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.
ST. CLOUD AREA SCHOOL DISTRICT 742 SECONDARY SCHOOLS
STUDENT AND PARENT 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 33rd Street South
St. Cloud, MN 56301
Phone 320-370-8350
Fax 320-370-8646

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

MIDDLE SCHOOLS
North Junior High School
1212 29th Avenue North
St. Cloud, MN 56303
Phone 320-370-7000
Fax 320-370-7224

South Junior High School
1120 15th 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

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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 School District 742 Board Policies is available on the St. Cloud Area School District 742 Website at 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 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 by 11:30 a.m. (unless absent due to a school sponsored activity) 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 parent/guardian verification and permission from school staff. Not all parent requested absences are considered excused. The following are situations that constitute an excused absence:

- Student illness. (Parents 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, ISD 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 no class 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 parental 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 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 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**
Below you will find examples of excused, school related absences.
• 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 regarding tardiness. The Attendance Officer will notify the family in the event of excessive truancy. An adult will be designated at each building to review tardies and absences on a weekly basis. Students who reach required reporting milestones will receive notice from the school in written form and/or by phone. Students who are 10 minutes late to class without an excused pass will be marked truant for that class and/or issued a Disciplinary Referral.

**Absences - Tardy to School**
Students who do not arrive to 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 skips one or more classes, it is considered truancy. Excessive truancies 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.

**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.

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. During each season of an activity, grades will be reviewed and any participant that is getting an overall grade of a D or lower will have to show academic progress in order to be eligible to participate in games or events, as subject to the Minnesota State High School League (MSHSL). Participants are still required to attend practices and must be in good standing with behavior expectations.

If a student is not meeting the above requirements, he or she will be required to complete a progress report for the affected classes and may apply for a waiver. The student’s teachers will determine if academic progress is being made, and they will sign off on the progress report or give further instruction.
on what needs to be completed to continue academic progress. This form, once completed, should be given to the participant's coach and will allow students to continue with normal participation.

**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:**

With regard to 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 activities.
- 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.

**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 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 suspended from school. 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 at the Welcome Center at the District Administrative Office as soon as possible. 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, lockdown or counter measures.

Containment/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 will be suspended and will 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 medical provider through dietary orders or as stated in a child’s emergency care plan. The statement must include the items the student cannot eat and may 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. Parents are asked to refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school. Parents 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
Anyone with a disability who needs an accommodation in order to attend a school event are to contact an Administrator at least one week in advance of the program.

ANNOUNCEMENTS
An 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 is governed by the Family
The Family Educational 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 School District 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.

**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, parent 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 for the 2020-2021 school year will be held during the following time frames:
- January 25 - March 19: ACCESS for English Learners, Grades K-12
- April 1 - May 7: Testing for MTAS (MN Test of Academic Skills), individually administered to students who qualify
- April 1 - May 7: Testing for MCA Reading & Math, Grades 3-11
- May 3 - May 14: Testing for MCA Science, Grades 5, 8
- April 19 - May 14: Testing for MCA Science: High School

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 (Teaching & Learning, Assessment & Testing, Parent Refusal Form).

**BACKPACKS**

Students are allowed to bring backpacks to all schools except McKinley. Students carrying backpacks to McKinley must check them into the main office for the duration of the day.

Middle schools: Backpacks (including bags, purses, and other backpack type bags) **may not be carried** once the school day is in session due to space and safety considerations. Students must put their backpacks in their assigned lockers. Students are responsible for their belongings; unattended backpacks may be taken to the office.
(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 materially and substantially 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, at school-sponsored activities, on school buses and school bus stops.

BULLYING - CYBERBULLYING (MOVED FROM BELOW)
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.

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.

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 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 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 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 infringes upon the rights of others 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 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, such as Pertussis (whooping cough) or Varicella (chickenpox) 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. Pupils who are suspected of having a communicable disease may be sent home after the families have been notified. If a child becomes ill or is seriously injured 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.

COMMUNICATION - SKYWARD
St. Cloud Area School District 742 uses Skyward, a student information management system for communication and reporting of grades and attendance. Listed parents or guardians can access this site by going to 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 you have suffered a concussion, report this to your school nurse and school counselor to ensure concussion protocol is being followed. Please provide a copy of your concussion care plan from your 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 parents/guardians during scheduled Family/Teacher Conferences. Communication between school and parents/guardian 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
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.
- 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
Due to the safety and allergies of individuals: Gifts, flowers, balloons and food from families and delivery
services, etc. will not be delivered to students during the school day. Please do not make arrangements
to have such items delivered to the school.

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 will 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.

DRESS CODE/PERSONAL APPEARANCE
Students are encouraged to take pride in their attire as it relates to their educational setting. 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/midriff and/or bottom is not allowed.
- Headgear, including hats, hoods, bandanas, or head covering is not allowed in the building
  except with the approval of the building principal (i.e., students undergoing chemotherapy,
  medical situations, student religious practice or belief). All headwear should be placed in
  lockers or backpacks upon arrival at school and retrieved only at the end of the day.
- 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, staff and visitors are also expected to follow the St. Cloud Area School District 742 expectations
for appropriate school dress and appearance.
DUE PROCESS
Students who are currently identified as having a disability under IDEA will be subject to the provisions of IDEA.

EMERGENCY SCHOOL CLOSING (WEATHER RELATED)
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, 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. 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, or the District 742 website at 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.

FIELD TRIPS
Schools will sponsor trips designed to enhance the educational experience. The school will arrange for supervision 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 the 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 his/her return.
- Any student sent home will be suspended from school upon his/her 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.

FOOD
Due to the safety and allergies of individuals: Students or families may not bring homemade food for distribution or bring commercial food or drink into the building during the school day.
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 instructional time. 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.

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. 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.

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. Any form of religious, racial or sexual harassment or discrimination that deprives individual students or staff members of their human dignity is prohibited. 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 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 INFORMATION
It is the responsibility of families to provide current emergency 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.

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 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 101° F or higher.
- Illness Related Vomiting and/or Diarrhea – none within the last 24 hours
- 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)
- Chickenpox - report chickenpox to your school nurse and stay home until all blisters have dried to scabs (about 6 – 10 days)
- Rash that has not been diagnosed as non-contagious - skin rashes may or may not be contagious, however, the diagnosis cannot be made at school. If a skin rash occurs, the child should remain at home and a health care provider contacted for diagnosis and appropriate treatment.
- 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 may need to be evaluated by a health care provider.

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 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 is prohibited.

**IN-SCHOOL SUSPENSION/DETENTION**
In-School Suspension/Detention is assigned to students for relatively serious violations of The Rights and Responsibilities Code of Conduct. In-School suspension/detention is a closely supervised study hall and opportunity for teaching expected behaviors. Students are assigned from one period 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 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 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 the 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 district wide.

**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. This will be at the discretion of administration.

**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 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, collective 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 all incidents of abuse or suspected abuse or neglect of children. This includes physical, sexual or emotional abuse. Abuses of child custody arrangements are also included.

MEALS
The Breakfast/Milk/Lunch Program records are computerized. All students, with the exception of preschool, are given a PIN number to access their account. All breakfast/milk/lunch money sent to school is deposited into one account. Lunch accounts must have positive balances. When an account falls below negative $.00, Robo calls and Emails will be sent as a reminder until the account is brought positive. Negative balances of - $100 or less at the end of the year may go to collections.

2020-2021 Breakfast/Milk/Lunch Prices:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
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<td>$2.80</td>
</tr>
<tr>
<td>Secondary</td>
<td>$1.65</td>
<td>$3.00</td>
</tr>
<tr>
<td>Reduced for those who qualify</td>
<td>No Charge</td>
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</tr>
<tr>
<td>Milk</td>
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<td>$0.50</td>
</tr>
<tr>
<td>Adult</td>
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<td>$4.15</td>
</tr>
</tbody>
</table>

Information regarding free or reduced meals is available in school offices or at isd742.org. Milk/Juice (for snack) is not a part of the Free/Reduced Program. Please provide your child’s school nurse a notice from your doctor’s office. (See Board of Education Policy 751 at isd742.org) Milk alternative can be provided for students with allergies.

Treats in School: Food Ordinance N.857 requires that food items used in schools need to be commercially packaged or prepared at the school. Home-prepared food is NOT allowed in public schools. Per District 742 allergy aware protocol, food items cannot contain peanut or tree nut products. If your child is planning a party or celebration, we encourage you to make those arrangements and deliver invitations outside of the school day. Please refer to the district’s Wellness Policy for further information.

MEDIA CENTER
Information and resources are available through school media centers. Students must have a designated school ID in order to check out any books or materials. No temporary IDs will be issued.

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 parent permission form and a health care provider order form 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.

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 (Chickenpox) 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, ISD 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 minimally two times/month, sometimes weekly 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.

NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR (Board Policy 529)

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. 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.

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 while in school.
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
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, the custodial parent 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.

PETS
For the safety of all students, pet 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. Exceptions may be considered by your school's principal.

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 administered social media accounts 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 2020-2021 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 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 7th through 12th 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 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 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.

**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 instruction 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 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 observance 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 parents 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.

PTA/PTSA/PAW
The Parent, Teacher and Student Association provides support to academic and social programs. PTA/PTSA membership is voluntary, and members pay a membership fee. The Association is governed by an Executive Board and holds monthly business meetings. The PTA/PTSA currently provides financial support for various student activities. The PTA/PTSA is the primary source of family activities and events after school hours. Membership information and Executive Board information are available through your child’s school.

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 require parental involvement.

REPORTING
All students are expected to promptly report violations of the Rights and Responsibility Code of Conduct 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.

RESPONSIBILITY PASS AND PERK CARDS (MIDDLE SCHOOL)
A Responsibility Pass or Perk Card may be issued to students if the student is performing up to his/her ability in all classes and displays appropriate, expected school-wide behaviors. A Responsibility Pass or Perk Card provides specific privileges, decided by the school, to students. Students must follow school expectations to keep the pass and will have to earn the pass back if it is revoked.

SAFETY GOGGLES
The school district will provide, without charge, one set of goggles to secondary students who will be working in a vision-hazard setting. The goggles the school district provides will be used by the student throughout his/her public school attendance, and the student has the responsibility for their care and safekeeping.

SCHOOL BOARD OF EDUCATION
The Board of Education meets regularly twice monthly on the first Wednesday (work session) and third Wednesday (business meeting) unless otherwise noted. A brief Board of Education meeting (consent
agenda) will be held prior to the start of the monthly work sessions, if needed. The schedules and agendas can be found on the school district’s website.

**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, 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 new 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.

**SPORTS CONDUCT EXPECTATIONS**
Good conduct is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials, and the media. Promotion of good sportsmanship at athletic events should include a demonstration of respect for opponents and officials. All involved in a 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.
- The home site supervisor or administrator must approve all signs and locations for signs.
- 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 official cheerleaders and a mascot will be allowed on the floor. Mascots must stay in the area of the cheerleaders. 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 you and obtain consent or allow you to opt your 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 parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex 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 parent; 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.

**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)**

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**

- PEDs may be used during lunch in the cafeteria, and before or after the defined school day. Cell phones must remain “off” or on “vibrate” during school hours.
- High school students may use their cell phones in the hallways during passing time. When walking in the hallways and using earbuds, please exercise caution 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 schools 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 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 widely available in all district locations. Staff blends thoughtful use of 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 computers with Internet access and availability are filtered to restrict material that is obscene, pornographic or harmful to minors. 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 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.

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 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 your exploration on the internet. Abuse of the internet may lead to removal of access privileges for the project on which you were working.
**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 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 an administrator.

**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 will inform the School Resource Officer.

**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 or 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 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 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 without 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. Students may then be given a transfer slip, a report card or other pertinent information to present to the new school. Records will be forwarded when the new school requests them. It is the responsibility of the parent/guardian to contact the new school to request transcripts and transfer of records.
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
This common grading scale will be used in high school courses:

<table>
<thead>
<tr>
<th>Grade Letter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>93-96%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>
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.

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

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.
Levels 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”.

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 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 complete and credit earned.
- Language Arts - 4 yrs, 12 credits
- Social Studies – 3 yrs. 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 yrs, 9 credits: Algebra 1.2, Geometry and Algebra 2
- Science – 3 yrs, 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 yr, 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 - 3.690
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 3.890 will graduate with high honors and will wear a gold cord at graduation. Seniors with a GPA of 3.500 to 3.690 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 3.890 GPA will graduate with high honors and wear an orange and black cord at graduation. Seniors with a 3.500 to 3.690 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, 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
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.

**Permits**

Parking permits will be sold in the Attendance Office at Apollo and in the Activities Office at Tech during the student contact day for $100.00. Parking fees are pro-rated according to Free/Reduced lunch status. Students are allowed to park in designated parking lots only.

**Procedures**

Parking is a privilege. After applying for a permit, student attendance/discipline records will be checked. Students who develop an attendance and/or discipline problem may have their permit rescinded.

- Students should 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, car-pooling, or public transportation.
• Parking permits must be displayed in a manner to be seen by Security, hanging from the rear view mirror or displayed on the dashboard.
• Parking permit vehicle registration can only be for the student’s car and other family vehicles that the student may drive to school and are registered in the office.
• All cars that are not parked in the designated parking areas, in no parking zones, without parking permits or illegal parking permits 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. Car may be towed at the permit holder’s expense.

Violation consequences might include: warning ticket, parent 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 10th, 11th and 12th 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 50th 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 70th 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 8th grade standard on the 8th 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 11th or 12th 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**

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”.

Apollo and Tech High Schools define satisfactory progress as follows:

- **Good Standing:** Student is receiving a C- or higher in all classes and has earned at least the minimum number of credits for that trimester = Fully Eligible.
- **Tier One:** Students are receiving a D+ to D- in one or more current classes and have earned at least the minimum number of credits for that trimester. Students will be monitored by the Activities Office until all grades are brought up to a C- or higher = Fully Eligible.
- **Tier Two (Academic Probation):** Student has a failing grade in one or more required classes but has earned at least the minimum number of credits for that trimester. Students will meet with the Multi-Tiered Systems of Support (MTSS) team Activities Director to develop a plan for improving the grade(s). Students will be placed on Academic Probation and may continue to participate as they make progress towards the completion of the plan. Students will be placed on a progress report for the remainder of the trimester. Students making inadequate progress towards completion of the plan may be ineligible for participation. Parents/guardians will be notified.
- **Tier Three (Academic Monitoring):** If the student is four or more credits short of the required number of credits for that trimester. Students will meet with the MTSS team and Activities Director to develop a plan for making up the credit(s) to reach the required minimum number
of credits and be removed from Tier Three. Students will be placed on a progress report for the entire trimester and parents/guardians will be notified.

**APOLLO & TECH:**
Required number of credits by the end of each Trimester:

<table>
<thead>
<tr>
<th></th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>4</td>
<td>17</td>
<td>33</td>
<td>51</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>8</td>
<td>22</td>
<td>39</td>
<td>57</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>12</td>
<td>27</td>
<td>45</td>
<td>63</td>
</tr>
</tbody>
</table>

Students who are participating in a winter sport will have eligibility verified before the season begins and also when report cards are available for the first semester. (Example: A basketball player in the 11th grade would need at least 27 credits at the beginning of the season but would need at least 33 to continue his/her eligibility into the second semester of the season.) It should be understood that the coach in any sport could add to these academic eligibility requirements. Any exception to the above requirements would have to be approved by the Activities Director and MTSS team.

**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.

**SENIOR “SKIP” DAY:**
Senior "Skip" Day is not a recognized event. In the event a “skip” day is planned, the following could apply:
- Students who skip classes may be given one full day In-School Suspension (ISS).
- Parents are responsible to call school to verify any legitimate absences.
- The school may be calling home to verify all junior and senior absences.
- Confirmation may be required for all medical appointments.

**STANDARDIZED TEST SCORES**
St. Cloud Area School District 742 has a policy on reporting standardized test scores on student transcripts. All standardized test scores and optional admissions test scores such as ACT, SAT, and the practice tests, Plan, PSAT, are reported on student transcripts. Recording information in this way is done to provide as complete an academic record as possible. If, however, a student and parent receive an optional test result that they do not want on the student’s transcript, they should give a signed written request to the student’s counselor and it will be removed from the transcript.

When applying to colleges, students should check to see if the college wants an official ACT or SAT test scores from the testing organization, American College Testing or the College Board. Some colleges want official score reports while others accept the scores from the high school transcripts.

**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 aides 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. 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 parent 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.
Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<table>
<thead>
<tr>
<th>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</th>
<th>ACCESS and Alternate ACCESS for English Learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</td>
<td>• Based on the WIDA English Language Development Standards.</td>
</tr>
<tr>
<td>• Majority of students take the MCA.</td>
<td>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</td>
</tr>
<tr>
<td>• MTAS is an option for students with the most significant cognitive disabilities.</td>
<td>• Majority of English learners take ACCESS for ELLs.</td>
</tr>
<tr>
<td></td>
<td>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</td>
</tr>
</tbody>
</table>
Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student’s district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student’s school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student’s results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child’s progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).
Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date________________________________________ (This form is only applicable for the 20____ to 20____ school year.)

Student’s Legal First Name________________________________ Student’s Legal Middle Initial______

Student’s Legal Last Name________________________________ Student’s Date of Birth____________

Student’s District/School______________________________ Grade____________________________

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing on the MDE website (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

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 for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning for the purpose of school and district accountability calculations, my student will not be considered “proficient.”

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) ___________________________________________

Parent/Guardian Signature __________________________________________

To be completed by school or district staff only.   Student ID or MARSS Number ________________

Posted May 2019