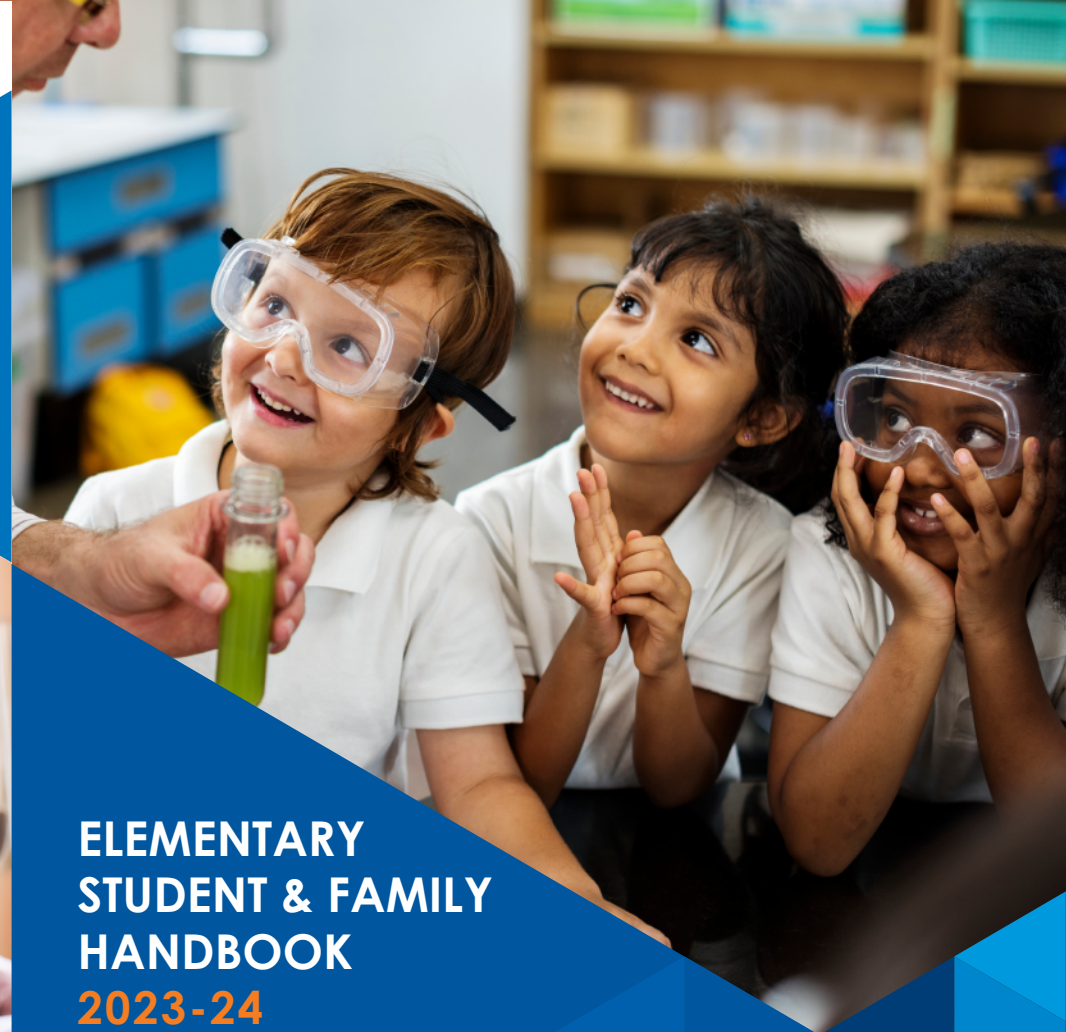




## OUR MISSION

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.



## ELEMENTARY STUDENT & FAMILY HANDBOOK 2023-24

St. Cloud Area  
School District 

# EARLY CHILDHOOD EDUCATION INFORMATION

Early Childhood Education at Quarryview Education Center  
800 7<sup>th</sup> Street South, Waite Park, MN 56387  
Main Office: 320-370-8250

Kate Flynn, Interim Director – [kate.flynn@isd742.org](mailto:kate.flynn@isd742.org)

## PRESCHOOL LOCATIONS & CLASS TIMES:

### **Clearview Elementary School**

Phone: (320) 370-6510

Time: 7:20 a.m. - 10:10 a.m.  
11:15 a.m. - 2:05 p.m.

### **Quarryview Education Center**

Phone: (320) 370-8250

Time: 9:10 a.m. - 12:10 p.m.  
1:00 p.m. - 4:00 p.m.

### **Discovery Community School**

Phone: (320) 370-6180

Time: 7:20 a.m. - 10:10 a.m.  
11:10 a.m. - 2:00 p.m.

### **Talahi Community School**

Phone: (320) 370-8350

Time: 7:20 a.m. - 10:10 a.m.  
11:10 a.m. - 2:00 p.m.

### **Kennedy Community School**

Phone: (320) 370-7430

Time: 7:20 a.m. - 10:10 a.m.  
11:10 a.m. - 2:00 p.m.

### **Westwood Community School**

Phone: (320) 370-7630

Time: 7:20 a.m. - 10:10 a.m.  
11:10 a.m. - 2:00 p.m.

### **Madison Elementary School**

Phone: (320) 370-6330

Time: 7:20 a.m. - 10:10 a.m.  
11:10 a.m. - 2:00 p.m.

**District Administration Office:** (320) 370-8000 / E-mail: [info@isd742.org](mailto:info@isd742.org)  
**District Services (Transportation):** (320) 370-6940 / E-mail: [dsb@isd742.org](mailto:dsb@isd742.org)  
**Guardian Bus Service:** (320) 259-8225  
**Spanier Bus Service:** (320) 251-3313  
**Trobec Bus Service:** (320) 251-1202  
**Voigt Bus Service:** (320) 252-1807

A voice mail message system is available. Messages will be returned in a timely fashion.

### **Pick Up & Drop Off**

Non-bused children - Please do your best to pick up and drop off your child as near to scheduled time as possible. For safety, please walk your child to and from his/her designated pick up and drop off location for your preschool site. **It is against the law to leave children unattended in parked vehicles.**

**When students need to be picked up during the school day or at dismissal (and it is not the routine procedure),** a note should be sent to their teacher. If there is a question as to where your child should go at the end of the school day and a note has not been received, your child will go home on the bus or wait for the parents whichever is the routine procedure.

### **School Day**

Early Childhood Classes follow the District 742 School calendar. Preschool classes meet for 2 hours 50 minutes at the elementary locations and for 3 hours at Quarryview Education

Center. Parent-Child (ECFE) classes are scheduled throughout the day time and evening hours at Quarryview Education Center

## **PBIS**

Our motto is: **At our school we are Safe, Kind and Helpful**

### **Communications**

Learn more about class offerings and school activities at [isd742.org](http://isd742.org) (find Early Childhood under the Schools tab or Community Education). Monthly newsletters and Early Childhood Catalogs are sent home in preschool backpacks and are available through the Early Childhood office at Quarryview Education Center.

**Preschool Parent Conferences:** Two conferences will be scheduled during the school year. This is a special time for parents and teachers to meet and talk about the program and report on the child's experiences in the classroom.

### **Parent Involvement**

Family involvement is one of the keys to your child's success in school. There are a number of ways to make this valuable connection between home and school. It may be as simple as sending a note in your child's folder, dropping in for a visit to the classroom, attending a Parent- Friend Day, teaching a game or sharing your hobby with the class, helping on a field trip, or talking to your child about his or her day. Additional opportunities for getting involved in your child's early years and supporting our programs are listed below. If you are interested please call us at Quarryview Education Center, 320-370-8250.

**Additional opportunities for parents include:** Early Childhood Parent Advisory Council, Book Fair, Library Help, Special Classroom Projects, Family Fun Night, Spring Fling and Celebration of Fatherhood. Call 320-370-8250 for more information on how to stay connected to your child's school.

### **Early Childhood Screening**

Early Childhood Screening is required for entrance in Minnesota public schools and is offered throughout the year by our district. The ideal age for screening your child is between 3 and 4 years. Schedule a screening appointment at our Quarryview Education Center office, 320-370-8250, or online at [isd742.org](http://isd742.org) (Community Education, Early Childhood)

**District 742 Early Childhood Education** provides quality learning opportunities and resources for parents and their children from birth to kindergarten entry through the following programs:

- ▶ **District 742 Preschool**
- ▶ **Early Childhood Family Education (ECFE)**
- ▶ **Early Childhood Special Education (ECSE)**
- ▶ **Early Childhood Screening**

**To learn more about our programs: [isd742.org](http://isd742.org) (Community Education, Early Childhood)  
Early Childhood Office, 320-370-8250**

**GENERAL STUDENT INFORMATION**

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## **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 Schools District 742 Board Policies is available on the District's 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.

## **GENERAL STUDENT INFORMATION**

### **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 child out of school, parents will be required to sign an early release in the office. The State of Minnesota requires that every child entering Kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted into the military or at an institution of higher learning can leave school before they are 18 years old.

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 child out of school, a written request should be sent to the attendance secretary with the date and time of dismissal. Please come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify themselves to the satisfaction of school personnel.

### **Absences – Excused**

An excused absence is a legal absence from school and requires parent/guardian verification to the attendance secretary. The following are situations that constitute an excused absence:

- Student illness.
- 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).
- Vacation with prior administrator approval.
- Impassable roads/inclement weather.
- Dismissal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Tournament play when the school is involved.
- 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.

After 15 days of any 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 - 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 parent request. **Students should never leave the building ill without reporting to the Health Office or the absence may be considered unexcused.**

### **Absences - Reporting**

Parents are expected to call before 9:00 a.m. on the day of their child's absence. Attendance line or voicemail is available 24 hours a day. Automated attendance calls will be made to families who have not reported their child's absence each morning.

### **Absences - School Related**

Official school field trip or other school-sponsored event.

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

### **Absences- Suspension Related**

Absences due to suspension are excused. The Attendance Office will contact teachers to provide assignments for all suspensions. These assignments will be available in the main office for pick-up.

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

Students who do not arrive at school on time for any reason must be checked in at the main office by a parent/guardian prior to going to class. These tardies will continue to be tracked by the main office.

### **Absences - Truancy**

The State of Minnesota requires all students to attend school. Excessive trancies (more than seven) 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: 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 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.

### **ACADEMIC ACHIEVEMENT/TALENT DEVELOPMENT**

**Academic Achievement:** The purpose of Academic Achievement programming is to provide extra curricular academic opportunities with the goal of fostering student development and to meet students' desire for additional creative, academic and problem solving challenges.

**Talent Development:** St. Cloud Area School District 742 provides Talent Development programming in fulfillment of our District Mission and core belief that everyone deserves equitable access to the highest quality of learning to maximize individual potential. Talent Development programming is an equitable access, needs-oriented program for students who have demonstrated high achievement or the potential for high achievement. These programs include Schoolwide Enrichment, Young Scholars, high achievement cluster placement and high achievement services in reading and math.

### **ACCIDENTS/INJURIES**

All accidents and injuries, 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 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 obey 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 CHANGES**

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 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 safety protocols and how to respond when alarms sound. We practice 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 will face disciplinary and/or legal action. Any student tampering with a fire detection device could 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 DISABILITIES ACT**

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

### **ANNOUNCEMENTS:**

A concerted attempt will be made to make announcements in multiple formats which may include oral or printed 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 regarding 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 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 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 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 parent 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 parent 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 parent 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 School District, 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 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 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.

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 St. Cloud Area School District 742.

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.

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.

## **ASSESSMENT & STATE TESTING**

### **Assessments**

Students in grades K-12 take a variety of tests and assessments each school year. We give 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. Your school's website or child's classroom teacher can provide your family with additional resources for skill development.

### **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, Parent Refusal Form](#)).

## **(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.

St. Cloud Area School District 742 endeavors 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 who become aware of any bullying are encouraged to report the bullying to a building administrator or designee. This would include parents 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 witnesses 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**

Elementary 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 as determined by the Transportation Advisory Committee.

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) 370-6941.**

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 Pre K-12 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few

weeks of school. A copy of these rules and expectations are shared with students in the fall of each year in the [bus ridership booklet](#).

**Please contact the Transportation Department at (320) 370-6941 with your questions and concerns about your child's transportation services.**

### **CAFETERIA**

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

- All lunches must be eaten in the designated area 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 infringes upon the rights of another individual is strictly prohibited. Use of any such device in a school locker room or bathroom in a way that violates the personal privacy of the individual is prohibited and may result in school discipline or referral to law enforcement.

### **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. Up to date information is critical for timely communication between school and home. Parents 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.

### **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 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, and social and emotional concerns. Students and families are invited to request appointments to visit with the school counselor as needed.

## **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 prevent and eliminate all incidents of cyberbullying. However, only cyberbullying incidents that impact the school environment will be addressed. Law enforcement may partner with administrators in investigating reports of cyberbullying.

## **DELIVERIES TO STUDENTS**

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 by the administration. 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.

## **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. Please remember that the question of acceptability is left up to the teacher and administration. The following guidelines regarding dress must be followed.

- Hats and hoods are not allowed during the school day. All headwear should be placed in lockers or backpacks upon arrival at school and retrieved only at the end of the day. Exceptions to this school policy include those made due to religious freedoms consistent with federal law.
- 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.

On most days, students will be going outside. Children need to come to school dressed appropriately for weather conditions (jackets, mittens, boots, etc.)

In addition:

- Students must wear non-marking rubber-soled shoes in the gym. Flip-flops, or soft-bottom footwear, are not safe footwear for Physical Education classes and will not be permitted during Physical Education class. Shoes with wheels in the soles (known as Heelies) are considered unsafe for wear in school buildings and will not be allowed.
- Parents, staff and visitors are also expected to follow the St. Cloud Area School District 742 expectations for appropriate school dress and appearance.

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.

### **EARLY CHILDHOOD SCREENING**

The early childhood years from birth to the start of Kindergarten are an important time of rapid learning and growth. Early Childhood Screening is a quick and simple check of how children are developing at the age of 3 1/2 or 4 years old. It identifies, at an early stage, possible learning or health concerns so that children can get needed help before starting school. **Early Childhood Screening is required for entrance in a Minnesota Public School and is offered throughout the year by our district.** For further information, contact the [Early Childhood Office](#) (320) 370-8250.

### **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 2023-24 school year for inclement weather day closings pursuant to Minn. Stat. §120A.414.

Students in grades K - 5 will access assignments on student devices via the Learning Management System, SeeSaw. Licensed staff will post learning activities on SeeSaw by 9:00 AM on that day, and they will be available during student contact hours to answer student questions and provide guidance via email and Seesaw. Support for students will also be provided in school following a closing. 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, those will be addressed by teaching staff when the student returns to school.

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

Please complete the Emergency School Closing form which outlines early dismissal plans for all students. Forms will be distributed to the families of our students and need to be returned to classroom teachers as soon as possible.

If school is going to start late, close early, or close due to bad weather, notification will be made through the following communication outlets: [www.isd742.org](http://www.isd742.org), WJON/WWJO, KNSI/KCLD, KISS-FM, KKSJ, WVAL/WHMH, KASM, KCCO-TV, KRWC, Charter Cable Channel 179, 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, Channel 187, District 742's Facebook page [www.facebook.com/isd742.org](https://www.facebook.com/isd742.org), (Twitter Account) or the St. Cloud Area School 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, to announce school closings and late starts due to inclement weather conditions. To ensure timely notification, please update your Skyward account regularly.

### **FIELD TRIPS**

On occasion students will attend educational field trips. All field trips will be properly supervised, and the classroom teacher/advisor will notify parents/guardians prior to any field trips that students will attend. If you DO NOT want your child to participate in the field trip, please contact your child's teacher. In cases where the school requests additional adult supervision, chaperones must have a completed background check. [Volunteer Packets](#) are available online or at St. Cloud Area School District 742's Community Education office.

### **FOOD**

Due to the safety and allergies of individuals, students or families may not bring homemade or commercial food or drink for distribution (e.g., birthday celebrations, etc.) during the school day. Students are encouraged to bring a reusable water bottle from home for continued water hydration; other non-water drinks are not permitted. Any food 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 by their nature disrupt the educational environment and may not be used.

### **GRADE REPORTING**

Report cards will be shared with students/families after the conclusion of each trimester.

### **GUM**

Gum is not allowed in our buildings or on buses. Any exception must be approved by an administrator.

### **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 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.

### **HELP ME GROW PROGRAM**

Is there a new baby or a child in your life that you have concerns about? Your concerns may be related to how a child is walking, talking, acting, playing, growing or behaving. **Help Me Grow** is a community resource providing information to families about child development, developmental delays and community resources for children from birth to age seven. There is no cost for assistance. For more information contact the [Early Childhood Office](#) (320) 370-8250.

### **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.

### **ILLNESS/INJURY**

Many parents 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 or legal guardians by telephone. If the school is unable to reach the parents 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, 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.*

#### **Head Lice (Pediculosis) Protocol:**

St. Cloud Area School District 742 Head lice procedure is in accordance with current evidence-based practice and is based on recommendations from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN). The CDC states "students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice." When a case of head lice is suspected, the student will be assessed by the school staff. If a case is confirmed, the parent/guardian will be notified by the end of the school day to arrange for treatment. Entire classrooms will not be screened if a case of head lice is suspected in the class. Should a case of head lice be identified, school staff will send home a "Notification of Head Lice" letter (NS08.04) to parent/guardian of preschool through elementary aged classrooms if two or more cases are identified in a classroom. Cases identified by school staff and/or by parent notification will be documented (logged) for tracking and rescreening purposes.

#### **Human Bites/Exposure to Body Fluids:**

On occasion, episodes of biting occur in the school setting. Because of the potential of exposure to contagious illnesses, the school plan is to notify the parents of the students involved. When a biting incident occurs, the school may recommend contacting your child's health care provider for his/her input. The potential exists for exposure to blood and body fluids by all students, and particularly those in contact sports. The school nurse may recommend parents contact their health care provider for follow-up care in the event of such exposure.

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

In-School Suspension/Detention is assigned to students for relatively serious violations of [Code of Conduct: Rights and Responsibilities Handbook](#). In-School suspension/detention is a closely supervised study hall and opportunity for teaching expected behaviors. Students are assigned for all or part of the day, to several days, depending on the violation.

**INSURANCE**

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

**KINDERGARTEN**

St. Cloud Area School District 742 provides all-day, everyday Kindergarten to each family in each elementary school. Register your child for Kindergarten at the [District Welcome Center](#). All registration forms and attendance boundary maps may be found at [isd742.org](#) → Families → Registration or you can call The District Welcome Center at 320-370-8116. Students must be five on or prior to September 1st to attend Kindergarten. For information on early entrance to Kindergarten visit the enrollment page on the district website.

**LANGUAGE IMMERSION PROGRAMS**

St. Cloud Area School District 742 offers language Immersion Programs: Spanish, Somali and Mandarin Chinese. Students attending these programs acquire a second language through their daily instruction in core academic areas. Children enroll in the Immersion classes in either Kindergarten or 1st grade unless already bilingual in the program's second language.

For more information about these programs, call the principal of the school where the program is located or the [District School Link Welcome Center](#).

Chinese Immersion	Madison Elementary	320-370-6330
Spanish Immersion	Clearview Elementary	320-370-6510
Spanish Dual Language	Westwood Elementary	320-370-7630
Somali Dual Language	Discovery Elementary	320-370-6180
Somali Dual Language	Talahi Elementary	320-370-7780

**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 may be assigned a locker. A student's school locker is the property of the St. Cloud 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.

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.

**Parental discretion is advised when allowing students to bring valuable items to school.** Please note, lockers are not secured. 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.

## **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, bus, etc.)
- damage/lost texts or library books
- school issued devices
- damage personal property of other students/staff

Fees must be paid to the school before the end of the school year. This will be at the discretion of administration.

## **LOST & FOUND**

Numerous articles of clothing are lost and never found each year. This number can be **greatly reduced** when children are reminded that it is important to be responsible for one's possessions and to check the "Lost & Found" on a regular basis. Students' names should be placed on mittens, jackets, lunch boxes, etc. Clothing not claimed by the end of each month is donated to a charitable organization.

## **Parental discretion is advised when allowing children 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, sexual, 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**

Information and resources are available 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 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.

### **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 regularly to address student referrals from families and staff. The problem solving process includes data analysis to determine next steps for student support. Schools have a variety of intervention supports which include social emotional, behavioral and academic.

### **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.

## **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. This information should be shared in the following situations:

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. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

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.

## **PARENTAL CUSTODY/GUARDIANSHIP**

Parents sometimes request that one parent 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, a custodial parent/guardian must present a current 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.

## **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, we 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 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. 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 this school district 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 and in patriotic exercises.

### **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 can be placed about the building and on school property 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 reserves the right to dispose of posters and signs.

## **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 may require a valid note from a parent or guardian before a student may be allowed to leave instructional time for prayer. The time limit for prayer from an instructional setting shall not exceed fifteen minutes for each release. 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 to discuss the concern.*

## **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.

## **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 require parental involvement.

## **RECESS**

When weather permits, all students will go outside for recess. Please dress your child appropriately for the weather. A coat, snow boots, pants, hat, and mittens or gloves are required during the winter season. If your child has health concerns that will limit him/her from going outside, contact the school health office. The school may require a note from the doctor. Students will not go outside if the wind chill or temperatures are below zero degrees Fahrenheit.

## **REPORTING**

All students are expected to promptly report violations of the [Code of Conduct: Rights and Responsibilities Handbook](#) to a staff member. 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.

## **RESOURCES**

Links to additional educational resources are available on our District's and each school's website.

## **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 Department, a police resource officer is assigned to each school. In addition to working closely with school administrators and faculty, 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 student 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 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) 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.

## **STANDARDS BASED GRADING**

Students earn grades based on their progress toward or mastery of state content standards. Students can earn between a one and a four. A one indicates little to no mastery of the standard, a two indicates making progress toward the grade level standard, a three indicates proficiency and a four indicates the student demonstrated mastery above grade level expectations.

## **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"):

- Political affiliations or beliefs of the student or the student's parent;
- Mental and psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

- Religious practices, affiliations, or beliefs of the student or the student's parent; or
- 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 or 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)**

Students should leave PEDs at home. PEDs may not be used while school is in session unless directed by a school staff member. Personal electronic devices could include but are not limited to: cell phones, headphones, personal speakers, gaming devices and personal tablets. If a student chooses to bring a device, the district shall not be liable for any additional fees or charges incurred if used. **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.**

Students may make important phone calls or other communications in the office with staff permission.

#### **Misuse**

School staff may remove a PED if used during the school day. The device will be held in the office until the end of the day. An administrator may require a parent or guardian to come to school to retrieve the device.

#### **Searches**

Any PED may be searched by administration or their designee if there is a reasonable suspicion that a school rule violation linked to the PED has taken place.

## **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 is 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 issued devices 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 to maintain the integrity of these resources. Complete policy details can be found in [Board Policy 524](#) at [isd742.org](http://isd742.org).

### **Responsibility**

Students are responsible for their behavior while using district technology. 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. St. Cloud Area School District 742 is not liable for student's actions when connecting to the internet through the school's devices. 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 your exploration on the internet. Abuse of the internet may lead to removal of access privileges and/or a failing grade for the project on which you were 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.

### **TELEPHONE CALLS**

To maximize learning time, only **urgent** telephone calls can be accepted in the classroom with permission of the teacher. Teachers will be notified of other calls and return them as soon as possible. Students may use the phone for emergencies with adult permission. Please assist us by making every attempt to make arrangements for after-school activities prior to the school day. Learning time is most beneficial when students are not concerned with pre-arrangements, party invitations, or requests to use the telephone to clarify after school plans.

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

Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. Students may 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 of Title I funded sites may request information regarding the professional qualifications of the student's classroom teachers, including the following: 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 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, subjected to harassment, 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 district Title IX officer

at [titleix@isd742.org](mailto:titleix@isd742.org). Please reach out to your 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/images used must follow district safe school and harassment guidelines.

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.

## **VISITORS**

St. Cloud Area School District 742 believes that involvement by parents and family members in education is very important to the success of our students. In order to efficiently schedule visits, please review the following guidelines:

- Classroom visits require advance notice (one day) with Administrator approval. This does not apply to scheduled school events or incidental visits.
- We need to know who is in the building at all times. Be prepared to present photo identification upon arrival for our Raptor system visitor badge to be worn for the duration of your visit.
- Please respect the classroom environment and refrain from conversation with your child or other students while the teacher is instructing students.
- The use of audio recording, video or cameras is strictly prohibited during approved classroom visits.
- Respectful behavior considering all circumstances is expected. The building administration retains the right to develop specific requirements and guidelines, as needed.

## **VOLUNTEERS**

Volunteers are an important part of our school programs. Volunteers assist us with classroom activities, playground supervision, computer lab supervision, office duties, special events, and MUCH more! Volunteers 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 background checks are provided free of charge. Volunteers are responsible to bring their photo identification to check in at the main office for each experience.

## **WEAPONS POLICY**

Our school has a responsibility to provide a safe environment for all. All weapons are prohibited on school grounds. Per Board Policy 501, "A "weapon" means any object, device or instrument

designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.” 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 on the St. Cloud Area School District 742 web page.

### **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 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.

### **WITHDRAWING FROM SCHOOL**

If you are planning to relocate your family, your child’s school should be notified at least 24 hours in advance. This allows time for necessary signatures to facilitate student record transfer. Students must return all school equipment and materials, including any technology assigned, and must clean out their lockers. It is the responsibility of the parent/guardian to contact the new school to request transcripts and transfer of records.

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.

## 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

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