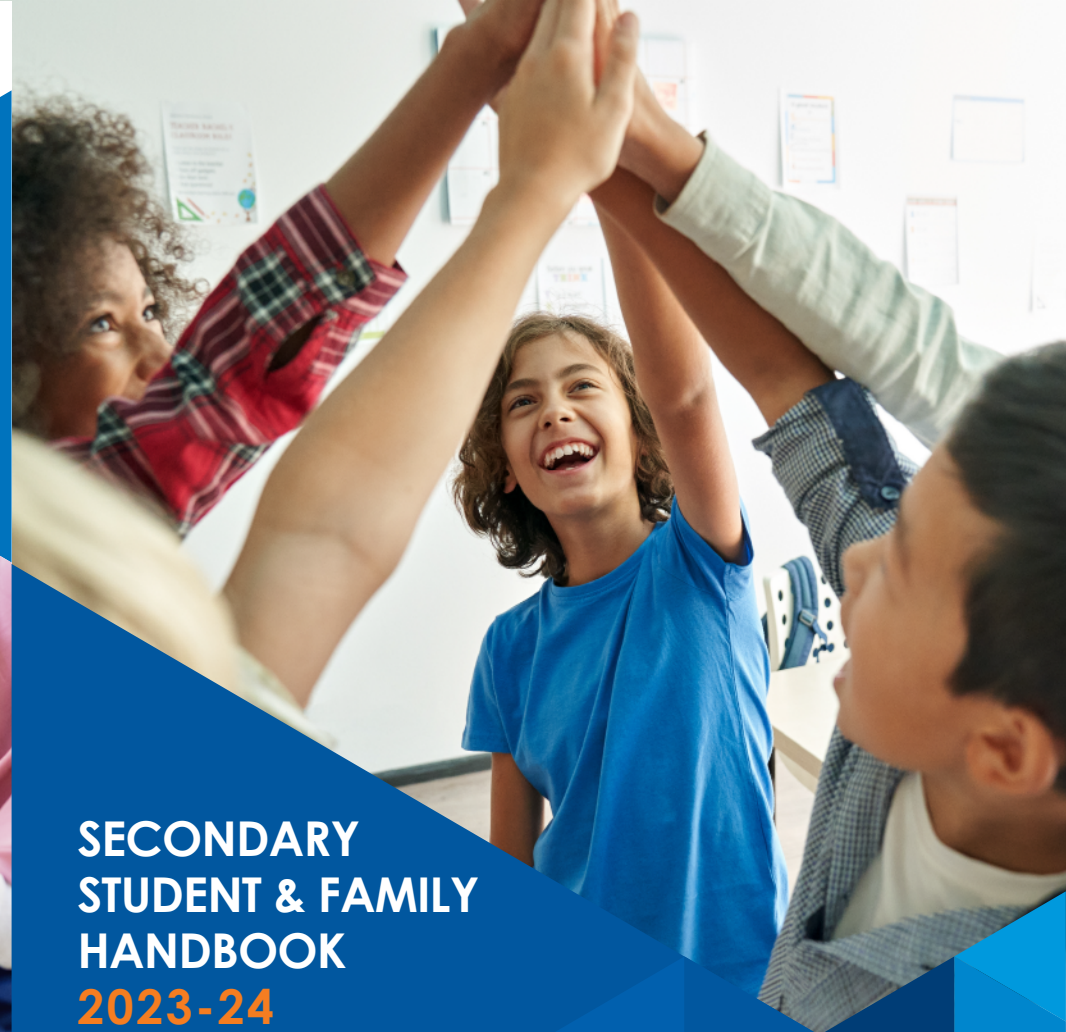




## OUR MISSION

is to provide a safe and caring climate and culture in which we engage, inspire, educate, prepare and empower all learners in partnership with their surrounding community to be successful in today's and tomorrow's society.



## SECONDARY STUDENT & FAMILY HANDBOOK 2023-24

St. Cloud Area  
School District 

# **2023-2024 SECONDARY HANDBOOK**

## **ST. CLOUD AREA SCHOOL DISTRICT 742 SECONDARY SCHOOLS**

### **STUDENT AND FAMILY HANDBOOK**

#### **HIGH SCHOOLS**

**Apollo High School  
1000 44th Avenue North  
St. Cloud, MN 56303  
Phone 320-370-8650  
Fax 320-370-8946**

**Tech High School  
4200 33<sup>rd</sup> Street South  
St. Cloud, MN 56301  
Phone 320-370-8350  
Fax 320-370-8646**

**McKinley Area Learning Center  
216 8th Avenue North  
Waite Park, MN 56387  
Phone 320-370-6790  
Fax 320-370-6889**

#### **JUNIOR HIGH SCHOOLS**

**North Junior High School  
1212 29<sup>th</sup> Avenue North  
St. Cloud, MN 56303  
Phone 320-370-7000  
Fax 320-370-7224**

**South Junior High School  
1120 15<sup>th</sup> Avenue South  
St. Cloud, MN 56301  
Phone 320-370-7230  
Fax 320-370-7429**

**Kennedy Community School  
1300 Jade Road  
St. Joseph, MN 56374  
Phone 320-370-7430  
Fax 320-370-7629**

**GENERAL STUDENT INFORMATION**

**ST CLOUD AREA SCHOOL DISTRICT 742 MISSION STATEMENT and CORE VALUES..... 5**

**ABSENCES / ATTENDANCE ..... 6**

**ACADEMIC EXPECTATIONS FOR ACTIVITIES..... 8**

**ACADEMIC CONDUCT/INTEGRITY..... 8**

**ACADEMIC RECLASSIFICATION..... 9**

**ACCIDENTS ..... 9**

**ACTIVISM ..... 9**

**ADDRESS OR CONTACT INFORMATION CHANGE ..... 9**

**ALARMS/SAFETY PROTOCOLS..... 9**

**ALLERGY AWARE SCHOOLS ..... 10**

**AMERICANS WITH DISABILITY ACT ..... 10**

**ANNOUNCEMENTS ..... 10**

**ANNUAL FERPA STATEMENT..... 10**

**AREA LEARNING PROGRAMS ..... 12**

**ASSESSMENT AND STATE TESTING ..... 12**

**BACKPACKS ..... 12**

**(ANTI) BULLYING/SAFE SCHOOLS POLICY ..... 12**

**BUS RIDERSHIP ..... 13**

**C.A.A.P. .... 14**

**CAFETERIA/COMMONS ..... 14**

**CAMERAS ..... 14**

**CLOSED CAMPUS POLICY ..... 14**

**CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES..... 15**

**COMMUNICABLE DISEASES..... 15**

**COMMUNICATION - SKYWARD ..... 15**

**CONCUSSIONS..... 15**

**CONFERENCES FOR FAMILIES/TEACHERS..... 15**

**COUNSELING ..... 15**

**DANCES/AFTER SCHOOL PARTIES (HIGH SCHOOL)..... 15**

**DELIVERIES TO STUDENTS (ITEMS BEING DROPPED OFF DURING THE SCHOOL DAY) ..... 16**

**DISTRIBUTION OF MATERIALS ..... 16**

<b>DIPLOMAS - HOME SCHOOL STUDENTS</b>	16
<b>DRESS CODE/PERSONAL APPEARANCE</b>	16
<b>DUE PROCESS</b>	16
<b>E-LEARNING/FLEXIBLE LEARNING DAYS</b>	16
<b>EMERGENCY SCHOOL CLOSING (WEATHER RELATED)</b>	17
<b>FEES</b>	17
<b>FIELD TRIPS</b>	17
<b>FINES/FEES UNPAID</b>	17
<b>FOOD</b>	17
<b>FREEDOM OF SPEECH</b>	18
<b>FULL-TIME STUDENTS</b>	18
<b>FUNDRAISING</b>	18
<b>GAMBLING</b>	18
<b>HARASSMENT (BOARD POLICY #413)</b>	18
<b>HAZING</b>	18
<b>HEALTH EMERGENCY CONTACT INFORMATION</b>	18
<b>HEALTH RECORDS</b>	19
<b>HOMEWORK</b>	19
<b>HOMESCHOOL &amp; GRADUATION</b>	19
<b>IDENTIFICATION</b>	19
<b>ILLNESS/INJURY AT SCHOOL</b>	19
<b>INDIVIDUAL HEALTH PLAN (IHP)</b>	20
<b>IN-LINE SKATES/SKATEBOARDS/SCOOTERS</b>	20
<b>IN-SCHOOL SUSPENSION/DETENTION</b>	20
<b>INSURANCE - HEALTH</b>	20
<b>LATEX</b>	20
<b>LOCKERS</b>	20
<b>LOSS OF SCHOOL PRIVILEGES</b>	20
<b>LOST/DAMAGED PROPERTY</b>	20
<b>LOST AND FOUND</b>	21
<b>MANDATED REPORTING</b>	21
<b>MEALS</b>	21
<b>MEDIA CENTER</b>	21
<b>MEDICATIONS</b>	21

<b>MINNESOTA’S IMMUNIZATION LAW .....</b>	<b>22</b>
<b>MTSS (MULTI-TIERED SYSTEM OF SUPPORTS) .....</b>	<b>22</b>
<b>NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR .....</b>	<b>22</b>
<b>NUISANCE DEVICES .....</b>	<b>22</b>
<b>OFF CAMPUS CONDUCT .....</b>	<b>22</b>
<b>PARENTAL CUSTODY/GUARDIANSHIP .....</b>	<b>22</b>
<b>PETS &amp; ANIMALS .....</b>	<b>23</b>
<b>PHOTO IMAGE RELEASE .....</b>	<b>23</b>
<b>PHYSICAL EDUCATION .....</b>	<b>23</b>
<b>PHYSICAL EXAMINATIONS FOR ATHLETIC PARTICIPATION .....</b>	<b>23</b>
<b>PHYSICAL RESTRAINT/REASONABLE FORCE .....</b>	<b>23</b>
<b>PLEDGE OF ALLEGIANCE .....</b>	<b>23</b>
<b>POSSESSION OF STOLEN PROPERTY .....</b>	<b>24</b>
<b>POSTER/SIGN RULES .....</b>	<b>24</b>
<b>PRAYER .....</b>	<b>24</b>
<b>PRIVATE PROPERTY IN NEIGHBORHOOD .....</b>	<b>24</b>
<b>PUBLIC DISPLAYS OF AFFECTION .....</b>	<b>24</b>
<b>READMISSION/ADMISSION PLAN .....</b>	<b>24</b>
<b>REPORTING .....</b>	<b>24</b>
<b>RESIDENCE .....</b>	<b>25</b>
<b>SCHOOL BOARD OF EDUCATION .....</b>	<b>25</b>
<b>SCHOOL RESOURCE OFFICER .....</b>	<b>25</b>
<b>SEARCHES .....</b>	<b>25</b>
<b>SECURITY PROCEDURES .....</b>	<b>25</b>
<b>SOCIAL MEDIA .....</b>	<b>25</b>
<b>SOLICITATION .....</b>	<b>25</b>
<b>SPORTS CONDUCT EXPECTATIONS .....</b>	<b>25</b>
<b>STUDENT SURVEYS .....</b>	<b>26</b>
<b>SUICIDE PREVENTION AND CRISIS ASSISTANCE .....</b>	<b>26</b>
<b>SYMBOLS: HATEFUL, SEXUAL OR OFFENSIVE .....</b>	<b>26</b>
<b>TECHNOLOGY: PERSONAL ELECTRONIC DEVICES (PEDs) .....</b>	<b>27</b>
<b>TECHNOLOGY/RESPONSIBLE USE .....</b>	<b>27</b>
<b>TEXTBOOKS (LOST/DESTROYED) .....</b>	<b>28</b>
<b>THEFT .....</b>	<b>29</b>

TITLE I .....	29
TITLE IX .....	29
TOBACCO PRODUCTS/SMOKING/CHEWING/ELECTRONIC DELIVERY DEVICES & OTHER ILLEGAL CHEMICALS .....	29
VIDEO/AUDIO SCHOOL PROJECTS AND SPEECH PRESENTATIONS .....	29
VISITORS .....	29
VOLUNTEERS .....	30
WEAPONS .....	30
WELLNESS .....	30
WITHDRAWAL PROCEDURE .....	30
<b>HIGH SCHOOL SPECIFIC GUIDELINES .....</b>	<b>31</b>
EIGHTEEN-YEAR-OLD POLICY .....	31
EXCHANGE STUDENTS .....	31
GRADING .....	31
GRADUATION REQUIREMENTS .....	32
GRADUATION (HONOR) .....	33
GRADUATION (EARLY) .....	33
GRADUATION (PARTICIPATION IN CEREMONIES) .....	33
NATIONAL HONOR SOCIETY (NHS) .....	33
PARKING .....	34
POOL PROCEDURES AND PRACTICES .....	35
POST-SECONDARY OPTION .....	35
SCHOLASTIC ELIGIBILITY .....	36
SENIOR PORTRAIT .....	37
STUDENT INSTRUCTORS/AIDES .....	37
TRANSCRIPTS .....	37
TRANSFER CREDITS CONVERSION .....	37
WORK RELEASE PASS .....	37
WITHDRAWAL PROCEDURE .....	38

## **ST CLOUD AREA SCHOOL DISTRICT 742 MISSION STATEMENT and CORE VALUES**

Our Mission is to create a safe and caring climate and culture in which we engage, inspire, educate, prepare, and empower all learners in partnership with their surrounding community to be successful in today's and tomorrow's society.

We believe that...

- Everyone deserves equitable access to the highest quality of learning to maximize individual potential.
- Multiple and differing perspectives contribute to informed decision making and learning.
- We all benefit when communities work together toward common goals.
- Lifelong learning is essential for individuals to shape and thrive in our global society.
- The greatest level of individual success is achieved through shared ownership by the individual, families, schools, and our communities.

This handbook is meant to serve as a guide for students and families. Not every circumstance or event can be anticipated; therefore, students are subject to all district rules and policies and the interpretation by school officials thereof.

A copy of all St. Cloud Area School District 742 Board Policies is available on the St. Cloud Area School District 742 Website at [www.isd742.org](http://www.isd742.org). Please see your student's administrator if you have any questions about the district or our policies.

## **ABSENCES / ATTENDANCE**

The state of Minnesota requires all students to attend school. Regular attendance is directly related to successful academic achievement, and consistent school attendance is the way a student develops responsibility and self-discipline. For this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Please make every attempt to make medical and dental appointments after school hours or during vacation days. If it is necessary to take a student out of school, parents/guardians will be required to sign an early release in the office.

Because attendance records are an important part of your child's permanent school file, St. Cloud Area School District 742 policy requires parents/guardians to call the school office when their student will be absent or arrive late AND to state the reason for the absence or late arrival. Students who arrive late should report to the office before going to their classrooms.

Families must also contact the school principal prior to a student leaving on extended family trips or vacations during days in which school is in session.

Students will be checked out only from the main office during the school day. If you must take your student out of school, a written or phone request should be sent to the attendance secretary with the date and time of dismissal.

### **Attendance - Activities Participation**

Students must be in school (unless due to an excused absence) in order to be eligible to practice or participate in any activity after school. In addition, students who are suspended are ineligible for all school activities before or after school for the duration of the suspension.

### **Absences – Excused**

An excused absence is a legal absence from school and requires parents/guardians/guardian verification and permission from school staff. Not all parents/guardians requested absences are considered excused. The following are situations that constitute an excused absence:

- Student illness. (parents/guardians will verify student illness to the school attendance secretary after 15 days per school year.)
- Serious illness or death in the student's family.
- A death or funeral in the student's immediate family.
- Medical, dental, or orthodontic treatment, or counseling appointments.
- Court appearances.
- Recognized religious holiday observance.
- Religious instruction (not to exceed 3 hours/week).
- College visits with prior school approval (High School only).
- Vacation with prior school approval.
- Impassable roads/inclement weather.
- Family emergencies.
- Active duty in any military branch of the United States.
- Pre-approved attendance at a sectional or state tournament as a participant or fan.
- A student's condition that requires ongoing treatment for a mental health diagnosis.
- In the case of special circumstances, administration may approve additional excused absences.

The following are some examples of absences that would be considered unexcused even if they were requested by a parent or guardian.

- Missed the bus.
- Babysitting
- Oversleeping
- Working (During a state of emergency, St. Cloud Area School District 742 will follow state guidelines for student attendance and excusing essential workers - documentation required from employer.)



After 15 days of excused absences, a health care provider's note is required for subsequent absences. Failure to provide a health care provider's note will result in the absence marked as unexcused.

### **Absences - High School Late Arrival & Early Release**

Juniors and seniors at Apollo or Tech who have a study hall scheduled during the beginning or end of the day may apply for late arrival or early release pass. This pass will be issued if the student completes satisfactory work, maintains good attendance, and parent/guardian permission has been granted. A late arrival or early release pass may be revoked at Administrative discretion.

### **Absences- Pre-excused**

Pre-excused absences are issued for family trips and other absences known ahead of time. Students who know they will be absent should get a "Notice of Future Absence" form from the Attendance Office and return it signed prior to the trip. If the form is not returned completely signed prior to the trip, the days will be considered unexcused.

### **Absences - Illness During the Day**

Students who become ill during the school day must report to the Health Office. The Health Office will make the necessary arrangements for students to go home per illness guidelines and/or per parents/guardians request. **Students should never leave the building ill without reporting to the Health Office or the absence may be considered unexcused.**

### **Absences - Reporting**

Parents or guardians are requested to call before 10:00 a.m. on the day of their child's absence. The school office is open at 8:00 a.m., and the attendance line/voice mail is available 24 hours a day.

### **Absences - School Related**

- Official school field trip or other school-sponsored event.
- Suspension.
- Tournament play or observation when a school team is involved.

In the case of special circumstances, the administration may approve additional excused absences. Students are responsible for making up all missed work.

If a school field trip bus returns to school after midnight, students may arrive any time prior to 9:30 a.m. the next morning. This will be considered an excused absence from school.

### **Absences- Suspension Related**

Absences due to suspension are **excused**. The Attendance and/or Guidance Office will contact teachers to provide assignments for suspended students. Students suspended out of school are not permitted on district property for the duration of their suspension.

### **Absences - Tardy to Class**

Students who are tardy to class cause a disruption for the teacher and other students in the classroom. Students miss information being presented at the beginning of the class period. We require all students to report to school and class on time.

The classroom teacher will handle all tardies including homeroom or advisory. Teachers will talk with students and contact parents/guardians regarding tardiness. A designated adult at each building will review tardies and absences on a weekly basis. Families will be notified in the event of excessive truancy. Students who reach the required reporting milestones will receive notice from the school in written form and/or by phone. Students who are more than 10 minutes late to class without an excused pass will be marked truant for that class.

### **Absences - Tardy to School**

Students who do not arrive at school on time for any reason must check in at the office prior to going to class. These tardies will continue to be tracked by the Attendance Office.

### **Absences - Truancy**

When a student has an unexcused absence of more than 10 minutes, it is considered truant. Excessive trancies or skips will be reported to the County Attorney who will refer the case to court services for possible legal action. Minnesota Statute allows the courts to utilize the following consequences for students referred for truancy: cancellation of driver's license, monetary fines, community service hours, and/or placement outside the home. Other consequences may be applied as deemed appropriate by an administrator and detailed in the Code of Conduct: Rights and Responsibilities.

### **Absences – Unexcused**

Unexcused absences are recorded when:

- the school has not been notified of an absence, or
- an absence could have been avoided or delayed, or
- prior arrangements and/or approval have not been made through the Principal's Office.

Minnesota State Law concerning educational neglect states that parents or guardians of a child under 12 years of age are held accountable for any unexcused absences. Every student, regardless of age enrolled in school, must follow the Compulsory Attendance law.

Consequences of unexcused absences are as follows:

- After 3 unexcused absences – parents/guardians notified by letter.
- After 5 unexcused absences – second letter sent to parents and County Attorney's Office notified.
- After 7 unexcused absences – school administration requests to file a Truancy/Educational Neglect Petition with the County Attorney.

Three or more unexcused class periods over three days may result in the student considered truant and a significant number of skips may result in filing of truancy with the County Attorney. One or more unexcused class periods on seven school days may result in the student being considered truant.

### **ACADEMIC EXPECTATIONS FOR ACTIVITIES**

Students that participate in an academic or athletic activity have an expectation to maintain academic progress through an entire season. Please see the section on Scholastic Eligibility in the High School Specific section at the end of this handbook for detailed information regarding high school academic requirements.

**Junior High** students are expected to maintain passing grades, D- or higher, to remain eligible to participate in games or events. Any participant with a failing grade must show satisfactory academic progress as subject to the Minnesota State High School League (MSHSL).

In the event a student is deemed ineligible, participants are still required to attend practices and must be in good standing with behavior expectations.

### **ACADEMIC CONDUCT/INTEGRITY**

All students are expected to exhibit personal honesty in their work and expect the same from others. Doing so allows each student to be evaluated on his or her personal accomplishments and to compete on an equal basis with all other students for scholastic achievements.

#### **Definition:**

Regarding individuals, academic misconduct includes, but is not limited to:

- Cheating on a quiz or test by using concealed answers or by copying another student's work, or through electronic means.
- Copying an assignment, worksheet, or sharing information about an assignment or test.
- Offering to another student the answers to an assignment, worksheet, or test, whether solicited or unsolicited, in written or verbal communications.
- Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.
- Lying to a teacher about academic activity.
- Failing to indicate quotations taken from a source or failing to identify sources in writing (plagiarism).
- Use of electronic devices, including phones, or computer media (internet, teacher grade books, etc.) in an academically dishonest manner is prohibited.

With regard to group work, the same policies shall apply, altered by the circumstances of the task involved. Students are to be informed of the limits of cooperation permitted and should seek prior additional information in situations where they are unclear as to appropriate limits. Unless explicitly announced otherwise by the teacher, students are expected to work alone on all assignments.

### **ACADEMIC RECLASSIFICATION**

Academic reclassification rarely occurs. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent, or designee, decision shall be final.

### **ACCIDENTS**

All accidents, no matter how minor, must be reported to Health Services or to the Main Office. School staff will enter the injury information into Skyward. An [Accident Report form](#) should only be completed for accidents that happen outside of the school day during extra-curricular activities or during a Field Trip. This information is required for insurance claims.

### **ACTIVISM**

Pupils have the right to respectfully express opinions or make suggestions to school administrators and faculty. It is expected that students will follow the established rules and policies of the school even while working for change. Pupils who willfully violate school rules, who defy reasonable instructions of teachers and administrators or who interfere with the normal operation of the school program may be subject to intervention outlined in the [Code of Conduct: Rights and Responsibilities Handbook](#). Any person or persons who interfere with the normal functions of the school or who engage in any unauthorized activity on school property shall be asked to leave. If they refuse, the school administrator or employee in charge may request their removal by law enforcement officers.

### **ADDRESS OR CONTACT INFORMATION CHANGE**

Updated information is very important for academic and student safety purposes. Emergency contact information should be included. Changes in telephone number(s), email address, and other pertinent information can be made in Skyward Family Access or may be reported to the school front office. Address changes must be made through the [Welcome Center](#). Changes may only be made by the custodial parent/guardian. Identification must be provided at the time of request.

### **ALARMS/SAFETY PROTOCOLS**

Our schools teach students our safety protocols and how to respond when alarms sound. We practice our responses throughout the year. Failure to follow protocols may result in disciplinary action.

### **Active Threat:**

Students and staff follow active threat procedures as taught and practiced. Responses include evacuation, shelter in place, or counter measures.

**Shelter in Place:**

Normal delivery of instruction occurs, and all students remain in the classrooms. Those needing to leave the classroom for emergency purposes and all visitors are provided with escorts throughout the building.

**Fire:**

Everyone is to leave the building when an alarm is sounded; persons failing to do so may face disciplinary and/or legal action. Any student tampering with a fire detection device will result in disciplinary action and could be subject to prosecution by the proper authorities.

**Severe Weather:**

Students and staff follow the evacuation route posted and follow take cover procedures.

**ALLERGY AWARE SCHOOLS**

The St. Cloud Area School District takes all allergies, including food allergies seriously. Recognizing that the risk of accidental exposure to allergens including food allergies can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and medical providers to minimize risks and provide a safe educational environment for students with allergies. St. Cloud Area School District Food Service will make reasonable accommodations after receiving a signed request from a health care provider through dietary orders, a District [Special Diet Statement](#) form or as stated in a child's emergency care plan. The health care provider's orders must include the items the student cannot eat and include the items that can be substituted. At the start of each school year an annual update is required by a medical provider. In order to reduce the risk of exposure for students who have an allergy to peanut/tree nut products, these items are not served in the school lunch and breakfast programs. Schools are not able to monitor lunches or products sent from home. **Families are asked to refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school.** -Families are encouraged to contact the Licensed School Nurse if they have questions pertaining to an allergy that could affect their child's health and safety at school.

**AMERICANS WITH DISABILITY ACT**

Visitors with a disability who need accommodation in order to attend a school event are/is to contact an Administrator at least one week in advance of the program.

**ANNOUNCEMENTS**

A concerted effort will be made to make announcements in multiple formats which may include oral or print and may be provided through multiple electronic formats in order to help students and families to be advised of all school-related opportunities. Announcements include items of interest and importance to students.

**ANNUAL FERPA STATEMENT****Access to Student Educational Records Under FERPA and the MGDPA**

The St. Cloud School District recognizes its responsibility in regard to the collection, maintenance, and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes. Requests for the release of student information are governed by the Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for

reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parents/guardians or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parents/guardians or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parents/guardians or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, information the school district identifies as "directory" information. For the St. Cloud Area School District 742, directory information includes the following:

- The student's name,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Dates of attendance (e.g., student attended school in St. Cloud Area School District 742 from 2001-2005, not specific information about attendance on a particular date), and
- Degrees and awards received.

St. Cloud Area School District 742 has designated photographs and videos as "limited directory information" that may be released only for the following purposes: use by the St. Cloud Area School District 742 in official publications, promotional materials, or on the St. Cloud Area School District 742 website; use in an officially sanctioned school yearbook; or use as part of a District event.

In addition, the St. Cloud Area School District 742 has identified as "limited directory information" that may only be shared with law enforcement personnel as follows:

- Student's home address,
- Telephone number,
- Date of birth,
- Class schedule,
- Parent/guardian names, telephone numbers and addresses, and
- Digital images of the student.

Requests for school records should be directed to the Principal's office at the school your student attends. For more information regarding student educational records, please refer to Board Policy 515 or contact Executive Director of Human Resources Tracy Flynn Bowe who serves as the Data Practices Officer for the School District.

St. Cloud Area School District 742 has designated photographs and videos as "limited directory information" that may be released only for the following purposes: use by the St. Cloud Area School District 742 in official

publications, promotional materials, or on the St. Cloud Area School District 742's website; use in an officially sanctioned school yearbook; or use as part of a District event.

In addition, St. Cloud Area School District 742 has designated the following as "limited directory information" that may be provided only to Student Resource Officers (SROs) and other law enforcement personnel: student's home address, telephone number, and date of birth; class schedule; parent/guardian names, telephone numbers and addresses; and digital images of the student.

### **AREA LEARNING PROGRAMS**

Our secondary schools provide alternative learning opportunities both within their buildings and at separate sites. These programs provide consistent academic and life skills instruction that emphasizes individualized learning. Our mission is accomplished through flexible grouping, differentiated teaching strategies, parents/guardians participation, and services to students and families in a positive learning environment.

### **ASSESSMENT AND STATE TESTING**

#### **Assessments**

Students in grades K-12 take a variety of tests and assessments each school year. We give students the assessments to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year, in a variety of areas. Your child will take some assessments on a computer and some paper/pencil. If you have questions about assessment purposes, time frames or results, please contact your child's teacher directly. The school's web page or child's teacher will provide websites and intervention options available to help students develop their skills to prepare for assessments. For students in high school, state testing scores are included in the student's high school transcript.

#### **State Testing**

The State testing calendar for each school year is found on our website ([Assessment & Testing, Assessment Overview with Detailed Calendar](#)).

Parents/guardians may choose to have their child opt out of statewide assessments. See more information regarding opt out and the form at the end of this booklet, or at our website ([Assessment & Testing, Assessment, Parents/Guardians Refusal Form](#)).

### **BACKPACKS**

Middle school students are allowed to bring a backpack to school but will be required to secure it in their school issued locker during the school day, prior to the start of the advisory period.

High School students are allowed to bring and carry backpacks except at McKinley ALC. Students carrying backpacks to McKinley ALC must check them into the main office for the duration of the day.

### **(ANTI) BULLYING/SAFE SCHOOLS POLICY**

St. Cloud Area School District 742 recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying disrupts the rights of others to an education and is unacceptable in the educational environment. Any incidents that impact the school environment will be addressed regardless of location of the incident.

St. Cloud Area School District 742 strives to maintain learning and working environments that are free of bullying. Bullying is prohibited on school grounds, on school devices, at school-sponsored activities, on school buses and school bus stops.

### **Bullying - Cyberbullying**

Cyberbullying is strictly prohibited. The school staff does not monitor the activities of students outside of school hours and must rely on family supervision to eliminate all incidents of cyberbullying. However, any incidents that impact the school environment will be addressed. Law enforcement may partner with administrators in investigating reports of cyberbullying.

### **Bullying Defined**

Bullying includes intimidating, threatening, abusing, or harming conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Bullying also includes malicious and sadistic conduct which creates a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without cause or engaging in excessive cruelty or delighting in cruelty.

### **Reporting Procedures**

**Victims:** All students who believe they have been the victims of bullying shall promptly report the bullying to a school staff member. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

**Families:** All parents/guardians who become aware of any bullying are encouraged to report the bullying to a building administrator or designee. This would include parents/guardians of victims, perpetrators, or bystanders.

**Witnesses:** All students who witness bullying shall immediately report the bullying to a school staff member. Any school staff who witness bullying shall immediately intervene and take appropriate action to stop the bullying.

**Staff:** A teacher, volunteer, educational contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal or designee immediately for appropriate action.

**Administrators:** A principal or designee who observes bullying or receives a verbal report of bullying shall document and promptly investigate the matter. When possible, administrators shall seek to discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending student(s) separately. After the investigation has been completed, the building principal shall take appropriate action consistent with the bullying policy.

**Data Privacy Act:** Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

### **BUS RIDERSHIP**

Students who live more than one mile from school are eligible for regular transportation service to and from school. School bus transportation may also be provided for students who may have to cross heavily traveled roads or encounter other hazardous boundaries.

For the safety of all children, bus drivers cannot honor student/family requests for students to ride buses other than their assigned buses. **If your child does not arrive home on the bus as expected, please call the Transportation Department immediately at (320) 370-6940.**

Riding the bus is a privilege not a right. Students who jeopardize the safety of themselves or other passengers may lose their riding privileges. All students in grades PreK-12 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few weeks of school. These rules are shared with students in the fall of each year.

Students must act responsibly when riding the bus to ensure safe and comfortable transportation. All school policies apply to conduct on school buses and on public transportation. Failure to follow these policies may result in suspension from school and/or denial of bus riding privileges. The school is legally liable for students from the time they board the bus until the time they are dropped off at the bus stop.

### **Loading – Unloading**

All morning and afternoon buses will unload in the bus chute upon arrival or departure. All school rules are in effect in the bus chute and on the bus itself. Students may only get on or off the bus at the buildings or stops to which they are assigned.

**Please contact the Transportation Department at (320) 370-6940 with questions and concerns about your student's transportation services.**

### **C.A.A.P.**

A **Community Accountability And Prevention** intervention may be available to students in grades 6-10 as an alternative to suspension. Principals/Assistant Principals may assign a student to CAAP. The CAAP program is operated by St. Cloud Area School District 742 staff at an alternate school site.

### **CAFETERIA/COMMONS**

Your cooperation and your thoughtful consideration for other students are expected and appreciated.

- All lunches must be eaten in the cafeteria/commons unless special permission is given.
- Students are to conduct themselves in a manner that meets school-wide expectations in the lunch lines and while eating.
- Students are responsible for the cleanliness of the table where they eat and for the surrounding area.
- Trays, silverware, and other items should be returned to the dishwashing area after use. Garbage, organics, and recycling should be placed in the designated bins.

### **CAMERAS**

Use of any photographic device that violates the personal privacy of another individual is strictly prohibited. Additionally, use of any such device in a school locker room or school bathroom are prohibited and may result in school discipline or referral to law enforcement.

### **CLOSED CAMPUS POLICY**

St. Cloud Area School District 742 high schools have a **closed campus policy**. Students are not permitted to leave the building without school and parent/guardian permission. Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. This includes students' lunch and open non-class periods.



## **CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES**

Students who attend St. Cloud Area School District 742 have various rights and opportunities. Students also have responsibilities to teachers, other staff, and fellow students. Please reference the [Code of Conduct: Rights and Responsibilities Handbook](#) for detailed information.

## **COMMUNICABLE DISEASES**

School district personnel are responsible for reporting communicable diseases to the Minnesota Department of Health. Please notify your school nurse if your child is diagnosed with a communicable disease by a health care provider. Students who are suspected of having a communicable disease may be sent home after the student's family has been notified.

## **COMMUNICATION - SKYWARD**

St. Cloud Area School District 742 uses Skyward, a student information management system for communication and reporting of grades, discipline, and attendance. Listed parents or guardians can access this site by going to [www.isd742.org](http://www.isd742.org) and clicking on "Families" then "Skyward Family Access." The site requires a username (the first 5 letters of the last name, followed by the first 3 letters of the first name, followed by 3 zeros). An individually identified password will then be required. You can also get access to Skyward by contacting your school's secretary.

## **CONCUSSIONS**

If a student has suffered a concussion, report this to their school nurse and school counselor to ensure concussion protocol is being followed. Please provide a copy of their concussion care plan from their health care provider to the school nurse. The school nurse and/or school counselor will notify appropriate staff to ensure accommodations are made.

## **CONFERENCES FOR FAMILIES/TEACHERS**

Classroom teachers will meet with parent(s)/guardian(s) in a variety of formats (i.e. virtual, in-person, etc.) during scheduled Family/Teacher Conferences. Communication between school and parents/guardians is critical, and this is an excellent time to work together in the best interest of your child.

## **COUNSELING**

The school counselors provide support to students experiencing academic, safety, social, and emotional concerns. They also help with course selection, future planning, testing, and interpreting test results. Students are invited to make appointments to visit with their counselor as needed.

## **DANCES/AFTER SCHOOL PARTIES (HIGH SCHOOL)**

Our school dances and after-school parties are special events for our students as they interact in positive ways in a safe and supervised environment. All students and guests are expected to conduct themselves in an appropriate way at any school event. Students displaying inappropriate dancing will be warned and, if the inappropriate behaviors continue, will be asked to leave the dance.

The following policies apply to all school sponsored dances:

- Only students who are enrolled at the sponsoring school are eligible to attend and their guests must be pre-approved by administration at least 3 days in advance.
  - [Apollo Form](#)
  - [Tech Form](#)
- All school and St. Cloud Area School District 742 rules apply and are enforced.
- For high school dances, current I.D. cards are required.
- We reserve the right to deny admission to anyone.
- Once leaving the dance or party, students may not return.
- Students may not use their lockers at any time.
- Students must remain in designated dance/party areas.

## **DELIVERIES TO STUDENTS (ITEMS BEING DROPPED OFF DURING THE SCHOOL DAY)**

Delivery services will not be allowed during the school day.

## **DISTRIBUTION OF MATERIALS**

[School Board Policy 505](#) governs the distribution of non-school-sponsored materials on school premises. Requests for distribution of non-school-sponsored materials must be reviewed. Electronic distribution of materials is the preferred method of distribution. Materials that may create a material or substantial disruption of school business will not be distributed.

## **DIPLOMAS - HOME SCHOOL STUDENTS**

A homeschooled student must have received at least 51% of the necessary credits from our high schools to get a diploma from District 742. If a student has received less than 50% of the necessary credits from our high schools, the parent/guardian will give the diploma.

## **DRESS CODE/PERSONAL APPEARANCE**

Students should dress in a manner that, in addition to the following guidelines, takes into consideration the education environment, safety, health, and welfare of self and others. The following guidelines regarding dress must be followed.

- Apparel that exposes the chest and/or bottom is not allowed.
- Headgear for students in grades 6-12 may be worn during the school day provided the head covering complies with other district policies and does not interfere with the learning environment. Staff may direct students to remove headgear that is disruptive of the learning environment.
- Clothing which bears a message which is lewd, vulgar, or obscene is not allowed.
- Apparel promoting products or activities that are illegal for use by minors is not allowed.
- Footwear must be worn in the building at all times due to state health mandates.
- Blankets or cover-ups are not allowed to be carried or worn during the school day.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in [Board Policy 413](#) are not allowed. Specific examples include wearing or displaying Confederate flags or swastikas.
- Only prescription eyewear will be allowed. Sunglasses should be removed upon entering the building.

Parents/guardians, staff, and visitors are also expected to follow the St. Cloud Area School District 742 expectations for appropriate school dress and appearance as outlined in [Board Policy 504](#).

## **DUE PROCESS**

Students who are currently identified as having a disability under IDEA will be subject to the provisions of IDEA.

## **E-LEARNING/FLEXIBLE LEARNING DAYS**

In an effort to continue student learning in the event of weather-related school closings, St. Cloud Area School District will continue using Flexible Learning Days during the 2023-2024 school year for inclement weather day closings pursuant to Minn. Stat. §120A.414.

Students in grades 6 -12 will access assignments on student devices via the Learning Management System, Schoology. Students are expected to log into Schoology and complete assignments on those days.

Licensed staff will post learning activities on Schoology by 10:00 AM on that day, and they will be available during student contact hours to answer student questions and provide guidance via email and Schoology. All Flexible Learning Day assignments will be due one week after the Flexible Learning Day. Accommodations for students who receive special education and EL services will be provided. If additional accommodations are needed, they can be addressed by teaching staff when the student returns to school.

## **EMERGENCY SCHOOL CLOSING (WEATHER RELATED)**

If school is going to start late, close early, or close due to inclement weather, notification will be made through the following communication outlets: [www.isd742.org](http://www.isd742.org), WJON/WWJO, KNSI/KCLD, KISS-FM, KKSR, WVAL/WHMH, KASM, KCCO-TV, KRWC, Charter Cable Channel 187, WCCO, and KARE11 radio.

In addition to these radio and television outlets, weather alerts are announced on the St. Cloud Times website at [www.sctimes.com](http://www.sctimes.com). You may also tune into the area's cable education access, Charter Cable Channel 187, District 742's Facebook page [www.facebook.com/isd742.org](http://www.facebook.com/isd742.org), or the District 742 website at [www.isd742.org](http://www.isd742.org) for up-to-the-minute closing and/or late start reports. Skylert (School Messenger System) will also be used to send messages to all families.

## **FEES**

Participation in athletics and some activities requires each student participating to pay a fee for each sport or extracurricular activity as listed in the information registration handout available in the activities or main office. No student will be prohibited from participation due to financial hardship. Please speak with a counselor or activities director if you need financial assistance.

## **FIELD TRIPS**

Schools will sponsor trips designed to enhance the educational experience. The organizer of the trip will arrange for supervision, nursing support, meals as needed, and transportation on such trips; all students must use school transportation. Exceptions may be granted through the faculty member in charge along with prior approval of administration and written permission from a custodial family member. All chaperones must have a completed background check from Community Education ([Volunteer Packets](#) are available at your child's school, Community Education, or through the district website).

### **Student Responsibility on Field Trips**

- School rules are in effect during the entire trip.
- Any student breaking a trip rule, such as curfew or failure to show up in time for departures or performances may receive consequences. The student will not be allowed to further participate in any activity on the trip and a chaperone will be assigned to monitor the student's behavior until their return.
- Major violations such as possession and/or use of drugs and/or alcohol will result in immediate suspension of the student from the group. The student's family will then be notified immediately, and the student will be sent home.
- Should a student be sent home, it is the family's responsibility to pay for the cost of the student's return home. The family will also be responsible for picking the student up upon their return.
- Any student sent home will be suspended from school upon their return from the activity.
- Students must have an emergency information form on file with the school in order to leave school grounds on a sponsored field trip.

## **FINES/FEES UNPAID**

Students are encouraged to promptly pay fines or fees for books, iPads, computers, and other items.

Chromebook Insurance Fees:

\$20 per year

\$5 per year if qualified for free and reduced lunch

## **FOOD**

Due to the safety and allergies of individuals, students or families may not bring homemade or commercial food or drinks for distribution (e.g., birthday celebrations, etc.) during the school day. Food or drinks that are not brought to school as a part of the student's cold lunch (North & South Junior High), must be consumed before the end of the advisory period. Students are encouraged to bring a reusable water bottle from home for continued water hydration; other non-water drinks are not permitted during the school day. Any foods brought to school must follow our allergy guidelines or they will be returned home.

## **FREEDOM OF SPEECH**

Each student has the right to form, hold, and express opinions and beliefs as long as the expression does not disrupt the normal operation of the school. Profane, vulgar, racist, or harassing words or gestures by their nature disrupt the educational environment and may not be used. Students may post literature in any designated posting areas after review and approval by the administration. If the material is considered obscene, libelous, or disruptive to the school, it may be removed by the administration and consequences may be assigned. The same rules and procedures set for posting materials govern distribution of flyers. In addition, flyers may not be distributed during the school day. The administrator or a designee shall be given the opportunity to review the materials prior to publication and distribution and may suspend publication and distribution if considered obscene, libelous, or inconsistent with the educational goals of the district or disruptive to the educational environment.

## **FULL-TIME STUDENTS**

High school students are identified as full-time student when enrolled in a minimum of 4 credits.

## **FUNDRAISING**

Any fundraising or funds requested by a coach or activity advisor for the purpose of team welfare or promotion must have prior written approval from an administrator or activities director. The proper forms are available in the Activities Office (high schools) or main office (Junior High schools). Only items or products for school fundraisers will be sold on school grounds. Any student misrepresenting the school through fundraising activity is subject to disciplinary action.

## **GAMBLING**

All games of chance are prohibited on our school campus when wagering or betting money or reward is involved.

## **HARASSMENT (BOARD POLICY #413)**

St. Cloud Area School District 742 makes every effort to create a caring and respectful environment for all of our students. Our goal is to maintain a learning and working environment that is free from discrimination, harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. Students need to immediately report any form of harassment to their teachers or any other staff member. This policy is posted in your child's school or is available from your school's principal.

In addition, your school's principal can also provide you with the following resources:

- Guidelines for Policy Implementation
- A Basic Guide for Minnesota District 742 parents/guardians and Students. (This document is also available in Spanish, Somali, and Vietnamese languages.)

## **HAZING**

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose to subject someone to abusive or humiliating tricks or ridicule. Pursuant to MN Statute 121A.69 and [Board Policy 526](#), "Hazing activities of any type are inconsistent with the education goals of St. Cloud Area School District 742 and are prohibited at all times."

## **HEALTH EMERGENCY CONTACT INFORMATION**

It is the responsibility of families to provide current emergency contact information to your child's school during the first week of classes and throughout the school year when information changes. When students become

ill or are involved in an accident during the school day, families will be notified so suitable arrangements can be made. If it is necessary to take a child out of school, parents/guardians will be required to sign an early release in the building office.

### **HEALTH RECORDS**

Health records are kept for each student according to Minnesota law. Examples of information include:

- History of past illnesses and operations.
- Dates of immunizations.
- Results of vision and hearing screening.
- Results of professional examinations.

Emergency information for each student must be on file with the school nurse.

### **HOMEWORK**

Homework assignments will vary, depending on the grade level of students. Families can encourage good study habits and practices by providing a quiet study area and establishing a consistent time each night for homework/reading.

### **HOMESCHOOL & GRADUATION**

Homeschool students can earn their diploma from our district if they are enrolled 51% of their high school career.

### **IDENTIFICATION**

Due to safety and security concerns, students must identify themselves when asked by an adult in the school building. Failure to give correct identification may result in disciplinary consequences.

### **ILLNESS/INJURY AT SCHOOL**

Many parents/guardians are frequently concerned about when students should stay home. The following recommendations are intended to help with this decision:

- **Elevated temperature** – must be temperature free for 24 hours without a fever reducing medication such as Tylenol or Ibuprofen. A temperature/fever is considered 100.4° F or higher.
- **Illness Related Vomiting and/or Diarrhea** – minimum of 24 hours without a vomiting and/or diarrhea episode before returning to school
- **Strep throat** – Minimum of 12 hours on antibiotic before returning to school
- **Nose discharge** – thick, colored drainage (may need to be evaluated by a healthcare provider)
- **Rash** – that hasn't been diagnosed by a health care provider requires a letter from a health care provider indicating diagnosis before returning to school
- **Reddened or Pink eye** - refers to an inflamed eye. It often includes sticky discharge from the eye and pinkish tint to the sclera (whites of the eye). Contact your child's health care provider for advice/treatment. Children may be at school with symptoms and eye drops are not required.
- **Cough** - repetitive coughing that interferes with a child's activity, play, or learning may need to be evaluated by a health care provider.
- **Select contagious diseases (Pertussis, Influenza, RSV, Chickenpox, Measles, COVID, etc.)**
  - stay home and contact your school nurse for a return to school plan.

If a child becomes ill at school, the school will notify parents/guardians or legal guardians by telephone. If the school is unable to reach the parents/guardians or legal guardians, the person listed as the emergency contact may be called and requested to pick up the child. In cases when the school is unable to contact the parents/guardians, legal guardians, or alternate contact person, and the situation appears to be one in which the child requires emergency medical attention, 911 will be called.

*If you have any questions regarding your child's health, please contact the school nurse.*

### **INDIVIDUAL HEALTH PLAN (IHP)**

Students who have special health care needs may need an individual health plan (IHP) on file at school to communicate how to meet a student's health needs during their educational day. IHP's are created in partnership with health care providers and parents/guardians and are updated on an annual basis. Students who have an IHP may also qualify for a 504 Plan. If a child's medical issues significantly limit one or more major life activities, including school, then they should have a 504 Plan. The goal of a 504 Plan is to level the playing field by providing accommodations and modifications that allow the student the same opportunities as their "typical" peers. Contact your school nurse if you would like to discuss a 504 evaluation for your child.

### **IN-LINE SKATES/SKATEBOARDS/SCOOTERS**

The use of in-line skates and skateboards inside the school building or on the campus (exterior walkways) is prohibited during the school day.

### **IN-SCHOOL SUSPENSION/DETENTION**

In-School Suspension/Detention is assigned to students for relatively serious violations of [Code of Conduct: Rights and Responsibilities](#). In-School suspension/detention is a closely supervised study hall and opportunity for teaching expected behaviors.

### **INSURANCE - HEALTH**

Students may take private injury insurance through the school at a lower cost. Students will receive information through homeroom/advisory regarding the insurance program.

### **LATEX**

St. Cloud Area School District 742 schools are latex safe. Latex balloons, gloves or other items containing latex are not allowed on St. Cloud Area School District 742 property.

### **LOCKERS**

Students are assigned lockers automatically or by request, depending on the school. A student's school locker is the property of the St. Cloud Area School District 742 and must be used for the following intended purposes: a storage area for books, school supplies, and outdoor clothing. The cost of repairing any damage to lockers will be charged to the student. All items must be removed from lockers at the end of the school year and any items left in lockers at the end of the year may not be returned. The use of a locker other than the one assigned to the student is prohibited. Combinations are not to be given to friends at any time.

School authorities may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Any non-school issued or approved locks will be cut off immediately. This policy also applies to physical education lockers and athletic lockers.

### **LOSS OF SCHOOL PRIVILEGES**

Students may lose the privilege of attending school activities for violation of school rules and district policies. When a student is dismissed or suspended from school, the student cannot participate in or observe any extracurricular, club, or school-sponsored activities regardless of location.

### **LOST/DAMAGED PROPERTY**

A fee, restitution or community service will be assessed to students/families that reflects the replacement/repair costs when students:

- damage school property (lockers, desks, chairs, etc.)
- damage/lost texts or library books
- damage personal property of other students/staff

Fees must be paid to the school before the end of the school year.

## **LOST AND FOUND**

Students are urged to cooperate by turning all articles they find into the office and to ask about articles they may have lost. Unclaimed articles are usually donated to local charitable organizations.

## **Parental/guardian discretion is advised when allowing students to bring valuable items to school.**

Expensive items such as headsets, handheld electronics, iPods, cell phones, video games, toys, collectable cards, or other valuables should not be brought to school. St. Cloud Area School District 742 does not carry insurance for such items so please be aware of the risks involved.

## **MANDATED REPORTING**

St. Cloud Area School District 742 school personnel are mandated by law to report suspected abuse or neglect of children. Situations that require a mandated report include physical abuse, sexual abuse, emotional abuse, or abuses of child custody arrangements.

## **MEALS**

The Breakfast/Milk/Lunch Program records are computerized, and all students, with the exception of preschool, are given a PIN to access their Skyward account. Students receive a barcode that is scanned at the point of sale for breakfast and lunch. All money for meals is deposited into one account. Lunch accounts **must** have positive balances. When an account falls below negative \$.00, communication will be sent as a reminder until the account is brought positive.

Students in Kindergarten-12<sup>th</sup> grade are able to receive one breakfast and one lunch per day at no charge to the family. Extra items/meals will be charged per prices listed on the district website at [isd742.org](http://isd742.org) and are updated each summer. Food allergy accommodation requests can be made by having your doctor fill out the form located at [isd742.org](http://isd742.org) or from your student's school nurse. See Allergy Statement located at [isd742.org](http://isd742.org).

Families are strongly encouraged to fill out an Application for Educational Benefits each school year.

### **2023-2024 Breakfast/Milk/Lunch Prices:**

<b>Meal Type</b>	<b>Breakfast</b>	<b>Lunch</b>
<b>Milk</b>	<b>\$0.50</b>	<b>\$0.50</b>
<b>Adult</b>	<b>\$2.40</b>	<b>\$5.00</b>

## **MEDIA CENTER**

Research information and educational resources are available for students through school media centers. Students must have a designated school ID and or access to their digital ID through Skyward in order to check out any books or materials.

## **MEDICATIONS**

St. Cloud Area School District 742 employees will administer medication or provide medical procedures and/or treatments during the instructional day according to Minnesota Statute 121A.22 and 121A.2205. Students may require prescribed medication at school in order to benefit from their educational experience. All prescribed or over-the-counter medications must be dispensed through the health office and have a medication authorization form signed by a parent/legal guardian and health care provider completed annually. Students who are able to self-carry medications, such as inhalers and EpiPens must have documentation on file from their health care provider in the health office. All medications at school must be in a pharmacy labeled container. parents/guardians are responsible for picking up their child's medications at the end of each school year. Medications not picked up after multiple attempts by the school nurse to contact a student's family will be destroyed.



### **MINNESOTA'S IMMUNIZATION LAW**

Minnesota Statutes, Section 121A.15 require that all children, prior to enrolling in a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis B, Varicella (chicken pox) Meningococcal, (Hib and Hepatitis A for all preschoolers) or meet one of the allowable alternatives. The law allows for these exemptions:

- A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.
- A notarized statement that immunization goes against personal beliefs.

Please use the Minnesota Department of Health Immunization Form for documentation of medical or personal exemptions to the Minnesota immunization law.

### **MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)**

MTSS stands for "Multi-Tiered System of Supports." This means that on a daily basis, St. Cloud Area School District 742 staff work together to support every student academically, behaviorally, and socially based on ongoing needs."

MTSS is a problem-solving team that typically includes principal/assistant principal, counselors, school psychologists, intervention staff (support rooms, truancy, academic) and general education teachers. This team meets at least two times/month, sometimes weekly to address student referrals from families and staff. The problem-solving process includes data analysis to determine the next steps for student support. Schools have a variety of intervention supports which include social emotional, behavioral, and academic.

### **NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

Staff have the right to feel safe in the school in which they work. Information regarding students that have exhibited violent behavior known to the school authorities and/or for which they have been suspended should be shared with the adults who work with them.

A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year (12-month record).

Incidents of violence means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed. School staff working with students may also be notified if a student has been charged for violent crime committed on school property or in the community.

### **NUISANCE DEVICES**

Because of potential danger or injury to other persons, students are subject to disciplinary action(s) if they have harmful toys or nuisance devices in their possession. These devices may be confiscated.

### **OFF CAMPUS CONDUCT**

Students may be disciplined for off campus conduct that disrupts, interferes, or otherwise affects the environment, activities, or operations of the school. Students may be charged by law enforcement or receive consequences from school administration or MSHSL.

### **PARENTAL CUSTODY/GUARDIANSHIP**

parents/guardians sometimes request that one parent/guardian or another not be allowed to visit school, talk to their child/children, or pick their child/children up at school.

In order for St. Cloud Area School District 742 to honor restrictions of this nature, the custodial parents/guardians must present a court order or other legal document to the building principal. In most cases,



such restrictions are set through legal proceedings. The information allows the principal to respond promptly to your request and be in conformance with the law, while recognizing the rights of both parents/guardians.

### **PETS & ANIMALS**

For the safety of all students, pets or animals should not be allowed in school. Animals that are part of the curriculum may be used after approval from the principal to determine if any health concerns exist with students in the classroom.

### **PHOTO IMAGE RELEASE**

St. Cloud Area School District 742 likes to celebrate the achievements of our students and staff. Throughout the year, the Communications Department and other District staff may take photographs/video students at school, activities and events that appear in district/school publications including yearbooks, on district/school websites, district/school social media use and at school board or other public presentations.

Pursuant to [Board Policy 515](#), St. Cloud Area School District 742 has designated photographs and videos as “limited directory information” that may be released only for the following purposes: use by the District in official publications, promotional materials, or on the District website; use in an officially sanctioned school yearbook; or use as part of a District event.

If you do not wish to have your student's photo included in any of these district publications, you must complete an [OPT OUT form](#). This form is valid from the time of receipt through the end of the 2023-2024 school year. Please return the form as soon as possible to your child's school, where it will be kept on file if you do NOT agree to release your child's image, work or quotations.

### **PHYSICAL EDUCATION**

If your child is unable to participate in physical education activities, the school must have a health care provider's statement requesting non-participation. Excuses from physical education for religious or temporary physical reasons are handled on an individual basis.

### **PHYSICAL EXAMINATIONS FOR ATHLETIC PARTICIPATION**

Physical Examinations by the primary care physician are strongly urged prior to entrance into grade 7. Physical examinations **are required** for participation in sports for 7<sup>th</sup> through 12<sup>th</sup> grade students.

### **PHYSICAL RESTRAINT/REASONABLE FORCE**

Minnesota Statute allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances, to restrain a student or prevent bodily harm to another. Staff may only utilize physical restraints with Crisis Prevention Intervention (CPI) certification.

### **PLEDGE OF ALLEGIANCE**

#### **Purpose**

The School Board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

#### **General Statement of Policy**

Students in St. Cloud Area School District 742 shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. The recitation shall be conducted:

- By each individual classroom teacher or the teacher's surrogate; or
- Over a school intercom system by a person designated by an administrator or other person having administrative control over the school.

## **Exceptions**

Any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the Flag. Employees or students who choose not to participate will sit or stand quietly and respectfully during the recitation. Students must be respectful of the choice to not recite the pledge.

## **Instructions**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag.

## **POSSESSION OF STOLEN PROPERTY**

Holding or possessing objects, materials, or belongings that are rightfully owned by another person or the school district without permission of the owner or proper school authority will be disciplined and possibly referred to police.

## **POSTER/SIGN RULES**

Posters or signs may be placed about the building with permission from the administration. The organization or individual who posted them shall take down posters the day following the event or function they advertised. Administration has sole discretion over content and approval of materials distributed.

## **PRAYER**

State and Federal law have made provisions for praying in school. When students leave an instructional setting to pray, the prayer practice must be central to faith tradition, not personal preference. St. Cloud Area School District 742 reserves the right to place reasonable time, place, and manner restrictions upon any request for release from an instructional or non-instructional activity. St. Cloud Area School District 742 requires a valid note from a parent or guardian before a student may be allowed to leave instructional time for prayer. **The time limit for leaving an instructional setting for prayer shall not exceed fifteen minutes for each release (10 minutes for prayer and 5 minutes for passing).** St. Cloud Area School District 742 reserves the right to deny any student release from instructional time for prayer or other religious observation if the student abuses the privilege. *If there are any concerns or problems regarding a student's attendance or conduct at prayer, the school will contact the student's parents/guardians to discuss the concern and establish ways to change the behavior.*

## **PRIVATE PROPERTY IN NEIGHBORHOOD**

Property adjacent to the school campus is private property. Students should remain on school property or public sidewalks before, during or after the school day. Please be a good neighbor and respect our neighbors' property and privacy.

## **PUBLIC DISPLAYS OF AFFECTION**

Excessive public displays of affection are considered inappropriate in the school setting and are subject to disciplinary action.

## **READMISSION/ADMISSION PLAN**

A school administrator may prepare and mandate an admission or readmission plan for any student who is suspended or excluded from school. The plan may include measures to improve student's behavior and will request parental/guardian involvement. Parental/guardian involvement could include: in-person, virtual, on the phone, etc.

## **REPORTING**

All students are expected to promptly report violations of the Code of Conduct: Rights and Responsibilities to a teacher, guidance counselor, or a building administrator. Any student observing an act that impacts safety shall report this information **immediately** to any school employee.

## **RESIDENCE**

A student's legal residence is where his/her parent(s) or legal guardian reside. Students who are living in St. Cloud Area School District 742 but not with a custodial guardian must report this to the office upon enrollment or a change of residence. Students may apply for an [in-district transfer](#) to any school through the [St. Cloud Area School District 742's Welcome Center](#) and must follow established policy and procedures.

## **SCHOOL BOARD OF EDUCATION**

The Board of Education meets regularly twice monthly on the first Wednesday (business meeting and work session) and third Wednesday (business meeting) unless otherwise noted. The schedules, agendas, and directions for providing community input can be found on the school district's website at <https://www.isd742.org/domain/59>.

## **SCHOOL RESOURCE OFFICER**

In cooperation with the local area Police Departments, a police resource officer is assigned to support each school. In addition to working closely with school administrators and faculty to ensure the safety of all, the police officer provides classroom presentations about various aspects of personal and school safety, conducts investigations, and remains visible throughout the school day. Administrators will involve the police or other law enforcement authorities as necessary to maintain a safe and lawful environment. If a student violates a district policy that also violates a law, the infraction will be referred to the school resource officer.

## **SEARCHES**

An authorized school official may search a student or the student's belongings based upon information received from a reliable source. The following are some of the specific areas we may search when on district property: automobiles, lockers, personal belongings, clothing, or backpacks. Schools may also collaborate with local law enforcement to conduct K-9 searches.

## **SECURITY PROCEDURES**

At each school, a specific door is designated as an entrance for parents/guardians and visitors. All others will remain locked. Upon entering the building, sign in at the welcome desk or school office and obtain a visitor's badge. Schools equipped with the Raptor Security System require guests to present a valid form of identification prior to entry.

## **SOCIAL MEDIA**

St. Cloud Area School District 742 recognizes that many of our students (as well as staff and parents/guardians) are active social media users. In addition, the District values and encourages the use of technology tools and resources to engage and educate all learners. However, student online interactions, both inside and outside of school, can disrupt the learning environment as well as affect student safety. As a result, students are expected to adhere to our responsible use policy as outlined in the [Code of Conduct: Rights and Responsibilities](#).

## **SOLICITATION**

All solicitations must have prior approval by administration and meet school district guidelines.

## **SPORTS CONDUCT EXPECTATIONS**

Good conduct is a responsibility of players, coaches, faculty, student spectators, adult spectators, officials, and the media. Promotion of good sportsmanship at athletic events should include a demonstration of respect for opponents and officials. Profane, discriminatory, or harassing language, signs, or gestures will not be permitted. All involved in a school or conference event should understand that skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality athletic program and conference.

The following rules, in addition to all school rules and expectations, must be followed:

- No throwing of objects onto playing surfaces.

- All signs and locations for signs must be approved by the site supervisor or Activities Director.
- No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
- No noise-makers allowed.
- Band playing collectively or individually during the confines of game time is limited to time outs, intermissions, and quarter breaks. This includes all musical instrument forms such as drums, trumpets, etc.
- Only an official mascot will be allowed on the floor. Mascots must stay outside of the area of play. No other leaders of cheers will be allowed on the floor.
- At all conference contests, where a public address system is available, the sportsmanship creed will be summarized or read as printed.

Any student who demonstrates a lack of self-control or appropriate conduct while attending an athletic event may be asked to leave and/or receive a consequence as assigned by the Activities Director, school administrator, or an official designee.

### **STUDENT SURVEYS**

Students will be asked to participate in surveys. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the district to notify parents/guardians and obtain consent or allow the parent/guardian to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parents/guardians;
2. Mental and psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents/guardians; or
8. Income, other than as required by law, to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

### **SUICIDE PREVENTION AND CRISIS ASSISTANCE**

There are several resources available for Suicide Prevention and Crisis Help. These include:

- **The 988 Suicide & Crisis Lifeline** - a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. Call (988) LifeLine for help.
- **Crisis Text Line** - this service provides free, 24/7 support via text message. The service is available for everything: anxiety, depression, suicide, school. Text HOME to 741741.
- **Four County Crisis Response Team** - this team provides Mental Health Crisis Services for Benton, Sherburne, Stearns, and Wright Counties and can be reached **320-253-5555** or **1-800-635-8008** 24 hours a day/7 day a week. The Crisis Response Team (CRT) is a group of counselors who provide support and assistance to children and adults experiencing a mental health crisis. Call-in services include a crisis hotline, information and referrals, and a link to resources and support, if needed the CRT will travel to your home or a community location to de-escalate the situation and help the individual in crisis cope with immediate stressors.

### **SYMBOLS: HATEFUL, SEXUAL OR OFFENSIVE**

Pictures or other items that represent symbols that are hateful, sexual, or offensive are not permitted on or near school grounds at any time. Some prohibited symbols include, but are not limited to, confederate flags, swastikas, sexual or other symbols that are deemed inappropriate or offensive to others. The administration

reserves the right to confiscate them and contact families. Incidents may be cause for disciplinary action by the administration and possible involvement by the police.

### **TECHNOLOGY: PERSONAL ELECTRONIC DEVICES (PEDs)**

Away for the Day - We teach appropriateness of time and place for personal electronic device use. We use a three-tier approach to educating students about effective and appropriate technology use. Personal Electronic Devices could include: cell phones, headphones, personal speakers, personal iPads, handheld gaming devices, etc.

#### **Expectations for use\***

- Middle school students may use PEDs (cell phones) before and after the instructional day. Cell phones must remain away (in a student locker) and off during school hours.
- High school students may use their cell phones in the hallways during passing time or in the cafeteria. When walking in the hallways and using earbuds, please exercise caution (1 earbud in - 1 out) and awareness of others.
- With teacher discretion, earphones/buds may be used in the classroom while paired with school provided electronic devices.
- Students are permitted to access only the school's network through personal devices and not private networks. Information will be provided to students for accessing the available network.

#### **Responses**

- The first referral results in a reteaching of expectations.
- The second referral results in the cell phone being collected for the student to pick-up from the main office at the end of the day, and a parent/guardian is notified.
- The third referral results in the parent/guardian coming to the school to collect the cell phone and meet with an administrator.

\*Please refer to [Board Policy 524](#) for additional information on responsible use of computer and technology systems.

**St. Cloud Area School District 742 is not responsible for lost or stolen personal electronic devices. The school will not be responsible for their security. Investigation of thefts will be implemented at the discretion of administration.**

### **TECHNOLOGY/RESPONSIBLE USE**

St. Cloud Area School District 742 provides students access to internet resources, wireless access systems, computers, networked printers, and other peripheral devices. Staff blend these resources with the curriculum. Guidance and instruction are provided to students in the appropriate uses of these technologies.

St. Cloud Area School District 742 is in compliance with the Federal Children's Internet Protection Act (CIPA) which restricts possible access to inappropriate material. All school computers with internet access and availability are filtered to restrict material that is obscene, pornographic, or harmful to minors while on our district network. St. Cloud Area School District 742 reserves the right to monitor the use of these technologies so as to maintain the integrity of these resources. Complete policy details can be found in [Board Policy 524 at isd742.org](#).

### **Responsibility**

Students are responsible for their behavior while using the district's computer system which includes internet access. All school rules apply for behavior and communication as per district policy and student handbooks. St. Cloud Area School District 742 is neither responsible nor liable for student actions while using these

resources. The privilege to use district technology will be provided to those students who act in an ethical, responsible, and considerate manner. Willful or intentional misuse will lead to further disciplinary actions and/or criminal penalties under appropriate local, state, and federal laws. Students may be charged an appropriate replacement or repair fee for technology that is lost, damaged or destroyed by students.

### **Student Terms and Conditions**

Students are responsible for their own actions and behavior at school in regard to internet use and the care of the school issued 1-to-1 device. Insurance for devices will be offered at the start of each school year and the device is returned to the school at the conclusion of the year. St. Cloud Area School District 742 is not liable for student's actions when connecting to the internet through the school's computers. Students assume full liability, legal, financial, or otherwise for their actions. Using the internet is a privilege, not a right. Access to the internet may be removed if abused. Information obtained from the internet should be examined for reliability, authority, and relevance.

### **General Guidelines for Students**

Students are expected to use the internet as an educational resource. Games and other activities, unless assigned by a teacher, are prohibited. Students are responsible for their exploration on the internet. Abuse of the internet may lead to removal of access privileges for the project on which they are working.

### **Student Expectations**

- You will assume that all the information on the internet is private property.
- You may use only legal material and follow all copyright laws.
- You will not vandalize the network or internet resources.
- You may find material that is inappropriate; it is your responsibility to leave that site and report it to your teacher.
- You will not attempt to buy anything using the school network.
- You will not share your password with others.
- You will not attempt to access another user's account.
- You will not allow others to use your device or your account.

### **Student Online Safety Rules**

- You will not give out personal information such as telephone number, address, and family information.
- You will not give out the name and location of the school.
- You will tell your teacher immediately if you come across inappropriate information.
- You will tell your teacher immediately if someone online attempts to meet with you.
- You will follow the District Social Media Guidelines.

If you have questions or need additional information on student technology use, please contact the school office.

### **TEXTBOOKS (LOST/DESTROYED)**

Minnesota Statute 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks, or library books. Students will be charged an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

## **THEFT**

Students should not bring valuables to school. The school does not carry insurance for these items. Students are responsible for securing their valuables. Thefts should be reported to the office as soon as possible. Investigations of thefts will be implemented at the discretion of administration.

## **TITLE I**

The following schools receive Title I federal funding: Discovery, Kennedy, Lincoln, Madison, Oak Hill, Talahi, Westwood, North and South. Parents/guardians of Title I funded sites may request information regarding the professional qualifications of the student's classroom teachers, including the following: (I) Whether the student's teacher...(a) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (b) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (c) is teaching in the field of discipline of the certification of the teacher; and, (d) timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. In addition, the parents/guardians may ask whether the child is provided services by instructional paraprofessionals and, if so, their qualifications. For more information on this "Right to Know" process, please see communications in English, Somali, and Spanish at the following: <https://www.isd742.org/domain/577>

Title I schools are also asked to provide the following: (I) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required and (II) required testing information. For more information on assessment, please see communications at the following: <https://mn01909691.schoolwires.net/domain/591>

## **TITLE IX**

Any student who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, in violation of Title IX, may file a written complaint with the Title IX Assistant Coordinator in their building or with the District Title IX Coordinator, the Executive Director of Human Resources, at [titleix@isd742.org](mailto:titleix@isd742.org). Please reach out to any building administrator for support with this process.

## **TOBACCO PRODUCTS/SMOKING/CHEWING/ELECTRONIC DELIVERY DEVICES & OTHER ILLEGAL CHEMICALS**

St. Cloud Area School District 742 property is alcohol, marijuana, tobacco and chemical free. Students found possessing or using any illegal products, including smokeless and/or electronic delivery devices, will have disciplinary consequences and administration may inform the School Resource Officer and will refer to Chemical Health Counselor.

Per MN State Statute, American Indian students are allowed to carry a medicine pouch containing loose tobacco intended for an observance of traditional spiritual or cultural practices.

## **VIDEO/AUDIO SCHOOL PROJECTS AND SPEECH PRESENTATIONS**

Video/audio assignments and projects may be assigned. To maintain an acceptable level of learning, all language and images used must follow district safe school and harassment guidelines. The need to use any language, images or objects that may impact student and staff safety in a project will be evaluated prior to production by the class teacher with final approval required from a building administrator.

## **VISITORS**

The school accepts only those visitors who have legitimate business with prior approval at school. Visitors are expected to sign in and out through the main office, obtain and wear a visitor's badge and must leave promptly when their business is complete.



In the event that a parent/guardian or other visitor fails to adhere to the visitor policy and causes disruption to the learning environment, the visitor may face disciplinary action. Minnesota State Statute provides for such action as a misdemeanor against the individual(s) for a period of twelve months after the individual has been told by school authority to leave and not return without administrative permission.

### **VOLUNTEERS**

Volunteers are an important part of our school programs. Volunteers must sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering in St. Cloud Area School District 742 schools. Please contact your child's school for further information. Volunteers will be asked to fill out a [volunteer form](#) that details the program. Volunteers are also required to complete a district background check and are free of charge.

### **WEAPONS**

Our school has a responsibility to provide a safe environment for all. All weapons are prohibited on school grounds. If students observe a weapon of any kind in school or on school grounds, it should be reported to a school staff member immediately. The complete weapons policy is available from your building principal or at [St. Cloud Area School District 742 Weapons Policy 501](#).

### **WELLNESS**

St. Cloud Area School District 742 attempts to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. Parents/guardians are asked to help the district promote wellness by providing healthy lunches and snacks and refraining from including beverages and food with minimal nutritional value.

### **WITHDRAWAL PROCEDURE**

Please notify your school counselor as soon as you know you will be moving to another school. All district owned materials (i.e., electronic devices and textbooks) must be returned. You will be given a transfer slip, a report card and other pertinent information to present to the new school. Your records will be forwarded when the new school requests them.

We expect all students to graduate from high school and will provide the supports necessary to ensure this outcome. Students considering dropping out of high school prior to graduation must schedule a meeting with the school principal and parent/guardian.



# HIGH SCHOOL SPECIFIC GUIDELINES

## EIGHTEEN-YEAR-OLD POLICY

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on those students 18-21 years of age as those students under 18. All students, regardless of age, are expected to adhere to the same set of policies and guidelines.

## EXCHANGE STUDENTS

### Grade Placement

A student will be placed in the appropriate grade level based on age and previous number of years in school attendance. In order to be a senior, the student must have attended eleven years equivalent to our grades one through eleven.

### Granting of Diplomas

- Students must provide proof of prior years of study and courses completed.
- Students must meet the same course and credit requirements as other High School students.
- Students must be enrolled in at least 10 credits during senior year, including English and U.S. History or senior Social Studies.

Students in grade twelve who do not meet the academic requirements listed above will be able to go through graduation and receive a Certificate of Attendance. Students will not qualify for listing as graduating with Honors unless they are receiving a diploma and have the appropriate rank in class to qualify. Even if the student is not eligible to receive a diploma, exchange students, as keepsakes, can purchase honor cords if their rank qualifies.

## GRADING

Grades are issued in all courses on a trimester schedule. Listed below are the grades, including honor points, used to determine GPA in grades 9 through 12.

Level	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP	4.8	4.5	4.1	3.8	3.5	3.1	2.8	2.5	2.1	1.8	1.5	0
Lvl 1	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0
Lvl 2	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	.7	0

Course Level Grade Point Averages:

Advanced Placement (AP) classes are based on a 4.8 scale.

Level 1: Senior to Sophomore (S2S), Project Lead the Way, Discovery Academy, Post-Secondary Enrollment Options (PSEO), and other courses that might meet the MN Transfer Curriculum standards will be weighted on a 4.5 GPA scale.

Level 2: Courses will be based on a 4.0 GPA scale.

Grade reports may be viewed in Skyward at any time.

An "I" incomplete should be made up within two weeks after the close of a grading period. In cases of prolonged excused absences, a student may be given special permission to use longer time in which to complete work.

**“NC” (No Credit):** A trimester grade of “NC” means that all requirements have not been met, but the student has the opportunity to complete remaining work in order to receive credit. A student receiving an “NC” will have a maximum of one trimester to complete missing assignments. A shorter period of time could be given at the teacher’s discretion. After that time, the “NC” will be changed to the appropriate letter grade. If an “NC” is not made up in the designated time period, it becomes an “F”.

**“CNC” (COVID No-Credit) - *Will show up on the transcripts until the class of 2024 graduates.***

A trimester grade of “NC” means that all requirements have not been met. The student must re-take all classes that are a graduation requirement in order to receive credit and earn their diploma. “CNC” will not count against a student's G.P.A.

Students in grades 9-12 will have the option to take one elective class per trimester for a pass/fail grade. This grade will not impact the overall grade point average (GPA).

### **Dropping Classes**

A class may be dropped up to 6 weeks into the trimester without penalty (the counselors and teacher may address extenuating circumstances on an individual basis). If a student chooses to drop a class after the deadline, the student will receive an F for the trimester in that class. If students need to replace an elective, students must change within the first week of the trimester.

No class can be dropped after mid-trimester without administrative approval.

If a student repeats a course, the higher grade earned will be awarded, but credits will not be awarded twice.

Class rank was eliminated with the Class of 2019 and beyond. Grade Point Average is determined by trimester in grades 9-12.

## **GRADUATION REQUIREMENTS**

### **Course/Credit Requirements**

Each student must complete a total of 63 trimester credits during grades 9-12. One unit of credit is awarded for each trimester class that meets every day. The trimester grades earned in grades 9, 10, 11, and 12 are used for calculating G.P.A.

The following courses must be completed, and credit earned.

- Language Arts - 4 years 12 credits
- Social Studies – 3 years plus 2 trimesters, 11 credits: 2 credits Geography, 3 credits World History, 3 credits US History, 3 credits Senior Social (which includes Economics and Government)
- Mathematics - 3 years 9 credits: Algebra 1.2, Geometry and Algebra 2
- Science – 3 years 9 credits: 3 credits must be in the following areas: physical science, biology, chemistry or physics
- Wellness – 3 credits: 1 credit Fitness for Life, 1 credit PE elective, 1 credit Health
- Art - 1 year 3 credits
- Electives – 16 credits

College entrance requirements may exceed these minimums. Please consult your counselor for additional needs specific to your plan for the future.

Students are encouraged to meet with their school counselors annually to check on their status toward graduation.

## **GRADUATION (HONOR)**

Honor Cords are based on GPA from second trimester grades for Seniors.

Highest Honors	3.900 and above
High Honors	3.700 - 3.899
Honors	3.500 - 3.699

### **Apollo**

Seniors with a GPA 3.900 and higher will graduate with highest honors and will wear a red, white, and blue cord at graduation. Seniors with a GPA 3.700 to 3.899 will graduate with high honors and will wear a gold cord at graduation. Seniors with a GPA of 3.500 to 3.699 will graduate with honors and will wear a white cord at graduation. Honors will be determined by the GPA earned through the end of 2nd trimester of grade 12.

### **Tech**

Seniors with a 3.900 GPA or higher will graduate with highest honors and wear a gold cord at graduation. Seniors with a 3.700 to 3.899 GPA will graduate with high honors and wear an orange and black cord at graduation. Seniors with a 3.500 to 3.699 GPA will graduate with honors and wear a white cord at graduation. Honors will be determined by the GPA earned through the end of 2nd trimester of grade 12.

## **GRADUATION (EARLY)**

It is the present philosophy of the secondary schools of St. Cloud Area School District 742 that it is in the best interests of the majority of our students to be in attendance for four years in the senior high school (grades 9, 10, 11, 12.)

Exceptions to the above practice will be considered under the following conditions:

- Students must file a petition indicating their intentions to finish graduation requirements prior to the commencement activities of their class.
- The student's counselor, parents/guardian, and school administrator must approve the petition.
- All state and local requirements for graduation must be completed before early completion will be approved.

Students receiving a diploma through early graduation will forfeit their co-curricular eligibility. It shall continue to be the practice of St. Cloud Area School District 742 that diplomas will be issued only at the official commencement of the school in the spring. School officials will, upon request, certify by transcript the completion of graduation requirements for students requesting early graduation.

## **GRADUATION (PARTICIPATION IN CEREMONIES)**

Students will be allowed to participate in the graduation ceremony provided they are within 4 credits of meeting all requirements for earning a diploma. Students short of credits who participate in the graduation ceremony will be enrolled in summer school to complete the remaining diploma requirements. Students will receive their diploma shortly after completion of the requirements.

Students who do not meet the requirement for participating in the graduation ceremony with their graduating class will not be allowed to participate in the graduation ceremony of a future graduating class. They will be issued their diploma shortly after completion of the diploma requirements.

## **NATIONAL HONOR SOCIETY (NHS)**

The Apollo and Tech High School Chapters of the National Honor Society (NHS) were established to acknowledge and encourage outstanding student achievement in scholarship, character, service, and

leadership. A faculty council determines and conducts a selection process. Students who meet the following criteria are eligible to be considered for selection:

- Currently a student in grade 11 or 12, or in a post-secondary program.
- In attendance for at least one semester.
- Cumulative G.P.A. of at least 3.8.
- Student selection information materials returned by the due date.

The faculty council evaluates all eligible students who return selection information materials by the due date established. Students are selected on the basis of their service, leadership, scholarship, and character. Not all eligible students are selected for membership in NHS. Eleventh grade students not selected in the previous year and who are eligible again in the current year may be considered again for membership and are encouraged to submit selection materials.

Membership in the NHS is not only an honor, but also a responsibility and, once selected, students are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Each member will participate in a selected NHS service project. The food drive, clothing drive, adopt-a-highway program, and walk for technology are examples of recent service projects. NHS Apollo and Tech members will also commit twenty hours to personal service such as peer tutoring. Seniors are eligible to be nominated to apply for NHS national scholarships.

The two local NHS chapters conform to the national Constitution set forth by the National Council and the local chapter bylaws. Students who fail to meet the expectations set forth in the local chapter bylaws may be dismissed from the NHS for one year. There is an annual local chapter membership fee currently set at \$30.00.

The chapters of the National Honor Society hold its annual induction of new members in the fall. Information regarding NHS, selection materials, and the deadline for completing materials, will be communicated through junior and senior homerooms, and posted in the Apollo guidance office. Tech will send a summer mailing to eligible students.

## **PARKING**

### **Driving During School Time**

For students who provide their own transportation, they are legally required to be in school from the time students arrive at school until school is over. With parent/guardian permission, students may drive to appointments during the school day.

**Parking Regulation** - Whereas rules have been established (Minn. Stat. \* 123B.02, subd. 5) for the regulation of traffic and parking on various school district properties, and whereas, the school district has encountered problems involving the unauthorized parking of vehicles on school district property, and whereas, the Board is empowered by law to enforce these rules by authorizing a representative to move unauthorized vehicles parked on school district property or to provide for the removal of such vehicles to the nearest convenient place of safety at the expense of the owners or operators. Now therefore, be it resolved by the Board of Independent School District 742 that each unit administrator or his/her designated representative be and is hereby authorized and directed in behalf and in the name of Independent School District 742 to move all unauthorized vehicles to the nearest convenient garage or place of safety at the expense of the owner or operator.

## **PARKING**

Parking is a privilege. Students must apply for a permit to park at all St. Cloud Area School District High Schools (Apollo, McKinley, Tech). Once registered, the vehicle's license information will be entered into our Student Information System. A \$10.00 one-time\* fee per vehicle will be administered, which is good for the life of the registered vehicle. \*If a student/family wishes to register a new vehicle, an additional \$5.00 fee will be administered to cover the cost of the parking sticker. Temporary passes will be available for one day use.

## **Procedures**

- Students must abide by all posted traffic signs and markings in the school parking lots. Students failing to follow traffic signs and markings may be subject to disciplinary action and/or legal action.
- Students are encouraged to use school buses, carpooling, or public transportation.
- Vehicles must have a parking permit sticker. Parking stickers must be placed on the **rear** driver's side windshield.
- Vehicles that are not parked in designated parking areas, are parked in no parking zones, or are without a proper parking permit may be subject to removal at the owner's expense.
- Any student found in the parking lot during school hours without permission is subject to disciplinary action.
- Students are expected to use caution when using parking lots. Please use the safety lights/crosswalk area. Students are not to loiter in the parking lots.
- Students may be required to submit to an automobile search as a condition of parking in the school lot.
- There is no 24-hour parking in any school lot unless the vehicle is well marked for a field trip or away athletic contest. Cars may be towed at the car owner's expense without notification to school administration.

**Violation consequences might include: warning ticket, parents/guardians contact, a boot placed on the car's wheel or the car towed at owner's expense.**

## **POOL PROCEDURES AND PRACTICES**

- All doors to the pool will be locked when the pool is not in use.
- No students will be allowed in the pool area without the presence of an instructor or lifeguard.
- All students will receive an orientation to pool safety (in their own language when possible). They will also be pre-tested to determine their swimming skills. Students who are not skilled will remain in the shallow end of the pool or be assigned to a special class for non-swimmers.
- In addition to the beginning of class attendance, a safety attendance check will be done during the class and class attendance will be taken at the end of the class. Lifeguards will complete a headcount frequently throughout the class.
- Direct instruction will take place in squads or small groups.
- A partner system will be used in all schools. Partners will be instructed to complete frequent partner checks with each other and report absences to the lifeguard.
- After class is dismissed, the instructor is to walk around the pool perimeter to make a visual inspection of the pool to be sure that all students are out of the water and to assure that the deck area is clear of equipment, etc.
- The instructor will exit and lock the doors to the pool (Board approved 4/27/00)

## **POST-SECONDARY OPTION**

Post-Secondary Enrollment Options (PSEO) is a program that allows 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students the opportunity to earn college credit for courses completed while still in high school. Courses are generally offered on college campuses or at their local high school. Some colleges may also offer online courses. PSEO options are available at participating public and private institutions. The State of Minnesota and St. Cloud Area School District 742 pay for tuition and books for PSEO classes. Students may see their high school counselor for more information and application procedures.

Most PSEO courses are only open to high school students during their junior and senior year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students may take PSEO courses on a full or part-time basis, beginning in their junior year of high school. For full-time PSEO students who begin in their junior year, it is possible to graduate from high school with enough college credits for an Associate's Degree.

The Minnesota State Colleges and University system generally requires high school seniors to rank in the upper ½ of their class or score at or above the 50<sup>th</sup> percentile on a nationally norm referenced test such as the ACT or SAT. High School juniors must rank in the upper 1/3 of their class or score at or above the 70<sup>th</sup> percentile on a nationally standardized norm referenced test such as the ACT or SAT. If schools do not rank, a specific grade point average will be needed by the admitting college. Colleges and universities may admit students based on other documentation of ability. Please see the MDE website at <https://education.mn.gov/MDE/fam/dual/pseo/> for PSEO enrollment options.

Sophomores may enroll in a career or technical education course at a MnSCU college or university if they have attained a passing score or have met the 8<sup>th</sup> grade standard on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment in Reading and Math. Colleges may have other prerequisites or course requirements that need to be met for admission. **If a sophomore receives a “C” or higher in the course, they will be allowed to take additional career or technical courses.** Please refer to the Minnesota Department of Education website for a list of colleges and universities that offer career and technical courses for sophomores. A student who first enrolls in PSEO as a sophomore and wishes to enroll in general education courses as an 11<sup>th</sup> or 12<sup>th</sup> grade student must take the system Assessment for Course Placement and achieve the required score for admission. Colleges and universities may require sophomores to meet with a college counselor.

Private colleges and universities may admit students based on their own admission standards. Some examples of private colleges are St. Mary’s, Rasmussen, and College of St. Scholastica.

Funds are available to help pay transportation expenses for PSEO students whose families are at or below the poverty level, as determined by the federal government. Please see the [Minnesota Department of Education website under PSEO](#) for more detailed information on admission, standards, participating colleges and universities, course, and travel reimbursement.

## **SCHOLASTIC ELIGIBILITY**

### **General Statement:**

*St. Cloud Area Public Schools recognizes that activities are an integral part of the district’s total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. Bylaw 108.00 of the MSHSL handbook states “Students must be making satisfactory progress towards the school’s requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress”.*

### **Pre-Season Eligibility (Begins in 9th grade)**

- Pre-season eligibility will be determined by the number of credits a student has earned.
- St. Cloud Area School students must accumulate at least the following credits prior to the beginning of the designated trimester:

GRADE	1 <sup>st</sup> Tri	2 <sup>nd</sup> Tri	3 <sup>rd</sup> Tri
9	0	4	8
10	12	18	22
11	27	33	39
12	45	51	57

- When students register for sports, the activities assistant will review the credits a student has earned.

- If students have completed all required credits, they will be fully eligible for participation.
- If a student is between 1-12 credits behind, students will be placed on **Tier 1 probationary status**. Tier 1 students must:
  - Complete a Contract for Success with their counselor, coach, and AD.
  - Tier 1 students will be eligible for play as long as they can demonstrate continued progress toward credit recovery and adherence to the Contract for Success.
    - If a student fails to demonstrate continued progress, they will be ineligible for play. Return to play will be determined by AD.
- If a student is 12+ credits behind, they will be placed on **Tier 2 Probationary Status**. Tier 2 students must:
  - Complete a Contract for Success with their counselor, coach, and AD.
  - Tier 2 students will not be eligible for play until they have recovered enough credits to be <12 behind. They must also demonstrate continued progress toward credit recovery and adherence to the Contract for Success.

## **SENIOR PORTRAIT**

Seniors are not to use portrait backgrounds that display a symbol that is considered hateful, sexual, or offensive. Any such portrait submitted will be withheld and the student and parent/guardian will be contacted by the administration.

## **STUDENT INSTRUCTORS/AIDES**

Students participating in special programs such as elementary aides, peer tutors and student instructors (Learning Resource Center, Main Office, Guidance Office, Activities Office) are receiving course credit, therefore must abide by the same expectations the school has for students enrolled in a class. Students are expected to be present in assigned classrooms each day. Instructors who approve student instructors are expected to supervise the student in the same capacity as students enrolled in class. A grade of S/U is given for student instructor courses. Letter grades are given for elementary aide's courses. Peer tutors are given the option of S/U or a letter grade.

## **TRANSCRIPTS**

Students who wish to obtain a copy of their official transcripts for post-secondary institutions or employment must complete a release form signed by both the student and a parent/guardian. The release form is available in the Guidance Office. Unofficial copies are available without the release form.

## **TRANSFER CREDITS CONVERSION**

According to School District Policy on Secondary Course Credit, building principals and guidance counselors have the authority to interpret credits from other educational institutions and equate these credits in a fair and equitable manner with the standards applied to those credits awarded in the regular school program of St. Cloud Area School District 742.

## **WORK RELEASE PASS**

All students in the Work Study Program will be issued a work release pass. It is issued to allow students to officially leave no sooner than the time indicated on the pass. Students must maintain passing grades; have a job and good attendance in order to keep this privilege throughout the school year.

## **WITHDRAWAL PROCEDURE**

Please notify your school counselor as soon as you know you will be moving to another school. All district owned materials (i.e., electronic devices and textbooks) must be returned. You will be given a transfer slip, a report card and other pertinent information to present to the new school. Your records will be forwarded when the new school requests them.

Students dropping out of school must have a parents/guardians consent signature on the appropriate form if under the age of 18. All students over 18 may sign the appropriate form themselves following consultation with a school counselor and administrator. Parents/guardians will also be notified of the decision.



To fill out online form [click here](#) for English.

Click below for other translated documents:

[Chinese Hmong](#) [Somali](#) [Spanish](#) [All Others](#)



## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Updated April 21, 2022 - Page 1 of 2

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the  
Statewide  
Testing page  
for more  
information.

[education.mn.gov > Students  
and Families > Programs and  
Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

Check with your local school or district to see if there are any other consequences for not participating.

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022

2