and cooperative with school personnel and other students; and,
- Maintain a clean and safe school environment.

BEHAVIOR DEFINITIONS

ACADEMIC MISCONDUCT

It is expected that all work submitted for credit in any class must be the original work of the student submitting it. Academic misconduct is any student behavior that creates a situation in which a student is not able to accurately demonstrate his or her learning due to behaviors such as, but not limited to:

- Plagiarism – The misrepresenting as your own work something done by another.
- Collusion – When 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.
- Cheating – Using any answers/content from another student without the knowledge and consent of the instructor.
- Dual Submission – 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.

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 ISD 279 may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

BULLYING PROHIBITION – POLICY 514

The purpose of this policy is to assist ISD 279 in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the intent of ISD 279 to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with MN Statute 121A.0695 – Bullying Prohibition Policy, ISD 279 prohibits any act of bullying by any individual student or group of students.

It will be a violation for any student, employee, or agent of ISD 279 to bully a student, employee, or agent of ISD 279 through conduct or communication in person or through misuse of technology (cyber-bullying) of a bullying/intimidating nature as defined by Procedure 514 – Bullying Prohibition. It will also be a violation for any student, employee, or agent of ISD 279 to engage in bullying conduct at any time or any place that interferes with or obstructs the mission or operations of ISD 279 by affecting the safety or welfare of the student, other students, or employees. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

CHEMICALS

No student, regardless of age, may possess, use, be under the influence of, distribute, sell, and/or exchange unauthorized or illegal chemical substances including, but not limited to, narcotics, drugs or other controlled substances, alcohol, or other intoxicating substances or mood-altering chemicals, drug paraphernalia or look-alike substances, or other articles that are illegal or harmful to persons or property. This applies to ISD 279 property, 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.).

PERSONAL DIGITAL LEARNING DEVICES AND ELECTRONICS

Students are expected to bring their district issued iPad's to school to utilize in cooperation with their teachers to enhance their educational experience. It is the responsibility of each teacher to establish procedures and expectations for use of digital learning devices in their classroom, and it is the responsibility of each student to follow those procedures and expectations. Students are

advised to secure their personal digital learning and electronic devices at all times as we are not able to provide staff time to investigate lost or stolen items.

Any photographic or movie image taken of staff members on ISD 279 property without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of staff members on ISD 279 property cannot be published or posted on a public forum (Twitter, Facebook, Instagram, YouTube, etc.) without the written consent of each individual. Any violation will result in disciplinary action.

DISRUPTIONS

Disruptions are acts which interrupt the peace and good order of the school or school-sponsored activities, which include any act disruptive to the educational process. Disruptions include but are not limited to disobedience, disruptive or disrespectful behavior, and disrespectful language toward staff members or students. Other examples include the use of electronic communication devices, Bluetooth speakers, use of skate boards in the building, organizing or participating in walk-outs, sit-ins or cafeteria disruptions. Disruptions are also acts which are dangerous or detrimental to the student, which violate the rights of others, damage or endanger the property of the school or interfere with the mission, operations of ISD 279, or student or employee safety or welfare.

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. Examples include, but are not limited to, clothing that contains:

- sexually obscene and /or profane language, slogans, emblems or pictures;
- words or symbols that advertise products or actions which are illegal or harmful (tobacco, chemicals, etc.);
- 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 or tops with low or open backs, tube tops, one-shoulder or shoulder-less tops, halter tops, short skirts/shorts, items that expose undergarments; and
- potentially hazardous items such as chains, pins, studs, and rings.

Students are also prohibited from wearing any type of headgear and sunglasses. These articles should be removed **before the student enters the building**. Examples include head bands, hats, bandannas, do-rags, skull/wave caps, and sweatshirt and jacket hoods. Exception: scarves worn for religious reasons. In addition, outerwear coats are not to be worn during the school day. Sweaters and sweatshirts are recommended for use during the school day by students who may feel chilled.

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.

HARASSMENT AND VIOLENCE – POLICY 548

ISD 279 prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Definitions

- 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/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. ISD 279 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. ISD 279 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 ISD 279 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.

HAZING – POLICY 526

ISD 279 prohibits any form of hazing activity by a student, employee, or agent of ISD 279. Hazing is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. This includes planning, directing, encouraging, aiding or engaging in hazing, as well as permitting, condoning or tolerating hazing. 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.

INSUBORDINATION

Students are responsible for following the reasonable request of a staff member. Insubordination is defined as the failure to respond in an appropriate manner to a reasonable request from an ISD 279 staff member.

PHYSICAL VIOLATION

Physical violations are acts that are rough or rowdy that can result in physical harm whether intentional or not. These acts include, but are not limited to, pushing, shoving, physical play, or throwing objects.

THEFT

Theft is defined as the act of intentionally and without claim of right, taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property or not making reasonable effort to find the owner. Any found items must be turned in to the Student Support Office immediately.

VERBAL/NON-VERBAL ASSAULT

Verbal or non-verbal assault is defined as acts which are abusive, degrading, threatening, intimidating, and/or discriminatory. This may include, but not limited to, verbally abusive language, threats to cause harm, insulting remarks, gestures or written language meant to degrade a person or person's race, religion, gender, sexual orientation, gender identity, physical/mental abilities or other protected classifications.

TOBACCO USE

All school buildings in ISD 279 are tobacco-free environments 24 hours per day. Use or possession of tobacco is illegal and against district policy according to ISD 279 Policy 506 and State Statute 144.4165. No student regardless of age may possess, use, sell or distribute tobacco or tobacco paraphernalia, including E-cigarettes, in any form or at any time at any school-related activities, trips or functions, at bus stops, on school buses, in school buildings, school vehicles or school contracted vehicles, or on school grounds or the area of entrance or departure from school premises, property or events.

VIOLENT BEHAVIOR

Violent behavior in any form will not be tolerated at Park Center. This is defined as acts which intentionally inflict, threaten to inflict, or attempt to inflict bodily harm upon another person. **Participation in a fight** is defined as engaging in a fight *regardless of who initiated the fight*. This includes, but is not limited to, hitting, slapping, pushing, hair-pulling, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person. **Physical assault** is defined as one or more persons attacking an individual who does not physically retaliate or intentionally causing or attempting to cause harm to another individual.

Consequences for **first violent behavior offense** may include suspension ranging from three (3) to ten (10) days, possible recommendation for expulsion, and the student may be arrested or charged by the police. Consequences for **second violent behavior offense** may include a ten (10) day suspension with a recommendation for expulsion, and the student may be arrested or charged by the police.

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.

ISD 279 prohibits 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; and
- 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.

CONSEQUENCES

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

EXTRACURRICULAR / CO-CURRICULAR INFORMATION

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ISD 279 ACTIVITIES PROGRAMS

Activities in ISD 279 offer student's 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 is not to be sacrificed for participation in activity programs. ISD 279 – Osseo Area Schools is a member of the Minnesota State High School League (MSHSL) and Northwest Suburban Conference, and follows and enforces all of their rules and regulations.

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

In order to participate in high school activities, a student must be:

- registered as a full-time student;
- enrolled in at least five credit-producing classes each Trimester; and
- making progress toward accumulation of the 64 credits required for graduation according to the following chart:

Credits required to be earned by the **beginning** of each trimester:

GRADE	FALL	WINTER	SPRING
9	0	4	8
10	13	18	23
11	28	34	40
12	46	52	58
Note: 64 credits required to graduate			

The plan for determining academic eligibility for MSHSL activities is as follows:

- Eligibility will be determined at the start of each school year and after each marking period.
- A student is ineligible if the total number of credits at the beginning of each trimester is less than the number listed in the table above.

- If a winter or spring sport begins before Trimester I or Trimester II grades have been posted, students may appear eligible to begin a winter or spring activity, but become ineligible once grades/credits are posted.
- The Activities Coordinator will follow up after grades and credits are posted to ensure all students are eligible.
- The Activities Coordinator will inform any student who becomes ineligible.

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 Activities Coordinator at Park Center Senior High in the Athletic Office or by phone at (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 Senior High School is a proud member of the Northwest Suburban Conference. The mission of the Northwest Suburban Conference is to provide educational opportunities for students in competitive and cooperative extra-curricular and co-curricular activities. The Northwest Suburban Conference has implemented a sportsmanship program whereby game officials in the sports of football, volleyball, soccer, wrestling, hockey, and basketball rate the sportsmanship and conduct of players, coaches, and spectators of all varsity games they officiate. As a conference, we certainly want our teams to compete with great passion, enthusiasm, integrity and class. An emphasis on player, coach, and spectator sportsmanship will only increase the positive experiences for all involved. To participate in the high school athletic program a student MUST pay the appropriate fee and have on file in the high school Athletic Office the following:

- MSHSL Eligibility and Permit form signed on front and back by parent and student.
- 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 Park Center General Information Card and one Park Center General Information Form with all information completed, along with the Athletic Insurance Waiver, must be signed by parent and student.
- Forms and fees must be turned in at the Park Center Senior High School Athletic Office before a student will be allowed to participate. All forms are available at the Athletic Office.

GENERAL INFORMATION

ACCESSIBILITY NOTICE

ISD 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1 (800) 627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).

ASBESTOS

The Asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In 1988, all of our school buildings were inspected by accredited personnel for asbestos-containing materials. Since that time, we have conducted surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. When properly maintained, asbestos does not present a hazard. Most of the asbestos in our district (except for floor tile) is limited to non-public areas, such as mechanical rooms and above ceilings. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding this notice should be directed to the Health & Safety Coordinator at (763) 391-7191.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

AEDs have been installed in all ISD 279 facilities. Under the district's public access to defibrillation (PAD) program, anyone certified in CPR is authorized to use these devices, including the public. Questions should be directed to the Health & Safety Coordinator at (763) 391-7191.

BUILDING ACCESS AND SECURITY

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

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

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

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

CANINE SEARCHES

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search our parking lot, student lockers, and the school building during and after school hours. If a dog identifies a vehicle and/or locker as having a prohibited item, the vehicle, locker and the person they belong to will be searched as will his or her personal items. Any student vehicle parked on school grounds may be subject to random canine searches. Staff may also search the vehicle there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

COLD WEATHER PROCEDURES

Extremely cold weather can be very dangerous. Minnesotans should be accustomed to many days of heavy snow and freezing temperatures during the winter months. Parents should be certain that their children are appropriately clothed and otherwise prepared. ISD 279 will conduct school in the normal manner if there is a reasonable expectation that 85% or more of the children will be in attendance. If the wind chill, according to the National Weather Service, is 35 degrees below zero or colder at 5:30 a.m. and predicted to remain that low or become worse, school may be cancelled. In most cases however, the combined effects of snow, ice and wind are necessary to cause school interruptions.

CRIMINAL HISTORY BACKGROUND CHECKS

ISD 279 is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, ISD 279 will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. ISD 279 may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

DANCE PROCEDURES

All fines and fees must be paid by students who wish to attend school dances. Student ID or other proof of enrollment is required for admission. A student's guest must be age 20 and below, must present valid identification upon entering a Park Center dance, and must be accompanied by a Park Center student. Once a participant leaves a dance, he/she will not be readmitted.

EMERGENCY CLOSINGS, DELAYED STARTS AND EARLY RELEASE

If a storm occurs or continues during the night, we survey conditions by driving critical roads in the east and west sides of ISD 279, consult with police departments in Brooklyn Park and Maple Grove if we can, consult with snow removal officials if we can, and monitor radio weather reports. While storms resulting in 10+ inches of snow with high winds can cause schools to be cancelled or dismissed early, most heavy snows or cold weather will not result in school closure.

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

ISD 279 will do everything possible to avoid early dismissal once school is in session to avoid sending children home to locked houses. If a storm occurs or worsens during a school day, the same procedures described above will be followed, with a decision by 11:00 a.m. The school will try to serve lunch if a midday dismissal is called. If school is dismissed early, dismissal will be in the usual order: first high school, then junior high school, and elementary school last. This is done to minimize the disruption caused by changing schedules and to get older children home first to await younger brothers and sisters. Buses will not be loaded and students will not be dismissed. When ISD 279 schools close, generally everything closes including all ISD 279 extracurricular activities, community education youth and adult classes, Kidstop, 4 Star Express, early childhood family

education programs, and events scheduled by other non-district groups through the Community Education Department.

EMERGENCY COMMUNICATIONS

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

Radio

WCCO – 830 AM

Television

WCCO – Channel 4

KSTP – Channel 5

KMSP – Fox Channel 9 / Channel 29

KARE – Channel 11

NW Community Cable Channel 12

Unless it is absolutely necessary, please do not call the school with questions during an emergency. Our telephone lines must remain open for emergency communications. Instructions will be communicated through our Connect-ED automated calling system, local television and radio stations, and on the ISD 279 website (www.distict279.org). If you need other assistance, please call the ISD 279 office at (763) 391-7000.

EMERGENCY PREPAREDNESS

ISD 279 has developed a comprehensive emergency plan with the help of local law enforcement, emergency management, and public health officials. The ISD 279 Emergency Plan is based on an "all hazard" approach that incorporates five universal response actions. Universal response actions are clear, standardized directives that can be implemented quickly in a variety of emergency situations. When an emergency happens, the school principal or building administrator will implement one of the following response actions:

- **Evacuation:** All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.
- **Reverse Evacuation:** All students and staff will move into the building. Exterior doors and windows will be locked and public access to the school will be temporarily suspended.
- **Severe Weather Shelter:** All students and staff will move to designated shelter areas within the building. If severe weather strikes during dismissal, busses may be delayed.
- **Shelter-in-Place:** All students and staff will move into the building. Windows and doors will be closed and ventilation systems will be temporarily disabled to keep contaminants out.
- **Lockdown:** All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.

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

It is not possible to outline all of the potential crisis events that could cause dismissal or disruption of the school day. Even though most of these events rarely occur, parents can be assured that ISD 279 has worked closely with our emergency partners including police, fire and medical to be prepared. All of our plans are focused on protecting the health and safety of our students.

FINES

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

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 one year before starting school. Please inform Health Services if you have had this series. 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.

INDOOR AIR QUALITY

The ISD 279 Indoor Air Quality (IAQ) Management Plan identifies practices and procedures for maintaining acceptable air quality. A copy of the plan, including forms for reporting air quality concerns, is kept in the custodial office. If the Building Engineer cannot identify the cause or resolve the problem, the Health & Safety department will investigate and conduct additional testing as necessary. Questions should be directed to the Health & Safety Coordinator at (763) 391-7191.

INTERNET- ACCEPTABLE USE AND SAFETY – POLICY 524

Electronic information research skills are fundamental to preparation of students as citizens of the world. ISD 279 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 ISD 279'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 ISD 279 system and access to the use of the Internet including electronic communication is a privilege, not a right, used within ISD 279 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.

LATEX-SAFE SCHOOLS

To safeguard the health of students and staff having latex allergies, ISD 279 has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the nurse at their school so that accommodations can be made. Questions should be directed to the Health & Safety Coordinator at (763) 391-7191.

MEDIA CENTER BEHAVIOR EXPECTATIONS

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 Student ID card;
- show media personnel a media pass signed by a teacher when using the media center during school hours; and,
- sign the register on the counter when entering the media center.

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.

PLEDGE OF ALLEGIANCE

Park Center will recite the Pledge of Allegiance every first day of the week. Anyone who does not wish to participate in reciting the Pledge for any personal reasons may elect to do so, but must sit quietly in their chair and respect the rights of others who choose to participate and not cause any disruption during the reciting of the Pledge.

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.

SEARCH AND SEIZURE

School lockers are the property of ISD 279 and are provided for the convenience of students. At no time does ISD 279 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. 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 ISD 279 Code of Conduct. Consequences may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

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.

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.

WELLNESS

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

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.

EQUAL OPPORTUNITY POLICY

ISD 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.

NOTICE OF NONDISCRIMINATION

The District recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. If there are questions regarding Section 504, contact the building principal, the Human Rights Officer – Judy McDonald, (763) 391-7006, or the District 504 Coordinator – Kathy Bushman, (763) 391-7139.

PESTICIDE NOTICE

The Minnesota Parent's Right-to-Know Act (MN Statute 121A.30) requires that schools inform parents and employees if they apply certain pesticides on school property. Specifically, the law requires schools that apply these pesticides to maintain a schedule of applications and make the schedule available for review or copying at the school office. Parents must be notified that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Because the district only uses

pesticides when non-chemical methods have been ineffective, some applications are not scheduled. If you would like to be notified prior to applications on days other than those specified (excluding emergency applications), contact your building principal. Questions should be directed to the Health & Safety Coordinator at (763) 391-7191.

STUDENT RECORDS AND YOUR RIGHTS

School Board Policy 515 - Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws. ISD 279 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 ISD 279 personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal or Student Support Services at (763) 391-7139.

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)
- photograph

Denial of Release of Directory Information

A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using Appendix C of School Board Policy 515. Appendix C may be obtained from any school office or the ISD 279 website. Designation of directory information to private is in effect for one year or until modified. Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369, (763) 391-7000.

Private Data

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

- School officials, within ISD 279 whom the District determines have a legitimate education interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon. Suspension and expulsion information in accordance with the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any current probable cause notice or any disposition or court order.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

Confidential Data

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

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

Release of Information to Military Recruiters

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

Storage of Student Records

Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of ISD 279 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, located at 11200 93rd Avenue North in Maple Grove for permanent retention.

Transfer of Student Records

When a student moves to another school within ISD 279, the record will be forwarded to the student's new school. When a student withdraws to enroll in another school district and records are officially requested by the new school, the following records are forwarded: academic transcript; continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools; listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions.

Statement of Rights

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

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

This is a summary of the "Statement of Rights." The entire statement is Appendix A in Policy and Procedures 515 Protection and Privacy of Education Records. All rights and protections given to parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student. Policy and Procedure 515 "Protection and Privacy of Education Records" is available on the ISD 279 website (www.district279.org/who/policies.cfm).

STUDENT SERVICES

BUS TRANSPORTATION

ISD 279 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 ISD 279 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 is no daily fee for riding the late bus.

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.

LOCKERS

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

LOST AND FOUND

Students who incur property loss or theft should report their concerns to the Student Support Office receptionist and complete a "Theft Report" which will be processed by an administrative assistant. Students who find articles that are not secured should turn these materials into the office receptionist at once.

PARKING

Park Center students are required to have permits in order to park any vehicle (including motorcycles, scooters, etc.) 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 I:** Permits are sold for \$35 each the first week of Trimester I. Price increases the second week of the trimester for the remainder of the trimester.
- **Trimester II:** Permits are sold for \$35 each the last week of Trimester I for Trimester II. Price increases the first week of the trimester for the remainder of the trimester.

- **Trimester III:** Permits are sold for \$35 each the last week of Trimester II for Trimester III. Price increases the first week of the trimester for the remainder of the trimester.

Students are expected to abide by the following parking lot rules in order to maintain their parking privileges:

- Display a valid permit at all times in any student vehicle parked in the student parking lot parking lot (off Noble Avenue). The permit must be in clear view, hanging from the inside mirror or lying on the dashboard.
- Park vehicles only in areas designated for students, not in areas reserved for staff, and occupy only one parking space.
- Refrain from parking illegally (e.g. handicap space without a permit or in a no-parking zone)
- Drive in accordance with the traffic laws – obey the posted speed limit, handle vehicle with appropriate care, etc.
- Deposit litter into appropriate trash containers.

STUDENT GROUPS (Use of School Facilities)

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

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

Such student clubs or groups may utilize school facilities during non-school hours based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the principal to meet during school hours. The principal may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meeting of all student clubs or groups.

TIP LINE

ISD 279 has established a tip line for students, staff and parents to report bullying, weapons, drugs, and violence. Callers are able to leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call (763) 391-8660 to report it. All messages will be forwarded to the principal or appropriate administrator.

Updated August 16, 2016