

GENERAL STUDENT INFORMATION

ACTIVISM

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

ALARMS – EVACUATION (Board Policy 803)

Bomb, Chemical, Intruder and Medical

Students are to follow the Crisis Response Plan (Tech) Crisis Management Plan (Apollo)

Fire

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

Tornado

Everyone is to familiarize himself or herself with the evacuation plan in each room in the building to know where the designated safe areas are.

AMERICANS WITH DISABILITY ACT

Anyone with a disability who needs an accommodation in order to attend a high school event are to contact an Assistant Principal at least one week in advance of the program.

ANNOUNCEMENTS

A concerted attempt will be made to make announcements in multiple formats which could include printed, electronic media, webpage, etc, in order to help students and parent(s)/guardian(s) to be advised of all school related opportunities. Announcements include items of interest and importance to students.

Apollo

Announcements are read to students by first period teachers. They must be endorsed by an administrator or faculty member and given to the Principal's secretary. Announcements are also posted on the Apollo website and TV screens in the resource center.

Tech

Students make announcements over the PA during homeroom each day.

AREA LEARNING CENTER PROGRAMS (ALC)

The mission of St. Cloud Area Learning Center is to provide, in partnership with families and community, an alternative educational experience for all learners in grades 7-12. We provide consistent academic and life skills that include family, school, and community, that includes and emphasizes flexible individualized learning. Our mission is accomplished through flexible grouping, differentiated teaching strategies, parent participation, and services to students and families in a positive learning environment.

MLAP is an alternative educational experience for learners in grades 7-10 and under the age of 16 who are unable to achieve maximum potential within their current educational setting.

Wilson Senior High Program serves students 16 and over who are willing to commit to regular attendance and meet the high school graduation incentive criteria.

PACE is an independent study program for students in grades 10-12.

PLADO is a technology – based program for students 16 and older that have been expelled, are in transition or hospitalized, or have been dropped from other ALC Programs.

TAPP serves the education, health, and social welfare needs of pregnant teens and young parents of school age.

ASSEMBLIES

Special announcements will be made when there are school assemblies. Students are expected to be attentive and to show respect for the speaker or performers. Assemblies are fun, educational experiences.

Tech

Backpacks are not allowed at assemblies.

“B” AND “C” WINGS

Apollo

“B” and “C” wings are quiet areas. These are the main instructional areas. Students are not to be in the main instructional hallways more than 5 minutes prior to the beginning of class. Food that is served in Iggy's should not be in the hallways at any time.

BACKPACKS

Students are allowed to bring backpacks to school. It is strongly suggested that students make use of their assigned locker to avoid carrying backpacks and books around school all day. Students are not to leave backpacks unattended in the cafeteria, commons or in other areas of the building. Unattended backpacks may be confiscated and taken to the office. District 742 is not responsible for lost or stolen backpacks.

BIKE RACKS

Students are encouraged to lock their bikes in the racks for security. The school is not responsible for any damage or theft.

Tech

Bike racks are located by door 1 on the south side of Tech.

Apollo

Bike racks are located by door 5.

ALC-Wilson

Bike racks are located by door 4.

CAFETERIA/COMMONS

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

1. All lunches must be eaten in the cafeteria/commons unless special permission is given.
2. Students are to conduct themselves in an orderly manner at all times, in the lunch lines and while eating.
3. Each student is responsible for the cleanliness of the table or the place at which he/she eats and for the surrounding area.
4. Trays, silverware, refuse and other eating items should be returned to the garbage and dishwashing area after use.

CAMERAS

Use of any photographic device, film camera, digital camera, cell phone camera, video camera, etc. that impinges upon the rights of others is strictly prohibited. Misuse of any such device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual, may result in school discipline.

CELL PHONES/PERSONAL ELECTRONIC DEVICES (PED's)

Tech

Students are asked to keep phones out of sight and on vibrate or off during all classroom instruction times and when in the Learning Resource Center. If a student is using a cell phone (talking, texting, accessing the internet, etc.) during class time or while in the LRC, teachers may take the phone from the student and turn it in to the office. Parents may be asked to come to school to retrieve the cell phone if it creates a disruption to the learning environment. Cell phones may be used in non-instructional areas at Technical High School. These areas would include the cafeteria, hallways, front lawn, and student center. Students are encouraged to leave cell phone/PEDs at home as they are often targets for thefts. Technical High School is not responsible for lost or stolen items. Investigations of thefts will be implemented at the discretion of administration.

ALC

Cell phones must remain "off" or on "vibrate" during school hours. Students may make important and necessary phone calls in the office area. If a cell phone is out during the school day, staff will ask students to put their cell phone away. If repeated warnings are given, the item may be taken away and held in the office until the end of the day or may be held by administration until a parent or guardian can come to school to pick the electronic device up. If used in a classroom during a test or quiz, the teacher is authorized to give a failing grade. ISD 742 is not responsible for lost or stolen electronic devices.

Apollo

Apollo High School believes the use of Personal Electronic Devices is a privilege and can be an acceptable communication and educational tool that requires responsible use by all students. PED use is allowed in public non-instructional areas of Apollo High School (Commons and Iggy's). PED use is also permitted in hallways during passing times and before and after school hours. PED use is allowed in instructional areas for instructional purposes AND with the explicit permission of the teacher or other supervising adult. Instructional areas include but are not limited to: Classrooms, computer labs, Performing Arts Center, gymnasium, large groups rooms, or any other areas for instruction. PED is to be turned off and out of sight when not in designated areas, or during non-authorized times. Only listening devices are allowed in the Resource Center to aid in completing work/studies. Cell phone use/texting is NOT allowed, as this is not an area for socialization. While attending/participating in extra curricular events follow standard etiquette for spectators/participants (i.e. have cell phone on vibrate, silent or off). Student are encouraged not to bring these items to school, as they are often targets for thefts, the school will not be responsible for their security. Investigation of thefts will be implemented at the discretion of administration. .

CLOSED CAMPUS POLICY

- District 742 high schools have a closed campus policy. Students are not permitted to leave the building without school and parent permission.
- Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. This includes students' lunch and open periods. The front lawn (Tech) or courtyard (Apollo) are the only outside areas open for student free time.

COUNSELING AND GUIDANCE

The guidance counselors help students with academic problems, personal problems, selection of courses each year; selections of college, technical school, other post-high programs or schools, and testing and interpreting test results.

Students are welcome to browse and check the guidance materials with the secretary. The counselors interview every student each year. Students are also invited to make appointments during their independent study time or before school to visit with their counselor. **Please note: Students are required to sign in and out of the Guidance Center.**

Apollo

Guidance counselors are: Ms. Neumann (A – Ha) Mr. Larson (He - Q) Ms. MacLeod (R – Z)

Tech

Guidance counselors are: Erin Bloch (A – F) Gretchen VanHauen (G –K)

Bridget Hamak (L – P), and Krisi Lain (Pr – Z).

ALC

ALC-Wilson counselor is: Sam Nordby. ALC-West counselors: Jay Adams and Jenni Schad.

DOOR POLICY**Apollo**

All exterior doors will be locked at 8:30 am each day. All visitors enter door 2 or door 7.

Tech

All exterior doors will be locked at 8:30 am each day. All visitors enter door 20.

ALC-Wilson

All doors locked at 8:25 except door 3. All visitors enter door 3.

DRESS CODE/PERSONAL APPEARANCE (Board Policy 504)

Students are encouraged to take pride in their attire as it relates to their educational setting. Students should dress in a manner that, in addition to the following guidelines, should take into consideration the education environment, safety, health, and welfare of self and others. Please remember that the question of acceptability is left up to the teacher and administration. The following articles are items that are not appropriate in school and may be subject to disciplinary action:

1. Hats, including bandanas, caps, hoods, sweatbands, and other assorted head gear are not allowed during the school day. All hats should be placed in lockers or backpacks upon arrival at school and retrieved only at the end of the day. Students will be asked to remove it the first time it is noted. Non-compliance with this request may result in the head covering being taken from the student and/or the student being placed in detention. Exceptions to this school policy need to be approved by an assistant principal, this would include any exceptions made due to religious freedoms consistent with Federal Law.
2. Outdoor Coats/Jackets are not to be worn during the school day. Please be prepared by keeping a sweater or sweatshirt in your locker.
3. All clothing and/or jewelry, which displays obscene language or symbols and/or symbols or messages promoting drugs, alcohol, tobacco, guns, violence or sex. (Ex. Senor Frog, Hooters, Co-ed Naked, Etc.)
4. T-shirts, which promote "Senior Skip," or similar T-shirts are not to be sold, distributed, or worn during school hours or at school functions.
5. Low slung pants, halter-tops, tube tops, shirts with one sleeve, spaghetti straps, muscle shirts, low cut shirts, exposed midriffs, and visible undergarments are all examples of dress that are unacceptable in an educational setting. Very short skirts and shorts are also unacceptable. Skirts, skorts, and shorts must come to mid-thigh.
6. Footwear must be worn in the building at all times due to state health mandates.
7. Gang Affiliation, signs, symbols, jewelry, bandanas, and clothing that represents acknowledged gangs or gang activity is prohibited. Gang-related personalization is not permitted on hats, on items of clothing or on one's person. No bandanas of any color, size, or shape may be carried, worn, or displayed on school property. This also includes simulations of anything representing "colors." Any gang related attire will not be permitted on campus. This activity is viewed as disruptive to the educational process and maybe grounds for dismissal or suspension.
8. Choke chains, bike chains, logging chains, spiked collars, etc. Chains that are attached to wallets and a belt or belt loop are allowed if the chain is not more than 12 inches in length. Chains longer than 12" may be confiscated and parents must pick them up in the attendance office.

9. Sunglasses should be removed upon entering the building.
10. Hairstyles that completely cover and conceal a student's face are not acceptable.

DUE PROCESS

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

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.

FIELD TRIPS (Board Policy 610)

It is the policy of the school to furnish supervision for groups going to other cities, schools, and/or other places on field trips. The school will arrange for transportation on such trips; private cars are not allowed.

All students must use school transportation. Exceptions may be granted through the faculty member in charge along with prior approval of administration and parent written permission.

Students should always remember that their speech, dress, manners, actions, and behavior reflect not only on them, but also on the school.

Student Responsibility on Field Trips

1. School rules are in effect during the entire trip.
2. Any student caught smoking or breaking a trip rule, such as curfew or failure to show up in time for departures or performances, will be dealt with upon return. However, the student will not be allowed to further participate in any activity on the trip. A chaperone will be assigned to monitor the student's behavior until they return.
3. Major violations such as possession and/or use of drugs and/or alcohol will result in immediate suspension of the student from the group, when prior to notifying the parent. The student's parents will then be notified immediately and the student will be sent home as soon as possible.
4. Should a student be sent home, it is the parent's responsibility to pay for the cost of the student's return home unless insurance covers the cost. The parents will also be responsible for picking the student up upon his/her return.
5. Any student sent home will be suspended from school upon his/her return from the activity and will go through the normal school referral process. If, for practical reasons, a decision is made to keep a student with a group, the student will not be allowed to participate in any further activity. A chaperone will be assigned to monitor the student's behavior until the group returns.
6. All students regardless of age and/or grade will be expected to follow the same rules. Seniors who have graduated and are still part of an activity must also agree to all rules as outlined.
7. All students will be asked to sign an agreement stating compliance to these outlined rules.
8. If a field trip bus returns to school after midnight, students may arrive any time prior to (9:20 a.m.) the next morning. This will be considered an excused absence from school.

FINES/FEES UNPAID

Students are encouraged to promptly pay fines or fees for books and other items. Unpaid fines and fees will delay graduation clearance.

FOOD/POP/BEVERAGES

Students and staff are responsible for maintaining classrooms in order to assist custodial staff and to provide a sanitary environment consistent with codes. There are specific state laws, which prohibit “homemade” foods in public places. No commercial food deliveries will be accepted in the building or on school grounds during the school day. Students may not bring commercial food into the building during the school day except as approved by teacher or administrator for a specific classroom activity.

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. Swearing, vulgarity, racist, or harassing words by their nature disrupt the school 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 discipline consequences may be given. The same rules and procedures set for posting materials govern distribution of flyers. In addition, flyers may not be distributed during instructional time. The principal 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.

GAMBLING AND GAME PLAYING

All gambling activities are prohibited on our school campus. Non-gambling game playing is allowed in the Student Center (Tech) and Iggies (Apollo).

HARASSMENT (Board Policy 413)

Harassment can take many forms and is unwanted behavior that significantly interferes with a student’s educational life. Everyone has the right to feel safe. The school staff supports all students’ rights to learn and grow in a safe, positive school environment.

Sexual Harassment – Sexual harassment is *unwanted* behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. Harassment can take many forms such as: touching, grabbing, comments about your body, sexual remarks or suggestions, or spreading of sexual rumors, conversations that are too personal, pornographic pictures or stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal and humor or jokes about sex.

Racial Harassment – Racial harassment is *unwanted* comments regarding a person’s ethnic make-up. Examples include ethnic name calling or making negative comments about a particular ethnic group.

Verbal Harassment – Verbal harassment is *unwanted* verbal comments that make a person feel bad or unsafe. Examples include teasing to cause embarrassment, threatening to cause harm to the person, or teasing about a person’s clothes or appearance.

Physical Harassment – Physical harassment is *unwanted* behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.

What Can You Do About Harassment??

- **SAY STOP!!!!** - Tell the harasser you do not like his/her behavior and you want it to stop. **Be firm.**

- **TELL SOMEONE!** - Talk to a teacher, counselor, or administrator. Discuss the situation with a parent or other family member. Fill out a Harassment Complaint Form.

- **KEEP RECORDS!** - If the harassment continues, write down what happened. Record dates, times, places, names of witnesses and any other information that will verify what happened.

IDENTIFICATION CARDS

Student identification cards should be in possession at all times. This card should be shown to school faculty and supervisory personnel upon request. A replacement card can be purchased for \$5.00. Due to safety and security concerns, students are to identify him/her self when asked by an adult in the school building. Failure to give correct identification may result in disciplinary consequences.

IN-LINE SKATES/SKATEBOARDS

The use of in-line skates and skateboards inside the school building, or on the campus is prohibited.

IN-SCHOOL SUSPENSION/DETENTION (ISS)

In-School Suspension is assigned to students for relatively serious violations of The Student Code of Conduct and/or other school rules. In-School suspension is a closely supervised study hall. Students are assigned from one period to several days depending on the violation. Parents/Guardians will be notified in writing or by phone.

LISTENING DEVICES

Listening devices (e.g. iPods, radios, CD players, radios, etc.) are not allowed to be used in the classroom. The teacher may take the device away from the student. The device will be held in the SAO office until the end of the day. An Assistant Principal may require a parent or guardian to come to school to retrieve the device. Students are encouraged to leave these items at home as they are often targets for thefts. The school will not be responsible for their security. Investigation of thefts will be implemented at the discretion of administration.

LOCKERS

All students are assigned a locker. A student's school locker is the property of the St. Cloud School District and must be used for the purposes intended; 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. Items left in lockers at the end of the year will 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 for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Any non-school issued or approved locks will be cut off immediately. This policy also applies to the physical education lockers and athletic lockers.

LOSS OF SCHOOL PRIVILEGES

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

LOST AND FOUND

Students are urged to cooperate by turning into the office all articles they find and to ask about articles they may have lost. Unclaimed articles are usually donated. Lost and found items are found in the Apollo Attendance Office, ALC in the office, and at Tech in the in-school suspension room.

MEDIA CENTER / RESOURCE CENTER CHECKOUT

Students must have a designated school ID in order to check out any books or materials. No temporary ID's will be issued.

MESSAGES

The school will only take telephone messages from Parent/Guardian for students in an emergency.

NUISANCE DEVICES

Because of potential danger or injury to other persons, students are subject to disciplinary action(s) if they have harmful toys or nuisance devices in their possession while in school. Such items include but are not limited to the following: hackeys (only allowed on the front lawn during nice weather / Apollo SE commons corner), toys, water guns, bean shooters, laser pointers, rubber bands, whistles, noisemakers, firecrackers, squirt pens, cologne bottles, pins, needles, switchblade combs or other items deemed inappropriate by administration.

OFF CAMPUS CONDUCT

Students may be disciplined for off campus conduct that disrupts, interferes or otherwise affects the environment, activities or operations of the school. Students may end up being charged by law enforcement, MHSL rule consequences, and building discipline.

OPEN TIME

Tech

Students with responsibility passes or students that have open time in their schedule will not be permitted to loiter in hallways. Students cannot leave the building without a pass from the Student Affairs Office. Students may use the resource areas, cafeteria, or the front lawn, weather permitting. The Student Center may also be available open during lunch periods.

PARKING

Driving During School Time

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

Parking Regulation

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

Permits

Parking permits will be sold in the attendance office from 7:45a.m. to 8:20 a.m. for \$100.00. Students are allowed to park in designated parking lots only.

Procedures

1. Parking is a privilege. After applying for a permit, student attendance/discipline records will be checked. Students with an attendance/discipline problem the previous trimester/quarter may not be granted a permit. A student who develops an attendance/discipline problem may have their permit rescinded.

2. Students should abide by all posted traffic signs and markings in the school parking lots. Students failing to follow traffic signs and markings may be subject to disciplinary action and/or legal action.
3. Students are encouraged to use school buses, car-pooling or public transportation.
4. Parking permits must be displayed as prescribed. Seniors and juniors will have first priority for parking permits.
5. Parking permit vehicle registration can only be for student's car and other family vehicles that the student may drive to school and are registered in the office.
6. Seniors, Work Experience, Elementary Aide and Post Secondary students will have priority for parking.
7. All cars that are not parked in the designated parking areas, in no parking zones, without parking permits, or illegal parking permits may be subject to removal at owner's expense. (School Board Policy 1330.1)
8. Any student found in the parking lot during school hours without permission is subject to disciplinary action.
9. 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.
10. Students may be required to submit to an automobile search as a condition of parking in the school lot.
11. There is no 24-hour parking in any school lot unless the vehicle is well marked for a field trip or away athletic contest. Car may be towed at permit holder's expense.

Violation Consequences

Apollo/Tech

1. Warning sticker given
2. Conference with principal / warning
3. Parent notified
4. Car will be towed at student's expense.

PETITION RIGHTS

Students are allowed to present petitions to the administration at any time. However, the collecting of signatures on petitions must be done in such a way as to not cause a class or school disturbance. See activism.

PLEDGE OF ALLEGIANCE

Purpose

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

General Statement of Policy

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

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

Exceptions

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

Instructions

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

POOL PROCEDURES AND PRACTICES

1. All doors to the pool will be locked when the pool is not in use.
2. No students will be allowed in the pool area without the presence of an instructor or lifeguard.
3. 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.
4. 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 head count frequently throughout the class.
5. Direct instruction will take place in squads or small groups.
6. 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.
7. 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.
8. The instructor will exit and lock the doors to the pool (Board approved 4/27/00)

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

1. Posters or signs can be placed about the building with permission from the administration.
2. Posters that are allowed to be posted are:
 - a. Those having to do with high school events;
 - b. Other school sponsored activities.
3. Approved and initialed posters may be placed in the following designated areas:
 - a. May be put on designated bulletin boards in the halls.
 - b. May be placed in the commons area. (Apollo)
 - c. May be placed in individual rooms and in designated showcases if the student has permission from the teacher.
 - d. May be placed in the cafeteria and SAO halls. (Tech)
4. The organization or individual who posted them shall take down posters the day following the event or function they advertised.

PRAYER

- State and Federal law have made provisions for praying in school. When leaving an instructional setting to pray, prayer must be central to faith tradition, not personal prayer preference. District 742 reserves the right to place reasonable time, place and manner restrictions upon any request for release from an instructional or non-instructional activity.
- 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 ten (10) minutes for each release.
- The 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.

PRIVACY ACT

The Family Educational Rights and Privacy Act requires school districts to notify parents and students that certain information from student's records will be released and made public without the written consent of the parents or students eighteen years of age or older.

PRIVATE PROPERTY IN NEIGHBORHOOD

Property adjacent to the school campus is private property. Students are not permitted to trespass or loiter on this property before, during or after school. Students trespassing on such areas during the school day, including before and after school, are not immune from other school rules and should be aware that trespassing is a violation of the law. Remember, be a good neighbor and respect our neighbors' property and privacy.

REPORTING

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, or a building administrator. Any student observing a student possessing a weapon, alcohol, and illegal substance or violating any rule on school property or at a school function shall report this information **immediately** to any school employee.

RESIDENCE

A student's legal residence is where his/her parent(s) or legal guardian resides. Students, who are living in District 742, but not with a parent/guardian, must report this to the office upon enrollment or a change of residence. Students may open enroll in either high school, but must follow established procedures.

RESPONSIBILITY PASS

Tech

A responsibility pass may be issued to a 10th grader and second semester 9th grader if the student is performing up to his/her ability in all classes. Students who receive the pass will be restricted to the cafeteria, front lawn, resource center, or computer labs. Students abusing the privilege will have the pass removed and be placed in a study hall.

SCHOOL RESOURCE OFFICER

In cooperation with the St. Cloud Police Department, a police resource officer is assigned to each school. In addition to working closely with school administrators and faculty, the police officer is involved in classroom presentations about various aspects of law enforcement, is available to conduct investigations and is visible throughout the school day. Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.

SECURITY CAMERAS

For security reasons, surveillance cameras are located in various places around each school campus. Tampering with these cameras is a serious breach of school security. Furthermore, evidence that is gained through the use of these cameras can and will be used to determine if school policies have been broken and will be used to determine consequences.

SENIOR PORTRAIT

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

SENIOR “SKIP” DAY:

“Senior Skip Day” is not a recognized event. In the event a “skip” day is planned, the following could apply:

- Student may be given a zero (no credit) for every class missed.
- Students who skip classes may be given one full day in In-School Suspension (ISS).
- Parents are responsible to call school to verify any legitimate absences.
- The school may be calling home to verify all junior and senior absences.
- Appointment cards may be required for all medical appointments.

STUDENT GOVERNMENT

Apollo Student Union (A.S.U.)

The purpose of A.S.U is to: provide significant learning experiences for students, staff, and community; to develop behavioral evidence of good citizenship, scholarship, leadership, service and human values; to promote harmonious relations; to improve morale; to assist in the management of the school; to provide a forum for student voice and channels for student involvement; and to provide orderly direction of school activities. The membership is 7 seniors, 5 juniors, 5 sophomores and 5 freshmen that are elected 2nd trimester.

Tech Student Council

Students have an opportunity to participate in student government through Tech’s Student Council. Seven students per grade are elected by their respective classes to represent the student body. The purpose of the student government is to promote the welfare of the school, engage loyalty and school spirit, sponsor activities, and develop leadership.

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. The administration reserves the right to confiscate them and contact parents/guardians. Incidents may be cause for discipline action by the administration and possible involvement of the police.

TEXTBOOKS (LOST/DESTROYED)

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

THEFT

Theft is a problem in our society and students should not bring valuables to school. The school does not carry insurance for these items. Students are responsible for securing their valuables. Thefts should be reported to the office as soon as possible. Investigations of thefts will be implemented at the discretion of administration.

TITLE IX (Board Policy 522)

Any student who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, in violation of Title IX, may file a written complaint with an administrator.

TOBACCO PRODUCTS/SMOKING/CHEWING (Board Policy 419)

District 742 property is smoke free. Students found smoking will be processed through the normal policy procedures and will be referred to the St. Cloud Police Department. The result for use or possession of tobacco may result in suspension from school for one or more days. Spitting of any kind may also result in disciplinary action. Premium Herbal Snuff and similar products that look like, smell like and taste like chewing tobacco are not to be used in the building or on school grounds.

VIDEO /AUDIO SCHOOL PROJECTS AND SPEECH PRESENTATIONS

Video/audio assignments and projects are created in courses offered in different departments. To maintain an acceptable level of learning, the following guidelines will be followed:

1. Recordings used in the media production (i.e. Video, CD, DVD, VHS, tapes) must be school appropriate.
2. Profanity will not be allowed.
3. Guns (toy or look alike), bombs, swords, knives or any other mechanism of destruction are not allowed.
4. Depictions of violent behaviors, references to rape, torture or other inhumane behaviors are not allowed.
5. Violations of the District 742 harassment policy will be investigated and disciplined by building administration with possible referral to law enforcement.

The need to use any of the above restrictions in a project will be evaluated prior to production by the class teacher with final approval from a building administrator.

VISITORS

The school accepts only those visitors who have legitimate business or prior approval at school. Visitors are expected to sign in and out with a door monitor and must leave promptly when their business is completed.

In the event that a parent or other visitor fails to adhere to the visitor policy, Minnesota's trespass statute provides a remedy. This statute is a misdemeanor against the individual (s) for a period of twelve months after the individual has been told by school authority to leave and not to return without administrative permission.

WEATHER RELATED SCHOOL CLOSING (ADMIN. PROCEDURE 510B)

If school is going to start late, close early, or close due to bad weather, notification will be made on the District 742 web site @ ISD742.org, WJON/WWJO, KNSI/KCLD, KISS-FM, KKSR, WVAL/WHMH, KASM, KCCO-TV, KRWC, Cable channel 6, WCCO, and KARE11 radio. Parents should refrain from calling school.

WORK RELEASE PASS

All students in the Work Study Program will be issued a work release pass. It is issued to allow students to officially leave no sooner than 11:00 a.m. (Apollo) and 11:28 a.m. (Tech) or the time indicated on the pass. Students must maintain passing grades, have a good job and good attendance in order to keep this privilege throughout the school year.

ACADEMIC INFORMATION

ACADEMIC HONESTY/INTEGRITY

Purpose:

All students are encouraged 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, which are awarded within and outside the high school community.

Definition:

With regard to individuals, academic dishonesty includes, but is not limited to:

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

With regard to groups and 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.

Consequences:

In each teacher's syllabus for each class, there will be a clear consequence of consequences listed for academic dishonesty (cheating). The teacher will enforce the consequences when cheating has occurred.

If a teacher determines that the severity/magnitude of the cheating requires that the student be referred to an Assistant Principal, additional consequences including, but not limited to, a parent/guardian meeting, in-school detention, suspension and other consequences deemed appropriate may be assigned.

If a student is a member of the National Honor Society, cheating may result in review of membership and possible removal from the National Honor Society through the processes established by the Society.

If a student is a participant in the Activities Program, the Conference and State High School league, provisions of the Code of Conduct will be followed regarding academic honesty.

EXCHANGE STUDENTS

Grade Placement:

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

Granting of Diplomas:

1. Students must provide proof of prior years of study and courses completed.
2. Students must meet the same course and credit requirements as other High School students.
3. Students must be enrolled in at least 10 credits during senior year, including English and U.S. History or senior social studies.
4. 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.

Honors and High Honors:

1. 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.
2. Even if the student is not eligible to receive a diploma, exchange students, as keepsakes, can purchase honor cords if their rank qualifies them.

GRADE CHANGE REQUESTS

All student-initiated grade change requests must be received no later than six weeks after report cards are issued. End of year grade change requests will be honored during the first six weeks of the next school year. The teacher, counselor, and administrator will resolve necessary exceptions to the above policy.

GRADING

APOLLO (FOR TECH SEE PAGE 16)

Grades are issued in all courses on a trimester schedule. Listed below are the grades, including honor points used to determine the class rank in grades 10 through 12.

A	4.0	C	2.0	Honors	3.0	3.49
A-	3.7	C-	1.7	High Honors	3.5	3.74
B+	3.3	D+	1.3	Highest Honors	3.75	4.0
B	3.0	D	1.0	Pass	P	
B-	2.7	D-	.7	Failure	F	
C+	2.3	F	0			

Report cards will be given out in first period class after the first two marking periods and will be mailed home after the third marking period.

Advanced Placement /Weighted Grades:

Advanced Placement courses at Apollo will be awarded weighted grade points.

A	4.8	C	2.8
A-	4.5	C-	2.5
B+	4.1	D+	2.1
B	3.8	D	1.8
B-	3.5	D-	1.5
C+	3.1	F	0

If a student repeats a course, the grade received the second time will replace the original grade.

APOLLO

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.

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

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

Level 1 Courses:

Designed for students who are generally about grade level.

Level 2 Courses:

Designed for students who are generally below grade level.

Unleveled Courses:

Designed for students of all abilities and interests.

Grade point average is determined by trimester grades for 9th grade thru 12th grade.

TECH

Grades are issued in all courses on a quarterly and semester basis with students in semester-length courses receiving two quarter grades and one semester grade. Students in yearlong courses receive four quarter grades. Teachers may select from the following grade options: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NC (No Credit), I (Incomplete).

"NC" (No Credit): A semester 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 quarter 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".

"I" (Incomplete): A semester grade of "I" means a student has not completed the work due to unusual circumstances resulting in absence from school. Examples – serious illness, injury, etc. This grade must be changed at a later date to one of the above grade options. All incompletes carried into the summer must be cleared through the Guidance Office before being issued.

If a student repeats a course, the grade received the second time will replace the original grade. No class can be dropped after 12 weeks into the semester unless specific agreements are made between the counselor and the teacher due to extenuating circumstances. In a full-year course, no class can be dropped after the third quarter.

All of the courses currently offered are placed in one of three levels for purposes of awarding honor points used in computing grade point averages.

Grades earned, and subsequent honor points credited, reflect the level assigned to the course. This system should not be confused with the "Track" system in that students are registered in courses of varying levels depending on interests and abilities. The following information describes the course levels currently used:

Level 1 Courses:

Designed for students of high academic ability. Students enrolled in Level I courses usually rank in the top 1/3 of their class.

Level 2 Courses:

Designed for students of all academic abilities and interests. Most of the required courses and nearly all of the elective courses are Level 2 courses.

Level 3 Courses:

Designed for students who are generally below grade level in achievement and whose records indicate a need for additional help and instruction in the fundamentals of the course. Students whose programs include a number of courses of this level usually rank in the lower 15% of their class.

Course content and teaching practices should be designed to conform to the general ability levels of students within these three levels. All semester grades issued are weighted with honor points as follows for purposes of computing grade point average and class rank. PSEO classes are distinguished as level 1 or level 2. See your counselor for more information.

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	.07	0
Lvl 3	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0.8	0.5	0.2	0

Grade Point Average is determined by semester grades 10-12.

GRADUATION REQUIREMENTS (Board Policy 613)

APOLLO

Course/Credit Requirements for Students

- A. Each student must complete a total of 63 trimester credits* during grades 9-12
- B. Required studies completed are the same as those listed above for the classes of 2009.
- C. Each student graduating in the class of 2010 must pass the Minnesota Comprehensive Assessments II / GRAD in the following subjects.
 - a. Writing – Grade 9
 - b. Reading and Science – Grade 10
 - c. Math – Grade 11

If a student does not score at the required level, he/she will retest in 10th, 11th, and 12th grades until their score meets the requirements.

TECH

- 1. Students must have 43 credits to graduate from Tech High School.

Arts	2.0
Electives	12.0
English	8.0
Math	6.0
Fitness for Life/Health	2.0
Science	6.0
Social Studies	7.0

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

In addition, students must also complete the following mandated requirements:

- 2. Students must achieve passing scores on the Minnesota Comprehensive Assessments in reading, writing and math.

3. Students must successfully complete the necessary content standards of any state and federal requirements for their graduating class. Please see your counselor for current information.

The standards are consistent expectations that all Minnesota public school students are held to at all grade levels. Standards focus on making sure every student has the basic skills necessary to survive in a changing world. Additionally, every student will be stretched and challenged to be ready as an adult to offer the world all the best she or he has to give.

Students are encouraged to see their guidance counselors annually to check on their status toward graduation.

Honor Graduates

Tech: Seniors with a 4.1 GPA will graduate with high honors and wear a gold cord at graduation. Seniors with a 3.9 GPA will graduate with honors and wear an orange cord at graduation. GPA for honors will be determined by early senior grading in May of the graduation year.

Apollo: Senior with a GPA 3.75 and higher will graduate with highest honors and will wear a red, white and blue cord at graduation. Seniors with a GPA 3.50 to 3.75 will graduate with high honors and will wear a gold cord at graduation. Seniors with a GPA of 3.0 to 3.49 will graduate with honors and will wear a white cord at graduation.

Early High School Completion:

It is the present philosophy of the secondary schools of District 742 Community Schools that it is in the best interests of the majority of our students to be in attendance for three years in the senior high school (grades 10, 11, 12.)

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

1. Students must file a petition indicating their intentions to finish graduation requirements prior to the commencement activities of their class.
2. The student's counselor, parents, and school administrator must approve the petition.
3. 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 District 742 Community Schools 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.

INDEPENDENT STUDY / RESPONSIBILITY PASS

Apollo

Successful students use their independent study time wisely. Independent study is to be used to:

- Complete homework
- Remediation or enrichment skills
- Participate in committees
- Volunteer in school or community
- Participate in work programs (11th and 12th)

Independent study may be done in classroom, resource center, or lab area or commons. Responsibility passes will be issued to 9th graders upon the completion of the first trimester bases on grades, attendance, and behavior.

PASS/FAIL GRADES

Students in grade 10-12 will have the option to take one class per semester/trimester for a pass/fail grade. This grade will not impact overall GPA. See your counselor or teacher for more information.

POST-SECONDARY OPTION

The Post-Secondary Program allows 11th and 12th grade students to enroll in courses at eligible colleges and technical schools. The student receives high school and college credit. District 742 pays fees for tuition and textbooks. There are specific rules, regulations and personal decisions to be considered before making a commitment to such a program. Students are advised see their counselor for details. Follow-up planning will be done individually with each student and his or her counselor. To be eligible for PSEO at SCSU, juniors must rank in the top third of their class or score 25 or higher on the ACT, and seniors must rank in the top half of their class or attain a score of 25 or higher on the ACT.

TRANSCRIPTS (Board Policy 621)

General

Students who wish to obtain a copy of their official transcripts for post-secondary institutions or employment must complete a release form signed by both the student and a parent. The release form is available in the guidance office. Unofficial copies are available without the release form. There will be a \$1 charge.

Standardized Test Scores

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

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

TRANSFER CREDITS CONVERSION

According to District Policy on Secondary Course Credit, building principals 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 District 742.

WITHDRAWAL PROCEDURE

Please notify your school counselor as soon as you know you will be moving to another school. 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.

Student dropping out of school must have a parent consent signature on the appropriate form if under the age of 18. All students over 18 may sign the appropriate form themselves.

ACTIVITIES AND ATHLETICS

ACADEMIC ELIGIBILITY

In order to be academically eligible for participation in Minnesota State High School League activities, a student must have earned at least the following number of credits by the end of the following:

<u>Grade Level</u>	<u>Apollo</u>	<u>Tech</u>
<u>9th Grade</u>		
1 st Sem/Tri	4	4
2 nd Sem/Tri	8	8
3 rd Tri	12	
<u>10th Grade</u>		
1 st Sem/Tri	17	14
2 nd Sem/Tri	22	19
3 rd Tri	27	
<u>11th Grade</u>		
1 st Sem/Tri	33	25
2 nd Sem/Tri	39	31
3 rd Tri	45	
<u>12th Grade</u>		
1 st Sem/Tri	51	37
2 nd Sem/Tri	57	43
3 rd Tri	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 Apollo 22/Tech18 credits at the beginning of the season but would need at least Apollo 33/Tech 24 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 Building Placement Units.

BUS TRIP REGULATIONS

1. The students must be an enrolled student.
2. The student must return on the bus, which he/she traveled. Substitutions must be cleared through the attendance office.
3. Refunds will NOT be given after transportation contracts for the buses have been arranged.
4. Misconduct on the bus or during the trip could result in suspension from all future bus trips.

DANCE

The following policy applies to all school sponsored dances:

- Only students who are enrolled at Tech, Apollo or ALC are eligible to attend. If you are bringing a guest from another school you must sign your guest up prior to the date of the dance.
- All students bringing guests, currently not enrolled must sign their guests up prior to the date of the event in the office.
- Current I.D. cards are required.
- All High School and District 742 rules apply and are enforced.
- We reserve the right to deny admission to anyone.
- Once leaving the dance, you may not return.
- You may not use your locker at any time.
- You are not to be out of the dance area for any reason.

FEES

Participation in high school activities in ISD 742 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 Office.

FUND RAISING (Administrative Procedure 760A)

Any fund raising or fund requesting by a coach or activity advisor for the purpose of team welfare or promotion must have prior written approval from an administrator or activities director. The proper forms are available in the Activities Office. Only school fundraisers will be sold in the building.

INSURANCE

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

TICKETS

Individual Contest Tickets: Adults \$6.00
Students \$4.00

Yearly Punch Cards: Good for admission to Football, Volleyball, Boys and Girls Swimming, Boys and Girls Soccer, Boys and Girls Basketball, Wrestling and Gymnastics events. Punch cards cannot be used for hockey, baseball, invitational tournaments and MSHSL tournaments.

Adult Punch Cards: \$50.00 for 10 punches (\$60.00 value)

Student Punch Cards: \$30.00 for 10 punches (\$40.00 value)

Punch cards can be purchased at Tech and Apollo Activities Office.

*Students are anyone in grade K-College (under 21). College students must show current I.D.

NATIONAL HONOR SOCIETY (NHS)

The Apollo and Tech High School Chapter of the National Honor Society 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 3.6 for Apollo; 4.0 for Tech
- Student selection information materials returned by 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 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 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's bylaws may be dismissed from NHS. There is an annual local chapter membership fee currently set at \$20.00

The chapters of the National Honor Society hold its annual induction of new members in the spring. Information regarding NHS, selection materials, and the deadline for completing materials, will be communicated through junior and senior homerooms and posted in the guidance office.

PHYSICAL EXAMINATIONS

Physical Examinations by the primary care physician are strongly urged prior to entrance into kindergarten and grade 7. Physical Examinations are also recommended for all 10th grade students upon initial entrance into District 742 Community Schools. Physical examinations are required for participation in sports.

SPORTSMANSHIP CREED FOR CENTRAL LAKES CONFERENCE

Good sportsmanship is strived for at all Central Lakes Conference events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials, and the media. Promotion of good sportsmanship at Central Lakes Conference events should include a demonstration of respect for opponents and officials. All involved in a conference event should understand that skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality athletic program and conference. The following rules will be adhered to:

1. No throwing of objects onto playing surfaces.
2. The home site supervisor or administrator must approve all signs and locations for signs.
3. Only signs of a positive nature will be permitted.
4. No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
5. Fighting on contest premise is prohibited.
6. Use of drugs or alcohol is prohibited.
7. No noisemakers allowed.
8. 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.
9. Only official cheerleaders and a mascot will be allowed on the floor. Mascots must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
10. At all conference contests, where a public address system is available, the sportsmanship creed will be summarized or read as printed.

STUDENT ATTENDANCE

ABSENCES

Attendance is important to school success. In Minnesota, school attendance for students under the age of 16 is mandatory and is a responsibility shared by students, their parents, and the school. Three or more unexcused class periods for three days may be considered truant and a significant number of skips may result in filing of truancy with the County Attorney. Students are expected to be in first period by 8:20 a.m. and remain until 3:15 p.m. at Apollo. Students at Tech are expected to attend first period at 8:30 a.m. and remain until 3:12 p.m. unless officially excused. Attendance records will be reviewed before granting a parking permit and may be revoked due to excessive truanancies.

Excused Absences:

An excused absence indicates a legal absence from school with parent/guardian verification and school permission. The following reasons shall be sufficient to constitute excused absences:

- Student illness - parents need to verify student illness to the school administration. Each absence in excess of 15 days may require a doctor verification to be excused.
- Serious illness, death or funeral of an immediate family member.
- Medical, dental, counseling appointments or orthodontic appointments: Parents should make every effort to schedule appointments/treatments outside of the school day. When an appointment must be made during the school day, a student's absence due to a medical appointment or dental treatment must be verified.
- Court appearance.
- Recognized religious holiday observance.
- Religious instruction not to exceed two hours in any week.
- College/Technical College visits with prior school approval.
- Vacation with prior school approval.
- Impassable roads/ inclement weather.

School Related Absences

- Official school field trip or other school-sponsored event.
- Suspensions.
- Tournament play when the school is involved.
- In the case of special circumstances the administration may approve additional excused absences.
- Students are responsible for making up all missed work.

MSHSL Tournament Absences

If a student plans to miss school to attend a Sectional or State Tournament event as a fan, he/she must:

- Bring a note from parents authorizing his/her absence from school for the tournament game.
- Have an absence pre-approval form signed by their teachers before leaving for the tournament. If any classes are marked unsatisfactory, the absence will be considered unexcused from that class.
- There will be no phone calls allowed from the office the day of the tournament to get parental approval.
- Not following these steps will result in an unexcused absence and possible school penalties.

Pre-excused

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

Suspension Related

Absences due to suspension are excused. The Attendance Office will strive to get assignments from teachers for all suspensions three days or more. These assignments will be available in the attendance office for pick-up.

Tardy Policy

Students who are tardy to class cause a disruption for the teacher and other students in the classroom. Students miss information being presented at the beginning of the class period. Therefore, the following procedures below will be followed:

Tardy to School

Students who do not arrive to school on time for any reason must have a note or phone contact from a parent or meet with an administrator in order to go to class. These tardies will continue to be tracked by the attendance office.

Tardy to Class / Study Hall

The classroom teacher will handle tardies to class. Teachers will talk with students and contact parents when tardies become excessive. Points can be deducted from a student's class grade if the student is tardy without an excused reason. If the teacher has had a conference with the student and contacted the parents and the problem continues, a Disciplinary Referral may be filled out and given to the appropriate Assistant Principal. Five tardies equal one class period truant.

ABSENCE REPORTING

Parents are expected to call Apollo at (320) 253-1600, ext 2007 and Tech (320) 252-2231 ext. 3007 before 8:30 a.m. on the day of their child's absence. The school office is open at 7:30 a.m.; and voice mail is available 24 hours a day.

EARLY RELEASE PASSES

Juniors and seniors who are open during period 7(Apollo) or period 10 (Tech) may apply for a period 7 (Apollo) or a period 10 (Tech) pass. This pass will be issued if the student is doing satisfactory work, has good attendance, and parent permission has been granted. A period 7 or 10 pass may be revoked at administration discretion.

ILLNESS DURING THE SCHOOL 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. **Students should never leave the building ill without reporting to the Health Office or the absence may be considered unexcused.**

TRUANCY

The State of Minnesota requires all students under the age of 18 to attend school. When a student skips one or more classes, it is considered truancy. Excessive truanancies or skips (more than seven) will be reported to the county attorney who will refer the case to court services for possible legal action.

The following consequences will be followed, but may vary from one county attorney's office to another.

1. After 3 unexcused absences, parents will be notified by letter and contacted by appropriate administrator.
2. After 7 unexcused absences, the administration will send a truancy letter to the County Attorneys.
3. The Apollo/Tech truancy policy follows the Minnesota statutes that allow for the courts to utilize the following consequences: Cancellation of drivers license, monetary fines, community service hours, and/or placement outside the home.
4. Other consequences may be applied as deemed appropriate by an administrator, (e.g. detention, suspension, loss of parking permit and referral to a District Alternative Program)

DISCIPLINE EXPECTATIONS

BULLYING / ANTI-BULLYING POLICY (Board Policy 514)

General Statement of Policy

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

St. Cloud Area Schools, endeavors to maintain learning and working environments that are free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored activities, on school busses and school bus stops.

Definition of Bullying

“Bullying” means repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, harassed, or physically abused. Bullying can take place in several forms including but not limited to the following:

- Written, verbal, or nonverbal threats
- Intimidating or threatening gestures
- Unwanted physical contact, violence, or assault
- An intentional display of force that would give the victim reason to expect or fear physical contact or injury
- Jeering, taunting, or mocking
- Teasing
- Degrading, insulting, or derogatory comments
- Hazing
- Harassment
- Extortion
- Theft of money or possessions
- Vandalism of a student’s personal property
- Unauthorized exercise of control over a student’s personal property

Reporting Procedures

Victims: All students who believe they have been the victims of bullying shall promptly report the bullying to a teacher or building administrator.

Parent: All parents who become aware of any bullying are encouraged to report the bullying to a building administrator.

Witnesses: All students who witness bullying shall immediately report the bullying to a teacher or administrator. Any teacher or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

Teachers: Any teacher who witnesses bullying or receives a report of bullying shall make a written referral to the building principal or assistant principal for appropriate action.

Administrators: A principal or assistant principal who observes bullying or receives a verbal report of bullying shall document and promptly investigate the matter. 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 students separately. After the investigation has been completed, the building principal shall take appropriate action consistent with the bullying policy.

BUS RIDERSHIP

Conduct

1. Students must act responsibly when riding their bus to insure safe and comfortable transportation. All school policies apply to conduct on school buses and on public transportation. Failure to follow these policies may result in suspension from school and/or denial of bus riding privileges. The school is legally liable for students from the time they board the bus until the time they are dropped off at the bus stop.
2. Students are not permitted to leave school grounds once they are dropped off at school without a pass from the Office. After school, students must remain on school grounds until they board the bus. (Board Policy 5131.1)
3. Students are not permitted to get off the bus at any building but the building at which they attend school.
4. School Bus Discipline Policy – Behavior guidelines and consequences for grades 9 –12 and K-8 are as follows:

Class I Offenses:

1. Standing
2. Yelling / excessive noise
3. Eating / drinking / littering
4. Play fighting / horseplay
5. Minor pushing / shoving
6. Minor teasing / mild profanity
7. Minor forms of insubordination (and student complies within a short time)
8. Radios and boom boxes
9. Other offenses as reported by the driver

Class II Offenses:

1. Hanging out windows
2. Throwing of any object
3. Fighting / physical aggression / assault
4. Harassment / threats
5. Serious insubordination (and will not comply)
6. Possession / use / distribution of chemicals or mood altering substances to include tobacco
7. Vandalism to bus
8. Weapon possession / use
9. Lighting of matches / flames / fireworks / etc.
10. Unauthorized use of emergency door or equipment
11. Illegal acts
12. Other offenses as reported by the driver

CONSEQUENCES FOR CLASS 1 OFFENSES 9 – 12

<u>1ST Offense</u>	<u>2ND Offense</u>	<u>3RD Offense</u>	<u>4TH Offense</u>	<u>5TH Offense</u>	<u>6TH Offense</u>
Warning by Trans. Dept	Warning by Principal	3 day bus Suspension	5 day bus Suspension	2 week bus Suspension	School Year bus Suspension

CONSEQUENCES FOR CLASS 2 OFFENSES 9 – 12

<u>1ST Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
3 – 5 day bus Suspension	5 – 10 day bus Suspension	School Year bus Suspension

CONSEQUENCES FOR CLASS 1 OFFENSES K – 8

<u>1ST Offense</u>	<u>2ND Offense</u>	<u>3RD Offense</u>	<u>4TH Offense</u>	<u>5TH Offense</u>	<u>6TH Offense</u>	<u>7TH Offense</u>
Warning by Trans. Dept	Warning by Principal	1-3 day bus Suspension	3-5 day bus Suspension	5-10 day bus Suspension	10 day bus Suspension	School Year Suspension

CONSEQUENCES FOR CLASS 2 OFFENSES K – 8

<u>1ST Offense</u>	<u>2ND Offense</u>	<u>3RD Offense</u>	<u>4TH Offense</u>	<u>5TH Offense</u>
1 – 3 day bus Suspension	3 -5 day bus Suspension	5-10 day bus Suspension	10 day bus Suspension	School Year bus Suspension

Loading – Unloading

All morning buses will unload in the bus chute upon arrival. All school rules are in effect in the bus chute and on the bus itself.

All afternoon buses will load in the bus chute.

*After the first day of school, you will know which bus you will be riding. If departure times change, all students will be notified.

Trip Regulations

All school policies apply to conduct on the buses. Violations of school rules/regulations while riding the buses will result in disciplinary action being taken by the school administration.

- There is to be no switching buses once you have been assigned to a specific bus. Students must ride their assigned bus to and from the school.
- False identification and information will result in students being banned from future bus trips.

CODE OF STUDENT CONDUCT

Good school citizenship is expected from every student. Students will treat each other with respect, and use our building in a respectful manner. If the greatest amount of learning is to take place for all students, it is important that all students act in a way that makes our high school a pleasant and comfortable place to go to school.

The following are examples of unacceptable behavior subject to disciplinary action by the School District. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for School District purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the School District or the safety or welfare of the student, other students or employees.

- 1) Violations against property including, but are not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- 2) The use of profanity or obscene language, or the possession of obscene materials;
- 3) Gambling, including, but not limited to, playing a game of chance for stakes
- 4) Hazing
- 5) Attendance problems including, but not limited to truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- 6) Violent opposition to authority;

- 7) Using, possessing, distributing tobacco or tobacco paraphernalia
- 8) Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances;
- 9) Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;
- 10) Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- 11) Using, possessing or distributing weapons or other dangerous objects;
- 12) Violation of the School District Weapons Policy;
- 13) Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- 14) Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
- 15) Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- 16) Violation of any local, state or federal laws as appropriate;
- 17) Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- 18) Possession of nuisance devices or objects which cause distractions;
- 19) Violation of school bus or transportation rules or the school bus safety policy;
- 20) Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- 21) Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- 22) Possession or distribution of slanderous, libelous or pornographic materials;
- 23) Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which denotes gang membership;
- 24) Criminal activity;
- 25) Falsification of any records, documents, notes, or signatures;
- 26) Tampering with, changing, or altering records or documents of the School District by any method including, but not limited to, computer access or other electronic means;
- 27) Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
- 28) Impertinent or disrespectful language toward teachers or other School District Personnel;
- 29) Sexual abuse and/or harassment;
- 30) Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- 31) Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- 32) Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure.

- 33) Verbal assaults, or verbally abusive behavior, including, but not limited to use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- 34) Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 35) Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- 36) Disobedience or insubordination to teachers or other School District personnel;
- 37) Violation of school rules, regulations, policies or procedures;
- 38) Misuse of networked information resources to access, review, upload, download, store, print, post, or distribute materials that are deemed inappropriate, threatening, discriminatory, damaging, illegal, or disruptive to the education process;
- 39) Other acts, as determined by the School District, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the School District or the safety or welfare of students or employees.

DISCIPLINE ACTION OPTIONS:

It is the general policy of the School District to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the School District. At a minimum, violation of School District rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The School District shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the School District. Disciplinary action may include, but is not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor, or other School District personnel, and verbal warning;
2. Parent contact;
3. Parent conference;
4. Removal from class;
5. In-school suspension;
6. Suspension from extracurricular activities;
7. Detention or restriction of privileges;
8. Loss of school privileges;
9. In-school monitoring or revised class schedule;
10. Referral to in-school support services;
11. Referral to community resources or outside agency services;
12. Financial restitution;
13. Referral to police, other law enforcement agencies, or other appropriate authorities;
14. Petition County Court for juvenile delinquency adjudication;
15. Out-of-school suspension under the Pupil Fair Dismissal Act;
16. Preparation of an admission or readmission plan;
17. Expulsion under the Pupil Fair Dismissal Act;
18. Exclusion under the Pupil Fair Dismissal Act;
19. Other disciplinary action as deemed appropriate by the School District.

DISCIPLINE RECORDS

It is the policy of the School District that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable School District policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13.

MODIFICATION OF DISCIPLINE CONSEQUENCES

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration. Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

NOTIFICATION OF POLICY VIOLATIONS

Parent/Guardian will be notified of any violation. Notification of any violation of the student code of conduct resulting in disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal, or other school district official may provide additional notification as deemed appropriate.

PUBLIC DISPLAYS OF AFFECTION

Excessive public displays of affection are considered inappropriate in the academic setting. Consequences may be issued.

READMISSION/ADMISSION PLAN

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

STUDENT RESPONSIBILITY

- Display proper behavior, know and obey all school rules, regulations, policies, and procedures;
- Attend school daily, except when excused, and to be on time to all classes and other school functions;
- Pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- Make necessary arrangements for making up work when absent from school;
- Assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws
- To volunteer information in disciplinary cases if known

MEDICAL INFORMATION

ACCIDENTS (Administrative Procedures 552A)

All accidents, no matter how minor, must be reported to Health Services or to the Attendance Office. An Accident Report form should be completed at that time. This information is required for insurance claims.

COMMUNICABLE DISEASES

School district personnel are responsible for reporting communicable diseases to the County Health Department. Pupils who are suspected of having a communicable disease may be sent home after the parents have been notified. If a child becomes ill or is seriously injured at school, the school will try to notify parents or legal guardians by telephone. If the school is unable to reach the parents or legal guardians, the person listed as the alternate 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.

HEALTH SERVICES (Board Policy 516.2)

Students who have an accident or become ill during the school day should report to the Health Office. Health records are kept for each student according to Minnesota law. Examples of information include:

1. History of past illnesses and operations.
2. Dates of immunizations.
3. Results of vision and hearing screening.
4. Results of professional examinations.

Medication needed during the day should be kept in the Health Office. (Parents should call the office so that arrangements can be made.) Emergency information for each student must be on file with the school nurse.

ILLNESS DURING THE SCHOOL DAY (Administrative Procedure 516.3A)

Students who become ill during the school day must report to the Health Office. If a student needs to go home during the school day, the Health Office must make the necessary arrangements. Students should never leave the building ill without reporting to the Health Office.

IMMUNIZATIONS (Board Policy 516.1)

Minnesota Statutes, 121A.15 mandates that all persons who are enrolled in a Minnesota School, pre-kindergarten through grade 12, be adequately immunized or meet one of the exemption options. All students enrolled in District 742 must comply with the MN Department of Health Immunization Laws. Contact your school nurse or go to the MN Department of Health web page for details.

INSURANCE

Students are not covered by any school district accident insurance policy. The Board of Education makes available a group accident insurance program and a dental insurance program for students. These programs are offered on a voluntary basis. Rates and procedures will be announced at the beginning of the school year.

LATEX SAFE ENVIRONMENT

District 742 Schools are a latex safe environment. Due to health concerns of our staff and students, please don't bring latex items into our school. This includes latex balloons. For questions and/or a list of items that commonly contain latex, see the school nurse.

MEDICATIONS

If it becomes necessary for a student to take any form of medication at school, prescription or non-prescription, a parent signature is required on the designated form from the Health Office at school. All medication must be kept in and dispensed through the Health Office. Students found in possession of any medications may be suspended from school.

PEANUT ALLERGY (Administrative Procedure 751A)

A Food Allergy plan as recommended by the Food Allergy and Anaphylaxis Network, has been established in District 742 schools. Signs are posted whenever a food item being sold may contain any peanut products.

PHYSICAL EXAMS

Physical examinations by the primary care physician are strongly urged prior to entrance into kindergarten and grade 6. Physical examinations are also recommended for all 7th and 9th grade students upon initial entrance into District 742 Community Schools. Physical exams are required for students to participate in sports.

SAFETY GOGGLES

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

WELLNESS (Board Policy 533)

Not later than the first day of the school year beginning after June 30, 2006, all school districts that receive funding from the federal school lunch program are required by the Child Nutrition and WIC Reauthorization Act of 2007 ("the Act") to have a Wellness Policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness.

General Guidelines

The St Cloud Area School District 742 is committed to providing a healthy school environment that promotes and protects students' health, well-being, and ability to learn by supporting a healthy lifestyle.

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages that involvement of students, parents, teachers, nutritional service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to health foods and opportunities to be physically active in order to grow, learn, thrive and achieve academic success.
- E. All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified Nutritional Services personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural

diversity of the student body in menu planning; and will provide a clean, safe, and pleasant environment with adequate time for students to eat.

District Wellness Goals

1. Establish a district-wide Wellness Committee with representatives from each site who have expertise and are committed to supporting a health school environment.
2. Develop and implement a method of discussing the Wellness Policy with students, staff and parents.
3. Share healthy snacks and bag lunch ideas (Addendum B) with parents through the district website and school newsletters.
4. Incorporate nutritional information as it relates to the food pyramid into the daily breakfast and lunch menus.
5. Promote more physical activity within the classrooms on a daily basis (e.g. energizers)
6. Create and maintain a district-wide, vending machine beverage and snack “approved” list (Addendum C and D) that will be used by Nutritional Services Personnel as a specifications list when soliciting vendor bids.
7. Evaluate the current fundraising policy; implement fundraisers that enhance student and staff wellness.
8. Explore options for other healthy school lunch program alternatives.
9. Examine Health class options for Grade 7-8 students.

Note: the District Wellness Committee will update the above goals annually.

Procedures (Food and Beverage)

The Act requires that school districts have nutritional guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.

All foods and beverages made available on campus (including school stores, concessions, vending, beverage contracts and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.

- a. Food and beverages offered over the course of a school week will be nutrient dense, including whole grain products and fiber-rich fruits and vegetables, to provide students a variety of choices to maintain a balanced diet.
- b. Food and beverages available during the school day include a variety of health choices that are of excellent quality, appealing to students, and serviced at the proper temperature.
- c. The school district will minimize the use of trans and saturated fats, sodium and sugars as defined by the Dietary Guidelines for Americans. The school district will work toward offering a choice of at least two fruits and vegetables at all school sites where meals and food are served/sold. Such items will include, but not be limited to, fresh fruits and vegetables; 100% fruit and vegetable juice; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, frozen, and canned vegetables.
- d. The school district will offer choices of water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk.
- e. Food and beverages will be offered in portion sizes that meet the federal guidelines for elementary, middle and high school students.

BOARD POLICIES

Please refer to the District 742 web page at www.isd742.org for complete and updated policies.

ADMINISTRATIVE PROCEDURES (506A)

Purpose:

The purpose of this discipline policy is to ensure that students are aware of and comply with the School District's expectations for student conduct. Such compliance will enhance the School District's ability to maintain discipline and ensure that there is no interference with the educational process. The School District will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that the nurturance of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

Any student may be dismissed/suspended on any of the following grounds:

- Willful violation of any School Board regulation.
- Willful conduct that significantly disrupts the rights of others to an education.
- Willful conduct that endangers the student or other students, or surrounding persons, or the property of the school.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and emphasizes student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to heighten student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the School District that a fair and equitable District-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

A teacher, school employee, bus driver, or other agent of the School District may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to themselves or others.

In view of the foregoing and in accordance with Minn. Stat. § 121A.61, the School Board, with the participation of School District administrators, teachers, employees, students, parents, and community members, and such other individuals and organizations as appropriate, have developed this policy which governs student conduct and applies to all students of the School District.

Areas of Responsibility:

- **The School Board.** The School Board holds all school personnel responsible for the maintenance of order within the School District and supports all personnel acting within the framework of this discipline policy.

- **Superintendent.** The Superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the School Board for approval and shall be attached as an addendum to this policy.
- **Principal.** The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.
- **Teachers.** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the Administration. All teachers shall enforce the Code of Student Conduct.
- **Other School District Personnel.** All School District personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Superintendent.
- **Parents or Legal Guardians.** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- **Students.** All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- **Community Members.** Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Definitions:

Terms used in this policy are defined as follows:

1. *Alcoholic Beverage* means any liquid containing any amount of alcohol. This includes non-alcoholic beer, wine, or spirits.
2. *Alternative Program* means any program in which a student is scheduled in by a placement unit that appears to best suit district and/or individual needs.
3. *Assault* means:
 - a. An act done with intent to cause fear in another or immediate bodily harm or death;
 - b. The intentional infliction of or attempt to inflict bodily harm upon another; or
 - c. The threat to do bodily harm to another with present ability to carry out the threat.
4. *Building Placement Unit* means the committee established by the Board of Education at each secondary/elementary school to assess and assign students who appear to have special needs.
5. *Buses* means any District-owned, contracted and MTC carriers of students to and from school or school related activities.

6. *Dismissal*, as defined by Minnesota Statutes 121A.40-121A.56, means the denial of the appropriate education program to any student, including exclusion, expulsion, and suspension.
7. *Dispensing* means giving or selling items defined in The Code of Student Conduct, Items 8 and 9
8. *District Placement Unit* means the District-wide committee(s) established by the Board of Education to assess and assign students who appear to have special needs.
9. *Drug Education Program* may include counseling, chemical assessment, residential and/or outpatient treatment.
10. *Drug Related Device* means any pipe or other object suitable to be used for smoking which contains a visible fine wire mesh screen; or contains a bowl with the interior surface made of metal, glass, acrylic, plexiglas or plastic; or contains a bowl with an inside diameter of one-half inch or less at the half-way point between the top and the bottom of the bowl; or contains a chamber; or contains a flexible tube or tube *Chamber* - An enclosed area suitable for the collection or movement of smoke, other than a bowl, pipe stem, flexible tube, or a tube suitable for holding cigarettes or
 - a. *Bowl* - A concave-shaped object suitable for holding smoking materials to be lighted.
 - b. *Pipe Stem* - A non-flexible tube with one end entering directly into a bowl.
11. *Exclusion* is defined in Statutes 121A.40 to 121A.56.
12. *Expulsion* is defined in Statutes 121A.40 to 121A.56.
13. *Firearm* is defined as any "weapon" (including a "starter pistol"), which is designed to, or can be converted to, expel a projectile by the action of an explosive. (Definitions of other firearms and related explosive devices can be found in section 921 of Title 18 of the United States Code, chapter 44 "Firearms").
14. *First, Second, and Third Infractions* - In determining the first, second, and third infractions relating to drugs, chemicals, and alcohol, the first through third offenses shall be cumulative from grade seven through twelve.
15. *Gun* means a weapon or projectile device from which a missile can be thrown by the force of an explosive by compressed air or by spring. This definition includes anything resembling a gun in shape or operation.
16. *Handicap* means any student as defined by Statutes 125A.02.
17. *Knife* means any instrument that can cut or pierce a person and/or object.
18. *Physical or Verbal Harassment* is the act of annoying continually or unwelcome physical or mental abuse.
19. *Racial Harassment* consists of physical or verbal conduct to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. Otherwise adversely affects an individual's employment or academic opportunities.
20. *Racial Violence* is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race
21. *Religious Harassment* consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
22. *Religious Violence* is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

23. *Sexual Harassment and/or Abuse* - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct or communication of a sexual nature constitutes sexual harassment when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education.
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
24. *Sexual Harassment* may also include, but is not limited
 - a. Unwelcome verbal harassment or abuse
 - b. Unwelcome pressure for sexual activity;
 - c. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status
 - e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. Unwelcome behavior or words directed at an individual because of gender.
25. *Staff* means all people employed by the District.
26. *Student* means any pupil eligible to attend public school between 5 and 21 years of age who shall be required to adhere to the same rules and regulations applicable to students under 18 years of age, pursuant to the legislative policy set forth in M.S.A. 120A.20.
27. *Suspension* is defined in Statutes 121A.40 to 121A.56.
28. *Suspension, Expulsion, and Exclusion of the Handicapped* are defined in Minnesota State Board Regulations 3525.2470.
29. *Tobacco* includes cigarettes, cigars, and such other kinds and forms of tobacco prepared for chewing or smoking. For the purpose of these rules, tobacco will not be considered a drug.
30. *Use/under the influence of/or possession of illegal drugs, chemicals/or controlled substances* shall include any of the following:
 - a. Any drug, chemical, or substance that appears to be controlled that creates or has the intent to create a physical, physiological, or psychological change in an individual when it is not used as prescribed.
 - b. Any prescription drug or chemical that has not been prescribed by a physician for the student.
 - c. The use or possession of any drug, chemical or plant which is illegal.
 - d. The behavior, appearance, or smell that indicates student is under the influence. The possession of drug related devices.
31. *Weapon* (M.S. Section 609.02, Subd. 6; M.S. Section 609.66) is defined as any instrument or object designed or intended to produce death, or used in a commission of a violent act, or in a manner which threatens, raises fear, or inflicts bodily injury. A weapon can include
 - a. Firearm, including firearm silencer, electronic dart gun, cane gun, or zip gun;

- b. Shotgun, rifle, machine gun or any other weapon that simulates or is adaptable for use as a machine gun (see "replica" M.S. Section 609.713);
- c. Air gun, spring gun or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun, imitation pistol);
- d. Switchblade knife, gravity knife and cane sword (a cane that conceals a knife);
- e. Billy club, blackjack, bludgeon, chukka stick and metal knuckles;
- f. Sandbag and sand club;
- g. Slingshot (small, heavy weights attached to a thong);
- h. Explosive, incendiary bomb and bombshell dagger, stiletto, dangerous knife, straight razor, and grocery store bag cutter;
- i. Acid or other deadly or dangerous chemical;
- j. Loaded or blank cartridges and ammunition; and
- k. Any deadly, dangerous or sharp-pointed instrument that can be used as a weapon (such as broken glass, case cutter, chains, wire).

A weapon can also include common everyday items such as belts, combs, nail files, scissors, combustible liquids, etc., which are used or have been modified to threaten or inflict bodily harm. (M.S. 609.02, subd. 6).

- 32. Networked Information Resources - Any electronic system which allows the user to share and communicate information.

Distribution of Policy:

The School District will notify students and parents of the existence and contents of this policy in such manner, as it deems appropriate. This policy shall also be available upon request in each Principal's office.

Review of Policy:

The Principal and representatives of parents, students, and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Superintendent for consideration by the School Board, which shall conduct an annual review of this policy.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 125A.03 (Student with Disabilities)
- Minn. Stat. §§121A.40 to 121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. §§121A.60 to 121A.63 (Removal from Class)
- Goals 2000: Education America Act 20 U.S.C. 5801 et sq.
- 29 U.S.C. § 794 et seq. (Section 504 of the Rehabilitation Act of 1973)
- 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)

Cross References:

- Board Policy & Administrative Procedures 501 (Weapons)
- Board Policy & Administrative Procedures 503 (Student Attendance)
- Board Policy & Administrative Procedures 504 (Student Dress and Appearance)
- Board Policy & Administrative Procedures 505 (Distribution of Non-school Sponsored

Materials on

- School Premises by Students and Employees)

Board Policy & Administrative Procedures 524 (Technology and Networked Information Resources Acceptable Use)
Board Policy & Administrative Procedures 526 (Hazing)

St. Cloud Area School District 742
628 Roosevelt Road
St. Cloud, MN 56301
Administrative Procedures
August 24, 2000
Revised: February 26, 2000

ALCOHOL/DRUGS/CHEMICALS/CONTROLLED SUBSTANCES
(Board Policy 506A & 553A)

The purpose of this policy is to ensure that students are aware of and comply with the School District's expectations for student conduct. Such compliance will enhance the School District's ability to maintain discipline and ensure that there is no interference with the educational process. The School District will take appropriate disciplinary action when students fail to adhere to the Code of Student conduct established by this policy.

A. Dispensing:

For the dispensing of alcoholic beverages, illegal drugs, chemicals, or controlled substances as described in the code of Student Conduct, the police shall be notified and requested to take the student into custody. The student shall be suspended immediately from all school related activities as consequences for this action, and District personnel will conduct an assessment. The student disposition, educational plan, including possible continued participation in the mainstream school, will be determined by the Building Placement Unit on the basis of the following.

Infractions:

1. First infraction, the student:
 - Will be required to complete an approved ISD #742 chemical assessment program.
 - May be requested or suggested to complete in-patient or outpatient treatment.
 - May be placed in an alternative program that may include a program in or out of the mainstream school.
2. Second infraction, the student:
 - May be requested or suggested to complete in-patient or outpatient treatment.
 - Will be placed in an alternative program outside the mainstream school.
 - Will be required to complete an approved ISD #742 chemical assessment program at the alternative program outside the mainstream school.
 - May be recommended for expulsion to the Board of Education.

B. Use of/Under the Influence/Possession:

For the use of and/or under the influence, or possession of alcoholic beverages, illegal drugs, chemicals, controlled substances, or drug related devices as described in The Code of Student conduct, the police shall be notified and the student shall be suspended immediately from school and all school related activities and an assessment will be conducted by District personnel. The student's disposition, educational plan, including possible continued participation in the mainstream school, will be determined by the Building and/or District placement unit and based on the following:

Infractions:

First infraction, the student:

- Will be required to complete an approved ISD #742 chemical assessment program (Insight).
- Will be highly recommended to complete an approved chemical assessment.
- May be placed in an alternative program inside or outside the mainstream school.

Second infraction, the student:

- Must complete ISD 742 insight program.
- May be requested or suggested to complete in-patient or outpatient treatment.
- Will be placed in an alternative program outside the mainstream school.

Third infraction, the student:

- Will be requested or suggested to complete in-patient or outpatient treatment.
- Will be placed in an alternative program outside the mainstream school.
- May be recommended for expulsion to the Board of Education.

HAZING/INITIATION (Board Policy 526 & Minn. Stat. * 121A.69)

Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type that occurs on or off school property and during and after school hours, are inconsistent with the educational goals of the school district are prohibited at all times.

General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of these school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definitions

- A. "Hazing" means committing an act against a student committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated or affiliated with a student organization, or a for any other purpose. The term 'hazing' includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that diversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.

- B **“Student Organization”** means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a district employee who shall report the complaint to a school administrator.

PHYSICAL RESTRAINT/REASONABLE FORCE (Board Policy 507)

Minnesota Statute allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

PRIVACY LAW (Board Policy 515)

Privacy Rights of Students and Parents

Independent School District 742 policies and regulations on student information kept by the school comply with Federal and State Laws, guaranteeing parents the right to examine and challenge the contents of their children’s records. Others having access to the child’s records include: school staff having a legitimate educational interest in the child, another school district, college or educational institutions in which the student may enroll, and the courts when the record is requested by judicial subpoena. Other third parties may have access to records only with the written permission of the student, parent or legal guardian. Before records (other than directory information) are sent to any other person, agency or institution, written consent is required from parents or eligible students.

Parental Rights Regarding Student Record Information

You have a right to ask about and to obtain information on records kept on your child. You have a right (upon presenting proper identification) to see your child’s record and to have the contents of the record explained to you within a reasonable period of time after you make your request.

You have a right to receive a copy of your child’s record if you pay the cost of making the copies.

You have a right to challenge the accuracy of completeness of the record. You may make a written request that school officials change it, explaining the basis of your challenge. If the change that you have requested is not made within thirty days, then the school officials must notify you of that decision. If you disagree with their decision, you have a right to a hearing. In the meantime, a copy of your written challenge to the accuracy of completeness of the record will be included in your child’s record.

Release Of Directory Information – Right To Opt Out

Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

The following information is treated as public:

- a. Name
- b. Address
- c. Telephone
- d. Awards
- e. Attendance

NOTE: "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events."

Information defined by the School Board under the law as directory information includes: Student name, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, and degrees and awards received. (See Board Policy 515).

SEARCHES/INTERROGATIONS (Board Policy 502)

The board of education in compliance with the U.S. constitution, MN constitution and MN Statute 121A.72 is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building administrators and district security officials to conduct searches of students and their belongings if they authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that the or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

The following are the specific areas we may search:

Automobile

Students may be required to submit to interior automobile searching as a condition of parking in the school lot.

Locker

School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. The use of dogs that specialized in detecting illegal drugs may be utilized in searching school premises, including lockers. School personnel shall maintain a passkey to all lockers so that the school shall have access to all lockers at all times.

Personal Belongings

Any student searches of items being carried and clothing may be conducted if there is reasonable suspicion. These searches will be carried out by authorized personnel and will be recorded.

Police K-9

The use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises, including lockers.

TECHNOLOGY ACCESS (Board Policy 524)

The Internet is an electronic communications network, which provides vast, diverse, and unique resources. This electronic highway, connecting millions of computers, individual subscribers, and databases throughout the world, is a realistic tool of the information age. The goal in providing instructional technology to teachers, staff, and students, is to promote educational excellence in District 742 by facilitating resource sharing, innovation, and communication.

Learner section:

We believe that learners should have the opportunity to:

- Examine a broad range of opinions and ideas in the learning process, including the opportunity to locate, use and exchange ideas and information.
- Examine and use all information formats, including interactive formats such as the Internet.
- Communicate with other individuals on the network as it pertains to their learning.
- Utilize network resources that pertain to their learning.

Rights and Responsibilities for Electronic Learners:

- As electronic information plays an integral role in education and lifelong learning, the empowerment of individuals and organizations brings new levels of privileges, rights and responsibilities.

Individuals have rights to:

- Access computing and information sources within District guidelines.
- Appropriate training and tools to ensure access.
- Be informed, review, and give permission about collected personal information.
- Ownership over their own intellectual works.
- Recognize and respect network equipment and documents created by students, staff and community.
- Determine the validity and authenticity of information found and utilized on the Internet.
- Respect copyright laws.
- Individuals have the responsibility to follow network etiquette.

Individuals have responsibilities to:

- Find, evaluate and effectively use information resources.
- Recognize and respect network equipment and documents created by students, staff and community.
- Determine the validity and authenticity of information found and utilized on the Internet.
- Respect copyright laws.
- Follow network etiquette.

Individuals have privileges to:

- Access the network for educational purposes in compliance with school district policies.
- Reasonable access to the printing of educational materials.
- A network account.

Network Etiquette (Netiquette)

- Be polite.
- Use appropriate language.
- Do not intentionally disrupt the network or other users.
- Respect privacy of student and staff network accounts.
- Respect and follow the guidelines established at each site.

General

- Illegal activities are strictly forbidden.
- All District 742 vandalism and harassment policies apply to technology.
- District 742 Technology may not be used for personal gain.
- Attempting to gain unauthorized access to the network is not permitted.
- Do NOT send out personal address or phone numbers of students or colleagues.
- Student accounts are not guaranteed to be private.
- Any financial obligation by a student using the network is the responsibility of the student or the student's parents.
- The school district may use technical means to limit network access. However, caution should be exercised since these limits are not fool proof.
- All provisions of the acceptable use policy are subordinate to local, state, and federal laws.

Consequences: Any misuse of the above privileges or illegal activities may result in cancellation of privileges.

Consequences may also include communication with parents/guardians, suspension and contact with authorities if a violation of the law has occurred. All other policies of the district relating to harassment, appropriate use of own time and district resources, and all others as outlined in the district policies relating to students will apply as well. Any student, staff member or parent can report infractions. District administration will follow through on consequences.

Disclaimer:

District 742 makes no warranties of any kind, whether expressed or implied, for the service it is providing. District 742 will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through network connections, nor for information obtained in violation of the above guidelines.

TRESPASSING BY UNAUTHORIZED PERSON

Section 962:00. Definitions. As used in this section, the following terms shall mean:

“Public school” shall be any school building, school grounds, play area, parking lot or athletics field owned or leased by Independent School District 742. “School official” shall be the principal, assistant principal, or any designated District 742 employee. Section 962.05.

Trespassing Prohibited. No person shall trespass in or upon any public school by remaining upon said school premises after being ordered to leave the public school by a school official.

Section 962.10. Permission required for re-entering. No person, having been ordered by school official to leave a public school having left said premises, shall re-enter said public school without the written permission of the school principal or the school official who gave the order

to leave the public school (i.e. Suspension) Home Suspension or Expulsion. Students must leave the school and school grounds immediately. They must remain away until the designated date to return. Suspended/expelled students may not attend co-curricular activities (i.e. dances or events), or participate in any sports (i.e. practices and games). Any entry onto any school property during this time shall constitute trespassing that may result in notification of the police and being charged. Under Minnesota Law (MN Criminal Code Section 609.605 or St. Cloud City Ordinance Section 960.05,) a willful trespass constitutes a misdemeanor.

WEAPONS (Board Policy 501)

Our school has a responsibility to provide a safe and healthful environment for all. If students observe a weapon of any kind in school or on school grounds, it should be reported to a supervisor, counselor, teacher, or administrator as soon as possible. Consequences are detailed in the Board Policy 501.

1. Students in possession of a firearm, whether on their person, in their locker, vehicle, on school grounds, on a bus, at school functions, or in proximity thereto:
 - a. Shall be immediately suspended from school
 - b. Will be referred to the appropriate District Placement Unit for assessment by the District Assessment
 - c. All students in possession of a firearm must be expelled from school or placed in an alternative program for at least one year.
2. Students in possession of a weapon, other than a firearm, whether on their person, in their locker, vehicle, on school grounds, on a school bus, at school functions, or in proximity thereto:
 - a. May be immediately suspended from school;
 - b. May be referred to the school's Building Placement Unit if it appears that there was no intent to threaten or harm others and/or the endangerment to self and others was minimal (i.e. possession of squirt guns or decorative pocket knives, etc).

OR

- c. Will be referred to the appropriate District Placement Unit if it appears that there was intent to threaten or harm others and/or there was endangerment to self and/or others (i.e., switch blade, metal knuckles, etc.), and referred to the police for legal disposition.
3. Students referred to the Building Placement Unit (BPU) will be assessed by the BPU.
 - a. If, after examination of the incident and the student's prior history, the Placement Unit concludes that placement out of the building may be warranted, referral to the appropriate District Placement Unit will be made.
 - b. If the Placement Unit concludes that referral out of the building is not appropriate, in-building intervention programming will be developed.

Students referred to the appropriate District Placement Unit will be assessed by a multi disciplinary assessment team that will make recommendations to the appropriate District Placement Unit regarding the educational disposition of the student.