

**SECONDARY
STUDENT & FAMILY
HANDBOOK
2026-27**

St. Cloud Area
School District 

2026-27 SECONDARY STUDENT & FAMILY HANDBOOK

HIGH SCHOOLS

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

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

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

JUNIOR HIGH SCHOOLS

**North Junior High School
1212 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**

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ST CLOUD AREA SCHOOL DISTRICT 742 MISSION STATEMENT and CORE VALUES

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

We believe that...

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

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

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

PART I - Information

ACTIVISM

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

ADDRESS OR CONTACT INFORMATION CHANGES

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

AMERICANS WITH DISABILITIES ACT

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

ARRIVAL AND DISMISSAL HOURS

Student day hours are listed below. Students may arrive 15 minutes prior to the first bell and are asked to be picked up by 15 minutes after dismissal time.

Site	Site
<i>Apollo</i> Doors Open 8am School is Closed 4pm School Begins: 8:35 School Ends 3:20 Drop off and Pick up at Door 7	<i>Tech</i> Doors Open 8:05am School is Closed 4pm School Begins: 8:35 School Ends 3:20 Drop off and Pick up at Door 1
<i>North</i> Doors Open : 8:20 School begins 8:35 Dropoff Location - Door 3 until 8:45 School Day Ends 3:20 School is Closed : 4:00 Pick Up - Door 3	<i>South</i> Doors Open: 8:15 School begins 8:35 School Day Ends 3:20 School Closed: 4:00 Pick Up - Door1
<i>McKinley and Katherine Johnson Ed Center</i> Doors open 9:05 School is Closed 4:00 School begins 9:20 School ends 3:50	<i>Kennedy</i> Doors open: 7:20 School is closed: 2:20 School begins: 7:35 School ends: 2:05

BACKPACKS/BAGS

Middle school students are allowed to bring backpacks, bags, purses to school but will be required to secure them in their school issued locker during the school day, prior to the start of the advisory period. Only educational materials should be brought to class.

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

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the St. Cloud Area Schools website: <https://www.isd742.org/>

COMMUNICATION - SKYWARD

St. Cloud Area School District 742 uses Skyward, a student information management system for communication and reporting of grades, discipline, and attendance. Up to date information is critical for timely communication between school and home. Parents can access this site by going to www.isd742.org 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.

Announcements

A concerted attempt will be made to make announcements in multiple formats which may include oral or printed and may be provided through multiple electronic formats in order to help students and families to be advised of all school related opportunities.

CONFERENCES FOR FAMILIES/TEACHERS

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

DANCES/AFTER SCHOOL EVENTS (HIGH SCHOOL)

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

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 schools 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

Gifts, flowers, balloons and food (including birthday food items) from families and/or delivery services will not be allowed during the school day for safety reasons and due to the allergies of individuals.

DIPLOMAS - HOME SCHOOL STUDENTS

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

DUE PROCESS

Students who are currently identified as having a disability, under the Individuals with Disabilities Education Act will be subject to the provisions of IDEA.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district will also seek criminal history background checks for other volunteers, independent contractors, and others who will have access to buildings where students are present.

EQUAL ACCESS TO SCHOOL FACILITIES FOR STUDENTS CLUBS AND ORGANIZATIONS

The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

LOST/DAMAGED PROPERTY

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

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

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

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

EXTRA CURRICULAR ACTIVITIES TRANSPORTATION

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students **[are/are not (choose one)]** expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- A fee restitution or community service will be assessed to students/families that reflects the replacement/repair costs when students: damage school property (lockers, desks, chairs, bus, etc.), damage/lost texts or library books school issued devices, damage personal property of other students/staff
- Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. Students may be charged an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.
- Participation in athletics and some activities requires each student participating to pay a fee for each sport or extracurricular activity as listed in the information registration handout available in the activities or main office. No student will be prohibited from participation due to financial hardship. Please speak with a counselor or activities director if you need financial assistance.

Students are encouraged to promptly pay fines or fees for books, iPads, computers, and other items. Fees must be paid to the school before the end of the school year. This will be at the discretion of administration.

FOOD

Due to the safety and allergies of individuals, students or families may not bring homemade or commercial food or drink for distribution (e.g., birthday celebrations, etc.) during the school day. Students are encouraged to bring a reusable water bottle from home for continued water hydration; other non-water drinks are not permitted. Any foods brought to school must follow our allergy guidelines or they will be returned home.

FREEDOM OF SPEECH

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

FUNDRAISING

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

[Fundraising Form Link \(Board Policy 511\)](#)

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) GUIDING PRACTICES

The St. Cloud Area School District recognizes that there are both potential benefits and potential risks as the use of generative AI continues to grow and expand. For more information about Generative AI in education, visit the [Generative AI section](#) on the district website or view the [District 742 Generative AI Guiding Principles](#).

GIFTS TO EMPLOYEES

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

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.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or [Board Policy 519](#).

INSURANCE

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

LANGUAGE ACCESS & SERVICE RIGHTS

Under Minnesota Statute 123B.32, all school districts and charter schools must adopt a formal Language Access Plan to ensure effective communication with students and parents. St. Cloud Area School District is dedicated to communicating meaningfully with all families. We provide free language assistance and accessible formats so all parents and guardians, including those with limited English proficiency or disabilities, can fully participate in their child's education. If you need language assistance, please let your child's teacher, school office, or any staff member know. You can also contact the district directly to request support.

Your Rights

- **Free Services:** You have the right to free translation (written) and interpretation (spoken) services. The most common supported languages in our district include Somali, Spanish, Arabic, and Vietnamese. If you need assistance in another language, please contact us so we can help.
- **Qualified Support:** The district provides trained, professional interpreters and translated materials. Students, siblings, friends, or untrained staff will not be asked to interpret.
- **Equal Access:** You are entitled to language assistance even if your child speaks English or if you have some English proficiency. For example, if you understand some English but feel more comfortable communicating in another language, you can still request interpretation or translation services. This includes parents and guardians who may only need help with certain meetings or written materials.

How We Identify

Your Language Needs

- **Enrollment:** Language preferences are recorded during registration. Welcome Center staff can connect you with an interpreter to help complete paperwork.
- **District Records:** Your preferred language is noted in our student information system (Skyward) so staff knows how to reach you.

Tools We Use to Communicate

- **Translated Notices:** Important district notices (via TransACT) are available in multiple languages, including Somali, Spanish, Arabic, Hmong, Russian, Vietnamese, and Karen.
- **Interpreters:** Qualified in-person and remote interpreters (such as Lexikeet and MARTTI) are provided for conferences, IEP meetings, and phone calls. To request or schedule an interpreter, please contact your child's teacher, the school office, or the staff member organizing your meeting as soon as possible before your appointment. Let them know which language you need. The school will arrange for an interpreter to be present, either in person or remotely, depending on your preference and availability. This helps ensure that language support is ready for your meeting or phone call.
- **Digital Platforms:** District platforms (Peachjar, Seesaw, Schoology) are used to send updates and reminders in your preferred language.

Appeals & Questions

If you feel your language access needs are not being met, please follow these steps:

1. **Step 1:** Contact your building principal to discuss your concerns.
2. **Step 2:** If unresolved, submit a written appeal to the Office of the Superintendent.
3. **Step 3:** If still unresolved, you may request a hearing before the School Board.

District Contact

For questions regarding language access services, contact the Executive Director of Belonging, Equity, and Strategic Communication at **320-370-8105** or Ayan.Omar@isd742.org. For questions about specific students, please contact your school's EL teachers.

LANGUAGE IMMERSION PROGRAMS

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

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

Chinese Dual Language Immersion (Northside)	North Junior High	320-370-7000
Spanish Dual Language Immersion (Southside)	South Junior High	(320) 370-7230

LOCKERS

Students are assigned lockers assigned in middle school and assigned by request in high 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.

LOST & FOUND

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

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

Expensive items such as headsets, handheld electronics, Ipods, cell phones, video games, toys, 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. Investigations of thefts will be implemented at the discretion of administration.

MEDIA CENTER

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

MESSAGE TO STUDENTS

To maximize learning time, teachers will be notified of phone calls and return them as soon as possible. Students may use the phone for emergencies with adult permission. Please assist us by making every attempt to make arrangements for after school activities prior to the school day.

MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)

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

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

MEALS

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

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

Families are strongly encouraged to fill out an [Application for Educational Benefits](#) each school year.

Meal Type	Breakfast	Lunch
Milk	\$0.50	\$0.50
Adult	\$2.55	\$5.30

Information regarding MN Free School Meals Program is available in school offices or at isd742.org. Please note: Single purchase items, such as a carton of milk, second entrees, and snack items Milk/Juice (for snack) are not a part of the MN Free School Meals Program. Free/Reduced Program. If students are allergic to milk, an alternative beverage can be provided with a dietary order from a health care provider indicating the student's allergy, foods they can eat, and items that can be substituted. At the start of each school year an annual update is required by a healthcare provider.

MANDATED REPORTING

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

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Tracy Bowe as the district's human rights officer and Title IX Coordinator to handle inquiries regarding nondiscrimination and the Executive Director of Special Education as the Americans with Disabilities Act (ADA) coordinator.

PARENTAL CUSTODY/GUARDIANSHIP

Parents sometimes request that one parent or another not be allowed to visit school, talk to their child/children, or pick their child/children up at school. In order for St. Cloud Area School District 742 to honor restrictions of this nature, a custodial parent/guardian must present a current court order or other legal document to the building principal. In most cases, such restrictions are set through legal proceedings. The information allows the principal to respond promptly to your request and be in conformance with the law, while recognizing the rights of both parents.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PHOTO IMAGE RELEASE

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

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

If you do not wish to have your student's photo included in any of these district publications, you must complete an [OPT OUT form](#). This form is valid from the time of receipt through the end of the 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, a health care provider's statement requesting non-participation must be provided to the school nurse. Excuses from physical education for religious or temporary physical reasons are handled on an individual basis.

PLEDGE OF ALLEGEANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America the first day of the school week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

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 prayer from an instructional setting shall not exceed fifteen minutes for each release. St. Cloud Area School District 742 reserves the right to deny any student release from instructional time for prayer or other religious observation if the student abuses the privilege. If there are any concerns or problems regarding a student's attendance or conduct at prayer, the school will contact the student's parents to discuss the concern.

PUBLIC DISPLAYS OF AFFECTION

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

RESIDENCE

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

SCHOOL BOARD OF EDUCATION

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

SOLICITATION

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

STUDENT PUBLICATIONS AND MATERIALS

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the [Board Policy 505](#), "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" (Appendix 2).

School-Sponsored Media

School district [Board Policy 512](#) sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

STUDENT RECORDS

Access to Student Educational Records Under FERPA and the MGDPA

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

FERPA gives parents 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.

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"):

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

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

TITLE I

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

Title I schools are also asked to provide the following: (I) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required and (II) required testing information. For more information on assessment, please see communications at the following: <https://academics.isd742.org/title-i>.

TITLE IX

Any student who believes that he or she has been discriminated against, subjected to harassment, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, in violation of Title IX, may file a written complaint with the district Title IX officer at titleix@isd742.org.

VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's schools. To get started, parents/guardians should visit the [St. Cloud Area School District Volunteer Services website](#) to complete the required online application and initiate the criminal background check process. Once approved through the district background check process, volunteers can connect directly with their child's school administration team regarding school-specific volunteer opportunities. All parents/guardians who visit the school must sign in at the main office or building check-in station before entering a classroom. All volunteer arrangements must be prearranged with the classroom teacher.

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.

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

PART II — Academics

ACADEMIC ACHIEVEMENT/TALENT DEVELOPMENT

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

Talent Development: St. Cloud Area School District 742 provides Talent Development programming in fulfillment of our District Mission and core belief that everyone deserves equitable access to the highest quality of learning to maximize individual potential. Talent Development programming is an equitable access, needs-oriented program for students who have demonstrated high achievement or the potential for high achievement.

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.

ACADEMIC EXPECTATIONS FOR ACTIVITIES

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

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

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

SCHOLASTIC ELIGIBILITY HIGH SCHOOL

Bylaw 108.00 of the Minnesota State High School League (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:

Season Participation: These conversations will happen at the **BEGINNING** of the season when students register for sports and activities.

Good Standing:

Defined: Students who have earned the minimum number of credits in the previous school year, the current school year, and the concurrent trimester of the athletic participation. See below chart for reference.

Tier One (Academic Probation):

Defined: Student will be on Academic probation when 1-12 credits behind graduation requirements for their given grade.

Action:

- Student must meet with their coach, counselor, and AD to sign a contract and develop a plan for credit recovery.

- Student may continue to practice and participate in games as they demonstrate progress to credit recovery
- Student progress toward credit recovery will be rechecked by Coach and AD every **2 weeks**. Students making inadequate progress toward credit recovery may be reclassified as **Tier Two** and will become ineligible for Athletic Participation.
- Students who are on an IEP may work with their case manager to demonstrate alternative pathways toward graduation

Tier Two: Academically Ineligible:

Defined: Students who are more than 12 credits behind graduation requirements for their given grade

Action:

- Students must meet with their coach, counselor, and AD to sign a contract and develop a plan for credit recovery
- Students may **not** participate in games at any level.

APOLLO & TECH

Required number of credits by the end of each Trimester:

	Grade 9	Grade 10	Grade 11	Grade 12
Trimester 1	4	17	33	51
Trimester 2	8	22	39	57
Trimester 3	12	27	45	63

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.

ACADEMIC RECLASSIFICATION

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

Alternative Educational opportunities

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

ASSESSMENT & STATEWIDE TESTING

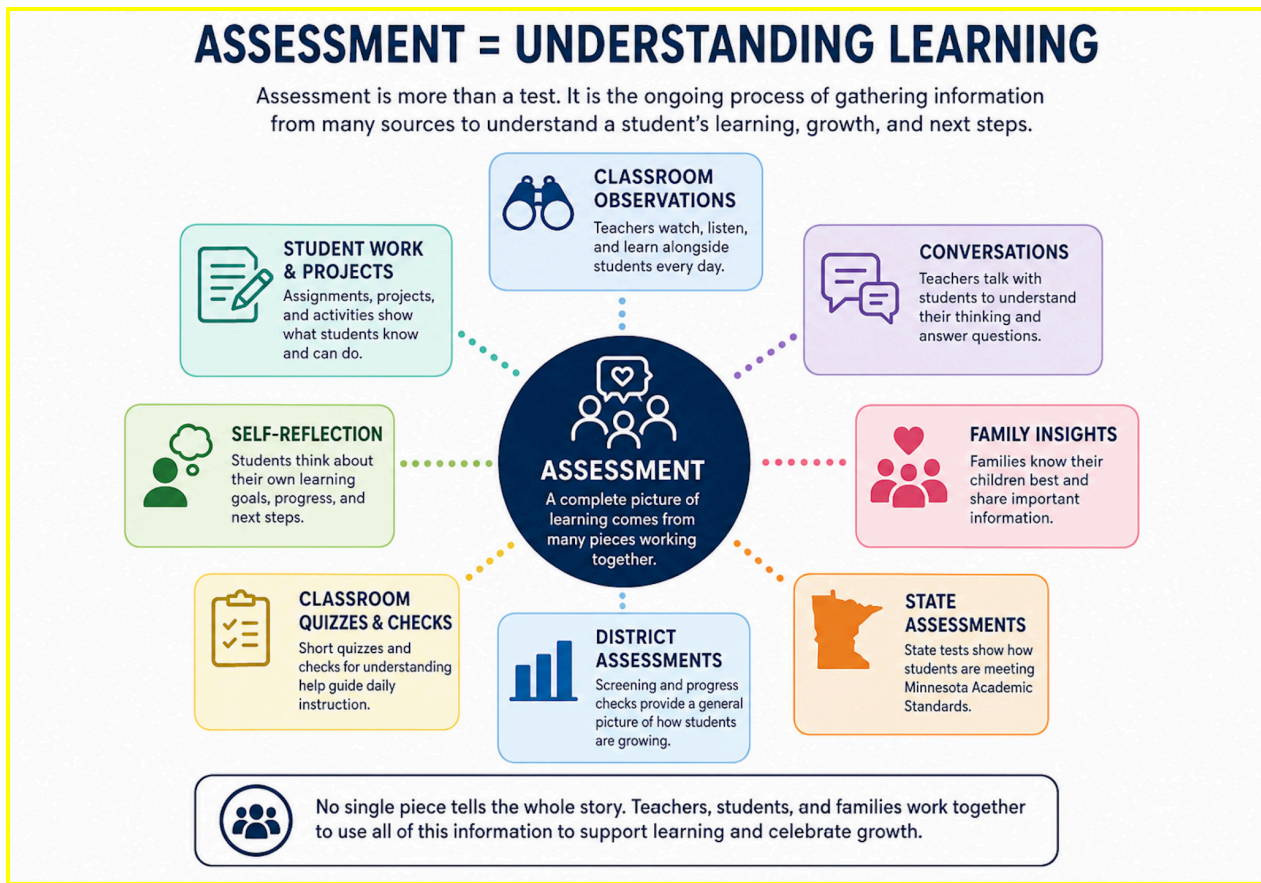
Every Child Is More Than a Test Score

At St. Cloud Area School District 742, we believe assessment is about **understanding learning**, not simply giving tests.

Teachers use many sources of information to understand each student's strengths, celebrate growth, and determine the next steps for learning. Assessment is an ongoing part of teaching and learning that helps ensure every student receives the support and challenge they need to succeed.

No single test that we give tells the whole story for any child.

Teachers understand learning through many sources of evidence as shown in the graphic below.



All of these come together to support one goal: Understanding the Whole Child and their Next Steps for Learning.

Questions?

Your child's teacher is the best source of information about your child's learning and test scores. We encourage families to ask questions and partner with us throughout the school year.

Learn More

- Learn about the tests given, their purpose and rationale for use and the timelines they will be offered

- [District Assessment & Testing Plan](#)

- Statewide tests are administered annually in grades 3-8, and 10 in Reading; 3-8, and 11 in Math; and grades 5, 8 and once in HS in Science.
- More information detailing these can be found on the [Minnesota Department of Education's website](#).
- More information detailing your schools specific testing schedules will be made available to parents via the school website and through schoolwide communication channels.

- Family resources, score reports, accommodations, and FAQs will be shared with results as they become available.

CLASS ASSIGNMENTS

Classroom assignments are within the school district's discretion. Districts may include information on how and/or when students will be informed of classroom assignments, if requests for changes to classroom assignments will be considered, and, if so, the factors that will affect this decision. A student's classroom assignment can be designated as directory information and, if so, can be listed publicly.]

COUNSELING

The school counselors provide support to students experiencing academic, safety, and social and emotional concerns. Students and families are invited to request appointments to visit with the school counselor as needed.

EXCHANGE STUDENTS (High School only)

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.

FIELD TRIPS

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

GRADE REPORTING

Report cards will be available to students/families after the conclusion of each trimester.

Standards Based Grading

Students' course grades will reflect their learning of academic standards. Teachers will ensure that students understand in advance how their grades will be determined. 80% of the grade will be determined by assessment of student learning, and 20% will be determined by daily work.

High School Only section

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

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

Course Level Grade Point Averages:

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

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

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

Grade reports may be viewed in Skyward at any time.

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

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

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

Dropping Classes

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

No class can be dropped after mid-trimester without administrative approval. Class rank was eliminated with the Class of 2019 and beyond. Grade Point Average is determined by trimester in grades 9-12.

GRADUATION (EARLY)

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

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

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

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

GRADUATION REQUIREMENTS

Course/Credit Requirements

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

The following courses must be completed, and credit earned.

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

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

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

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.

NATIONAL HONOR SOCIETY (NHS) (High School ONLY)

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.

POST-SECONDARY ENROLLMENT 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.

STUDENT SCHEDULES

Student Schedules are within the school district's discretion. Districts may include information on how and/or when students will be informed of student schedules , if requests for changes to student schedules will be considered, and, if so, the factors that will affect this decision. A student's schedule can be designated as directory information and, if so, can be listed publicly.

TRANSFER CREDITS CONVERSION (High School Only)

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.

PART III - Rules and Discipline

ABSENCES / ATTENDANCE

The State of Minnesota requires all students to attend school. Attendance is addressed in [Board Policy 503](#). Regular attendance is directly related to successful academic achievement and consistent school attendance is the way a student develops responsibility and self-discipline. For this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Please make every attempt to make medical and dental appointments after school hours or during vacation days. If it is necessary to take a child out of school, parents will be required to sign an early release in the office. The State of Minnesota requires that every child entering Kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted into the military or at an institution of higher learning can leave school before they are 18 years old.

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

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

Students will be checked out only from the main office during the school day. If you must take your child out of school, a written request should be sent to the attendance secretary with the date and time of dismissal. Please come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify themselves to the satisfaction of school personnel.

Absences – Excused

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

- Student illness.
- Serious illness or death in the student's family.
- A death or funeral in the student's immediate family.
- Medical, dental or orthodontic treatment, or counseling appointments.
- Court appearances.
- Recognized religious holiday observance or cultural practice, observance or ceremony.
- Religious instruction (not to exceed 3 hours/week).
- Vacation with prior administrator approval.
- Impassable roads/inclement weather .
- Dismissal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make up work.
- Family emergencies.
- Tournament play when the school is involved.
- A student's condition that requires ongoing treatment for a mental health diagnosis.
- In the case of special circumstances, administration may approve additional excused absences.

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

Absences - Illness During the Day

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

Absences - Reporting

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

Absences - School Related

Official school field trip or other school-sponsored event.

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

Absences- Suspension Related

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

Absences - Tardy to School

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

Absences - Truancy

The State of Minnesota requires all students to attend school. Excessive truanancies (more than seven) will be reported to the County Attorney who will refer the case to Court Services for possible legal action.

Minnesota Statute allows the courts to utilize the following consequences for students referred for truancy: monetary fines, community service hours, and/or placement outside the home. Other consequences may be applied as deemed appropriate by an administrator and detailed in the [Code of Conduct: Rights and Responsibilities](#).

Absences – Unexcused

Unexcused absences are recorded when:

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

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

Consequences of unexcused absences are as follows:

- After 3 unexcused absences – parents notified by letter.
- After 5 unexcused absences – second letter sent to parents and County Attorney's Office notified.
- After 7 unexcused absences – school administration requests to file a truancy/ educational neglect petition with the County Attorney.

(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 materially and substantially impacts the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying disrupts the rights of others to an education and is unacceptable in the educational environment and is addressed in [Board Policy 514](#).

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

BULLYING-CYBERBULLYING

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.

Cyberbullying

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

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

Secondary students who live more than one mile from school are eligible for regular transportation service to and from school. School bus transportation may also be provided for students who may have to cross heavily traveled roads or encounter other hazardous boundaries as determined by the Transportation Advisory Committee.

For the safety of all children, bus drivers cannot honor student/family requests for students to ride buses other than their assigned buses. **If your child does not arrive home on the bus as expected, please call the Transportation Department immediately at (320) 370-6941.**

Riding the bus is a privilege not a right. Students who jeopardize the safety of themselves or other passengers may lose their riding privileges. All students in grades Pre K-12 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few weeks of school. A copy of these rules and expectations are shared with students in the fall of each year in the [bus ridership booklet](#).

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

C.A.A.P.

A **C**ommunity **A**ccountability **A**nd **P**revention intervention may be available to students in grades 6-11 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

Cooperation and thoughtful consideration for other students is 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 should be returned to the dishwashing area after use. Garbage, organics, and recycling should be placed in the designated bins.

CAMERAS

Taking picture or video recording that violates the personal privacy of another individual is strictly prohibited. Use of any such device in a school locker room or bathroom in a way that violates the personal privacy of the individual is prohibited and may result in school discipline or referral to law enforcement.

CELL PHONE and 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, smart watches, headphones, personal speakers, personal iPads, handheld gaming devices, etc.

Expectations for use*

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

Responses

- The first referral results in a reteaching of expectations.
- The second referral results in the cell phone being collected for the student to pick-up from the main office at the end of the day, and a parent/guardian is notified.
- The third referral results in the parent/guardian coming to the school to collect the cell phone and/or create a plan with an administrator. Administrator discretion can be used in circumstances where the parent/guardian is unable to pick up the phone during school hours.

*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

CLOSED CAMPUS POLICY

St. Cloud Area School District 742 high schools have a closed campus policy. Students are not permitted to leave the building without school and parent/guardian permission. Any departure from the building by a student without prior

approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. This includes students' lunch and open non-class periods

CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES

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

DRESS CODE/PERSONAL APPEARANCE

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

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

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

DRUG FREE SCHOOL AND WORKPLACE

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy ([Board Policy 418](#)).

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except cannabis is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

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.

EXTRA-CURRICULAR AND CO-CURRICULAR CONDUCT EXPECTATIONS

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

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

- No throwing of objects onto playing surfaces.
- All signs and locations for signs must be approved by the site supervisor or Activities Director.
- No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
- No noise-makers allowed.
- Band playing collectively or individually during the confines of game time is limited to time outs, intermissions, and quarter breaks. This includes all musical instrument forms such as drums, trumpets, etc.
- Only an official mascot will be allowed on the floor. Mascots must stay outside of the area of play. No other leaders of cheers will be allowed on the floor.

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.

GAMBLING

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

GUM

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

HARRASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

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."

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.

IN-SCHOOL SUSPENSION/DETENTION

In-School Suspension/Detention is assigned to students for relatively serious violations of [Code of Conduct: Rights and Responsibilities Handbook](#). Students are assigned for all or part of the day, depending on the violation.

IN-LINE SKATES/SKATEBOARDS/SCOOTERS

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

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.

NUISANCE DEVICES

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

OFF CAMPUS CONDUCT

Students may be disciplined for off campus conduct that disrupts, interferes, or otherwise affects the environment, activities, or operations of the school.

PARKING HS ONLY

Driving During School Time

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

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

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

Procedures

- Students must abide by all posted traffic signs and markings in the school parking lots. Students failing to follow traffic signs and markings may be subject to disciplinary action and/or legal action.
- Students are encouraged to use school buses, car-pooling, or public transportation.
- Vehicles must have a parking permit sticker. Parking stickers must be placed on the **rear** driver's side windshield.
- Vehicles that are not parked in designated parking areas, are parked in no parking zones, or are without a proper parking permit may be subject to removal at the owner's expense.
- Any student found in the parking lot during school hours without permission is subject to disciplinary action.

- Students are expected to use caution when using parking lots. Please use the safety lights/crosswalk area.
- Students are not to loiter in the parking lots.
- Students may be required to submit to an automobile search as a condition of parking in the school lot.
- There is no 24-hour parking in any school lot unless the vehicle is well marked for a field trip or away athletic contest. Cars may be towed at the car owner's expense without notification to school administration.

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

POSSESSION OF STOLEN PROPERTY

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

POSTER/SIGN RULES

Posters or signs can be placed about the building and on school property with permission from the administration. The organization or individual who posted them shall take down posters the day following the event or function they advertised. Administration reserves the right to dispose of posters and signs.

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.

TECHNOLOGY/RESPONSIBLE USE

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

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

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 devices. Students and guardians assume full liability, legal, financial, or otherwise for their actions. Using the internet is a privilege, not a

right. Access to the internet may be removed if abused. Information obtained from the internet should be examined for reliability, authority and relevance.

General Guidelines for Students

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

Student Expectations

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

Student Online Safety Rules

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

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

IN-SCHOOL SUSPENSION/DETENTION

In-School Suspension/Detention is assigned to students for relatively serious violations of [Code of Conduct: Rights and Responsibilities Handbook](#). Students are assigned for all or part of the day, depending on the violation.

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.

NUISANCE DEVICES

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

OFF CAMPUS CONDUCT

Students may be disciplined for off campus conduct that disrupts, interferes, or otherwise affects the environment, activities, or operations of the school.

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.

PRIVATE PROPERTY IN NEIGHBORHOOD

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

READMISSION/ADMISSION PLAN

A school administrator may prepare and mandate an admission or readmission plan for any student who is suspended or excluded from school. The plan may include measures to improve student's behavior and will require parental involvement.

REPORTING

All students are expected to promptly report violations of the [Code of Conduct: Rights and Responsibilities Handbook](#) to a staff member. Any student observing an act that impacts safety shall report this information **immediately** to any school employee.

SOCIAL MEDIA

St. Cloud Area School District 742 recognizes that many of our students (as well as staff and parents) are active social media users. In addition, the District values and encourages the use of technology tools and resources to engage and educate all learners. However, student online interactions, both inside and outside of school, can disrupt the learning environment as well as affect student safety.

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.

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.

TOBACCO PRODUCTS/SMOKING/CHEWING/VAPING & OTHER ILLEGAL CHEMICALS

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

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

VADALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

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.

VIDEO AND AUDIO RECORDING

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in [Board Policy 501](#). A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact our District Security Coordinator.

PART IV - Health and Safety

ACCIDENTS/INJURIES

All accidents and injuries 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.

ALLERGY AWARE SCHOOLS

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

COMMUNICABLE DISEASES

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

CONCUSSIONS

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

EMERGENCY CONTACT INFORMATION

It is the responsibility of families to provide current emergency contact information to your child's school during the first week of classes and throughout the school year when information changes. When students become ill or are involved in an accident during the school day, families will be notified so suitable arrangements can be made. If it is necessary to take a child out of school, parents/guardians will be required to sign the student out in the school office.

EMERGENCY SCHOOL CLOSING (WEATHER RELATED)

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

If school is going to start late, close early, E-learning or close due to bad weather, notification will be made through the following communication outlets: www.isd742.org, WJON/WWJO, KNSI/KCLD, KISS-FM, KKSJ, WVAL/WHMH, KASM, KCCO-TV, KRWC, Charter Cable Channel 179, WCCO, and KARE11 radio.

In addition to these radio and television outlets, weather alerts are announced on the St. Cloud Times and St. Cloud Live websites at www.sctimes.com and stcloudlive.com. You may also tune into the area's cable education access,

Channel 179, District 742's Facebook page www.facebook.com/isd742.org, St. Cloud Area Schools@ISD742 on X, schooldistrict742 on Instagram or the District 742 website at www.isd742.org for up-to-the-minute closing and/or late start/early dismissal reports.

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.

ILLNESS/INJURY

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

- **Elevated temperature** – must be temperature free for 24 hours without a fever reducing medication such as Tylenol or Ibuprofen. A temperature/fever is considered 100.4° F or higher.
- **Illness Related Vomiting and/or Diarrhea** – minimum of 24 hours without a vomiting and/or diarrhea episode before returning to school
- **Strep throat** – Minimum of 12 hours on antibiotic before returning to school
- **Nose discharge** – thick, colored drainage (may need to be evaluated by a healthcare provider)
- **Rash** – that hasn't been diagnosed by a health care provider requires a letter from a health care provider indicating diagnosis before returning to school
- **Reddened or Pink eye** - refers to an inflamed eye. It often includes sticky discharge from the eye and pinkish tint to the sclera (whites of the eye). Contact your child's health care provider for advice/treatment. Children may be at school with symptoms and eye drops are not required.
- **Cough** - repetitive coughing that interferes with a child's activity, play, or learning may need to be evaluated by a health care provider.
- **Select contagious diseases (Pertussis, Influenza, RSV, Chickenpox, Measles, COVID-19, etc.)** - stay home and contact your school nurse for a return to school plan.

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

Note from Doctor (Restrictions or recommendations): If your child has seen a doctor for a major illness or injury. Please provide any doctor notes, restrictions, and recommendations to the school office before your child returns to school. The school office and school nurse will work with families to provide adequate accommodations.

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

Head Lice (Pediculosis) Protocol:

St. Cloud Area School District 742 Head lice procedure is in accordance with current evidence-based practice and is based on recommendations from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN). The CDC states "students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of

the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice." When a case of head lice is suspected, the student will be assessed by the school staff. If a case is confirmed, the parent/guardian will be notified by the end of the school day to arrange for treatment. Entire classrooms will not be screened if a case of head lice is suspected in the class. Should a case of head lice be identified, school staff will send home a "Notification of Head Lice" letter (NS08.04) to parent/guardian of preschool through elementary aged classrooms if two or more cases are identified in a classroom. Cases identified by school staff and/or by parent notification will be documented (logged) for tracking and rescreening purposes.

Human Bites/Exposure to Body Fluids:

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

INDIVIDUAL HEALTH PLAN (IHP)

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

LATEX

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

MEDICATIONS

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

MINNESOTA'S IMMUNIZATION LAW

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

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

Please use the [Minnesota Department of Health Immunization Form](#) for documentation of

medical or personal exemptions to the Minnesota immunization law.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior known to the school authorities are placed in their classrooms. **A student will be considered to have a history of violent behavior if incident(s) of violence have occurred in the last 12 months.** Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PETS & ANIMALS

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

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 6th 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 to prevent bodily harm. Staff may only utilize physical restraints if they have been trained in Crisis Prevention Intervention (CPI) certification.

POOL PROCEDURES AND PRACTICES (High School ONLY)

- 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)

REPORTING

All students are expected to promptly report violations of the [Code of Conduct: Rights and Responsibilities Handbook](#) to a staff member. Any student observing an act that impacts safety shall report this information **immediately** to any school employee or our Say Something reporting system.

SAFETY PROTOCOLS

The St. Cloud Area School District uses the Standard Response Protocol (SRP) to guide how students and staff respond to emergencies. During any emergency, one of the five SRP actions may be announced over the school's PA system. These announcements include a simple, direct instruction. Staff and students are expected to follow the directions immediately.

Hold

Hold is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.

Secure

Secure is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.

Lockdown

Lockdown is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate

Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.

Shelter

Shelter and state the hazard and safety strategy for group and self protection.

Fire

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

Severe Weather

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

SCHOOL RESOURCE OFFICER

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

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school [Board Policy 502](#) when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. Schools may also collaborate with local law enforcement to conduct K-9 searches.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its

exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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.

SUCICIDE PREVENTION

If the school district issues identification cards to students in middle school, junior high school, or high school, it must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook and the student planner if a student planner is custom printed by the school for distribution to students in grades 6 – 12.]

VISITORS

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

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

WELLNESS

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