

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

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

We believe that...

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

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

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

## GENERAL STUDENT INFORMATION

### ATTENDANCE

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

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

Families must also contact the school principal prior to a student leaving on extended family trips or vacations during days in which school is in session. In these instances, the educational value of the trip will be considered on an individual basis to determine if the absence is marked as excused or unexcused.

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

### **Absences – Excused**

An excused absence is a legal absence from school and requires parent/guardian verification and permission from school staff. The following are situations that constitute an excused absence:

- Student illness
- Serious illness or death in the student's family
- Medical or dental appointments
- Court appearance
- Recognized religious holiday observance
- Religious instruction (not to exceed 3 hours/week)

**After 15 days of excused absences, a physician's note may be required for subsequent absences. Failure to provide a doctor's note will result in the absence marked as unexcused.**

**Absences - Illness during the day**

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

**Absences - Reporting**

Parents are expected to call before 10:00 a.m. on the day of their child's absence. Attendance line or voicemail is available 24 hours a day.

**Absences - School Related**

Below you will find examples of excused, school related absences.

Official school field trip or other school-sponsored event.

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

**Absences- Suspension Related**

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

**Absences - Tardy to Class/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 main office.

**Absences - Truancy**

The State of Minnesota requires all students under the age of 18 to attend school. Excessive truancies (more than seven) will be reported to the County Attorney who will refer the case to Court Services for possible legal action.

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

**Absences – Unexcused**

Unexcused absences are recorded when:

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

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

Consequences of unexcused absences are as follows:

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

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

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

**Academic Achievement:** The purpose of Academic Achievement programming is to provide extra curricular academic opportunities with the goal of fostering student development and to meet students' desire for additional creative, academic and problem solving challenges. The program aims to assist students to be creators and producers rather than merely consumers of information.

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

### **ACCIDENTS**

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

### **ADDRESS OR CONTACT INFORMATION CHANGES**

Changes in telephone number(s), email address, and other pertinent information can be made in Skyward through the Parent Portal or may be reported to the front office as soon as possible. Address changes must be made through the school office. Updated information is very important for academic and student safety purposes. Emergency contact information should be included.

### **ALARMS/SAFETY PROTOCOLS**

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

### **Bomb, Chemical, Intruder and Medical**

Students are to follow the Crisis Response Plan.

### **Containment/Shelter in Place**

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

### **Fire**

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

### **Lock Down**

Students and staff follow lockdown procedures as taught and practiced. The delivery of instruction ceases. Telephones should not be answered and doors should not be opened.

### **Severe Weather**

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

### **AMERICANS WITH DISABILITIES ACT**

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

### **ANNOUNCEMENTS**

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

### **ASSESSMENT & STATE TESTING**

#### **Assessments**

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

#### **State Testing**

The State testing for the 2016-2017 school year will be held during the following time frames:

January 31 - March 24            ACCESS for English Learners: Grades K-12

March 20 - May 5                Testing for MTAS (MN Test of Academic Skills):  
   individually administered to students who qualify

March 20 - May 5

Testing for MCA Reading Grades 3-8, 10

Testing for MCA Math: Grades 3-8, 11

March 20 - May 12

Testing for MCA Science: Grades 5, 8 and High School

### **(ANTI) BULLYING/SAFE SCHOOLS 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 School District 742 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.

### **Bullying Defined**

Bullying includes intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

### **Reporting Procedures**

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

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

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

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

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

each of the offending student(s) separately. After the investigation has been completed, the building principal shall take appropriate action consistent with the bullying policy.

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

### **BUS RIDERSHIP**

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

For the safety of all children, bus drivers cannot honor student/family requests for students to ride buses other than their assigned buses. **If your child does not arrive home on the bus as expected, please call the Transportation Department immediately at (320) 253-9370.**

Riding the bus is a privilege not a right. Students who jeopardize the safety of themselves or other passengers may lose their riding privileges. All students in grades Pre K-10 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few weeks of school. A copy of these rules and expectations are also sent home with students in the fall of each year in the bus ridership booklet.

**Please contact the Transportation Department at (320) 253-9370 with your questions and concerns about your child's transportation services.**

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

A **C**ommunity **A**ccountability **A**nd **P**revention Intervention may be available to students in grades 5-10 as an alternative to suspension. Principals/Assistant Principals may assign a student to CAAP for 1-3 days. The CAAP program is operated by St. Cloud Area School District 742 staff.

### **CAFETERIA**

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

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

## **CAMERAS**

Use of any photographic device that infringes upon the rights of others is strictly prohibited. Misuse of any such device in a school locker room, bathroom, bus or other school property in a way that violates the personal privacy of the individual may result in school discipline.

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

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

## **COMMUNICABLE DISEASES**

School district personnel are responsible for reporting communicable diseases to the County Health Department. Pupils who are suspected of having a communicable disease may be sent home after the families have been notified. If a child becomes ill or is seriously injured at school, the school will notify parents or legal guardians by telephone. If the school is unable to reach the parents or legal guardians, the person listed as the emergency contact may be called and requested to pick up the child. In cases when the school is unable to contact the parents, legal guardians, or alternate contact person, and the situation appears to be one in which the child requires emergency medical attention, 911 will be called.

## **COMMUNICATION - SKYWARD**

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

## **CONCUSSIONS**

If you have suffered a concussion, you must remember to report this to your school nurse to ensure concussion protocol is being followed. The school nurse will notify appropriate staff to ensure appropriate accommodations are made.

## **CONFERENCES FOR FAMILIES/TEACHERS**

Classroom teachers will meet with all parents during scheduled Family/Teacher Conferences. Communication between school and parents is critical, and this is an excellent time to work together in the best interest of your child.

## **COUNSELING**

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

## **CYBER BULLYING**

Cyberbullying is strictly prohibited. The school staff does not monitor the activities of students outside of school hours and must rely on family supervision to eliminate all incidents of cyberbullying. However, those incidents that impact the school environment will be addressed.



## **DATA PRIVACY ACT**

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

## **DRESS CODE/PERSONAL APPEARANCE**

Students are encouraged to take pride in their attire as it relates to their educational setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the education environment, safety, health, and welfare of self and others. Please remember that the question of acceptability is left up to the teacher and administration. The following guidelines regarding dress must be followed.

- Headwear (e.g., bandanas, caps, hoods) is not allowed during the school day. All headwear should be placed in lockers or backpacks upon arrival at school and retrieved only at the end of the day. Exceptions to this school policy include any those made due to religious freedoms consistent with federal law.
- Outdoor Coats/Jackets may not to be worn during the school day for space and security reasons. Please be prepared for cooler temperatures by keeping a sweater or sweatshirt in your locker.
- All clothing and/or jewelry, which displays obscene language or symbols and/or symbols or messages promoting drugs, alcohol, tobacco, guns, violence or sex is prohibited.
- Footwear must be worn in the building at all times due to state health mandates.
- Only prescription eyewear will be allowed. Sunglasses should be removed upon entering the building.

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

In addition:

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

## **DUE PROCESS**

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

## **EARLY CHILDHOOD SCREENING**

The early childhood years from birth to the start of Kindergarten are an important time of rapid learning and growth. Early Childhood Screening is a quick and simple check of how children are doing at the ages 3 1/2 or 4 years old. It identifies, at an early stage, possible learning or health concerns so that children can get needed help before starting school. **Early Childhood Screening is required for entrance in a Minnesota Public School and is offered throughout the year by our district.** For further information, contact the Welcome Center at 320-257-3811.

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

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

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

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

### **FIELD TRIPS**

On occasion students will attend educational field trips with his/her classroom. All field trips will be properly supervised and the classroom teacher will notify parents/guardians prior to any field trips that students will attend. If you DO NOT want your child to participate in the field trip, please contact your school's office and fill out the Parent/Guardian Permission slip. All chaperones must have a completed background check. Volunteer Packets are available at your child's school or St. Cloud Area School District 742's Community Education office.

### **FOOD**

Students may not bring homemade food for distribution, nor bring commercial food into the building during the school day. Any exception must be approved by an administrator.

### **FOOD ALLERGIES**

It is the policy of St. Cloud Area School District 742 to continually work to make all its facilities clean, healthy environments which are safe, secure and allow students, staff, and visitors to work and learn.

St. Cloud Area School District 742 hereby adopts and supports a School Food Allergy Policy for all its facilities. This policy is to include all after-school functions.

### **FREEDOM OF SPEECH**

Each student has the right to form, hold, and express opinions and beliefs as long as the expression does not disrupt the normal operation of the school. Profane, vulgar, racist, or harassing words by their nature disrupt the educational environment and may not be used.

### **GRADE REPORTING**

Report cards will be sent home with students after the conclusion of each trimester.

## **GUM CHEWING**

Gum chewing is not allowed in our buildings.

## **HARASSMENT**

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

**Sexual Harassment** – Sexual harassment is *unwanted* behavior of a sexual nature. School board policies, as well as state and federal laws prohibit sexual harassment.

**Racial Harassment** – Racial harassment is *unwanted* comments regarding a person's ethnic make-up.

**Verbal Harassment** – Verbal harassment is *unwanted* verbal comments that make a person feel embarrassed, threatened or unsafe.

**Physical Harassment** – Physical harassment is *unwanted* behavior of a physical nature. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.

The harassment policy is posted in your child's school or is available from your school's principal.

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

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

## **HAZING**

"Hazing" means to subject someone to abusive or humiliating tricks or ridicule. Pursuant to MN Statute 121A.69 and Board Policy 526, "Hazing activities of any type are inconsistent with the education goals of St. Cloud Area School District 742 and are prohibited at all times."

## **HEALTH EMERGENCY INFORMATION**

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

## **HEALTH RECORDS**

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

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

- Results of professional examinations.

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

### **HELP ME GROW PROGRAM**

Is there a new baby or a child in your life that you have concerns about? Your concerns may be related to how a child is walking, talking, acting, playing, growing or behaving. **Help Me Grow** is a community resource providing information to families about child development, developmental delays and community resources for children birth to age seven. There is no cost for the assistance. For more information call: (320) 253-5828.

### **HOMEWORK**

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

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

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

- If your child has had a fever (elevated temperature above 99.8), your child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, your child should stay home until 24 hours after the last episode.
- If your child has any rash that may be disease related or you do not know the cause, check with your family physician before sending your child to school. A physician's note should accompany your child upon their return.
- If your child shows signs of an eye infection (pink or reddened eyes), keep them home and please check with your family physician. If medication is prescribed, your child should stay home for 24 hours after medication is started.
- Children placed on antibiotics (strep throat, for instance) should stay home for 24 hours after medication is started.

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

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

When a case of head lice is suspected, the student will be assessed by the school staff. If a case is confirmed, the parent/guardian will be notified to arrange for treatment and exclusion from school. Entire classrooms will not be screened if a case of head lice is suspected in the class. Should a case of head lice be identified, school staff will send home a "Notification of Head Lice" letter (NS08.04) to parent/guardian of pre-school through elementary aged classrooms. Cases identified by school staff and/or by parent notification will be documented (logged) for tracking and rescreening.

Children with lice nits (eggs) but no live lice **are** allowed to attend school. Children with live lice **are normally not** allowed to attend school. A child with live lice will be sent home with "A Guide

to Head Lice Treatment and Prevention” (NS08.02). The child will be allowed to school once the live lice have been eliminated. Two days of excused absences are allowed to a child with a new case of head lice. During that time appropriate measures should be taken to eliminate the live lice. After two days, further absences related to lice infestation/treatment will be considered unexcused. Unexcused absences related to head lice will be addressed at the discretion of the licensed school nurse and school administrator with a referral to community resources as needed. To minimize loss of educational time, if a student experiences repeated cases of head lice, the licensed school nurse, in collaboration with the school administrator, will determine if continued absences will be excused. When considered to be needed, the nurse will meet with the parent(s)/guardians and school administrator to formulate an appropriate treatment plan.

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

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

#### **Fifth Disease:**

Fifth Disease is a very common childhood viral illness. Symptoms are a low grade fever and a very characteristic rash on the cheeks. It looks as if someone slapped the child's cheeks. A fine, lacy rash may appear on the arms and legs also. The illness is most contagious before the onset of the symptoms, and is unlikely to be contagious after the rash appears. If the child does not have a fever and feels OK, the student may stay in school.

### **KINDERGARTEN**

St. Cloud Area School District 742 provides all-day, every day Kindergarten to each family in each elementary school. Register your child for Kindergarten at the District Welcome Center. All registration forms and attendance boundary maps may be found at [isd742.org](http://isd742.org) → Families → Registration or you can call The District Welcome Center at 320-257-3811.

### **LANGUAGE IMMERSION PROGRAMS**

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

For more information about these programs, call the principal of the school where the program is located or the District School Link Welcome Center at 320-257-3811

Chinese Immersion	Madison Elementary	320-252-4665
Spanish Immersion	Clearview Elementary	320-743-2241

## **LATEX**

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

## **LOCKERS**

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

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

## **LOSS OF SCHOOL PRIVILEGES**

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

## **LOST/DAMAGED PROPERTY**

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

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

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

## **LOST & FOUND**

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

## **Parental discretion is advised when allowing children to bring valuable items to school.**

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

**MANDATED REPORTING**

St. Cloud Area School District 742 school personnel are mandated by law to report all incidences of abuse or suspected abuse or neglect of children. This includes physical, sexual or emotional abuse. Abuses of child custody arrangements are also included.

**MEALS**

The Breakfast/Milk/Lunch Program records are computerized. All students, with the exception of preschool, are given a PIN number to access their account. All breakfast/ milk/lunch money sent to school is deposited into one account. It is, however, more efficient if breakfast/milk/lunches are purchased in blocks of one week, two weeks, one month, etc.

**2016-2017 Breakfast/Milk/Lunch Prices:**

<b>Meal Type</b>	<b>Breakfast</b>	<b>Lunch</b>
Elementary	\$1.55	\$2.60
Secondary	\$1.60	\$2.80
Reduced for those who qualify	No Charge	No Charge
Milk	\$0.45	\$0.45
Adult	\$2.35	\$3.95

Information regarding free or reduced meals is available in school offices or at [isd742.org](http://isd742.org)  
Please note: Milk/Juice (for snack) is not a part of the Free/Reduced Program. If students are allergic to milk, juice can be provided. Please provide your child’s school nurse a notice from your doctor’s office.

Families are always welcome to join students for lunch. We ask that you call your child’s school by 9:00 a.m. of that day to order your lunch.

**Treats in School:** Food Ordinance 857 requires that food items used in schools need to be commercially packages or prepared at the school. Home-prepared food is NOT allowed in public schools. (If your child is planning a party or celebration, we encourage you to make those arrangements and deliver invitations outside of the school day.)

**MEDIA CENTER**

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

**MEDICATIONS**

St. Cloud Area School District 742 employees will administer medication or provide medical procedures and/or treatments during the instructional day according to Minnesota Statute 121A.22 and 121A.2205.

Students may require prescribed medication at school in order to benefit from their educational experience.

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

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

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

The law states that the school administration will exclude any student from school attendance who fails to present a signed document indicating that the student is in compliance with the law.

### **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.

### **PARENT/GUARDIAN/STUDENT RIGHTS TO SEE STUDENT RECORDS**

Federal regulations require that parents/guardians and students must be informed of the right to see their educational records. You are hereby informed that you have free access to these educational records. If you are interested in reviewing these records, please contact the building principal's office in the school your child attends.

### **PARENTAL CUSTODY**

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

In order for St. Cloud Area School District 742 to honor restrictions of this nature, the custodial parent must present a court order or other legal document to the building principal. In most cases, such restrictions are set through legal proceedings. The information allows the principal to respond promptly to your request and be in conformance with the law, while recognizing the rights of both parents.

### **PETS**

For the safety of all students, pet animals should not be allowed in school. Animals that are part of the curriculum may be used after approval from the principal to determine if any health concerns exist with students in the classroom. Exceptions may be considered by your school's principal.



## **PHOTO IMAGE RELEASE**

Throughout the school year, various media representatives, i.e., newspaper, television, and St. Cloud Area School District 742 Media Services, will cover newsworthy school events. Many times pictures or videos will be taken and students may be identified. The District may use student images for Charter Cable Channel 187, the educational access channel and various communication publications.

If you **DO NOT** want your child(ren) to be photographed in an identifiable manner please complete the 2016-2017 Parent/Guardian Notification Permission slip at your school's office.

## **PHYSICAL EDUCATION**

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

## **PHYSICAL RESTRAINT/REASONABLE FORCE**

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

## **PLEDGE OF ALLEGIANCE**

### **Purpose**

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

### **General Statement of Policy**

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

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

### **Exceptions**

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

### **Instructions**

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

### **POSSESSION OF STOLEN PROPERTY**

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

### **POSTER/SIGN RULES**

Posters or signs can be placed about the building with permission from the administration. The organization or individual who posted them shall take down posters the day following the event or function they advertised.

### **PRAYER**

State and Federal law have made provisions for praying in school. When students leave an instructional setting to pray, the prayer practice must be central to faith tradition not personal preference. St. Cloud Area School District 742 reserves the right to place reasonable time, place and manner restrictions upon any request for release from an instructional or non-instructional activity. St. Cloud Area School District 742 may require a valid note from a parent or guardian before a student may be allowed to leave instructional time for prayer. The time limit for prayer from an instructional setting shall not exceed fifteen minutes for each release. St. Cloud Area School District 742 reserves the right to deny any student release from instructional time for prayer or other religious observation if the student abuses the privilege.

### **PRIVATE PROPERTY IN NEIGHBORHOOD**

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

### **PTA/PTSA/PAW**

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

### **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.

### **RECESS**

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

## **REPORTING**

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

## **RETENTION**

Retention of students may be considered when licensed staff and parents/guardians feel it is in the best interest of the student. Attainment of grade level skills, knowledge, objectives and concepts will be considered as well as the student's level of proficiency in reading, language arts and math. The student's physical development, maturity and emotional factors shall be considered. For any retentions that take place the District protocol will be followed.

## **SCHOOL BOARD OF EDUCATION**

The Board of Education meets regularly twice monthly on the second Wednesday (work session) and fourth Thursday (business meeting) unless otherwise noted. A brief Board of Education meeting (consent agenda) will be held prior to the start of the monthly work sessions, if needed. The monthly work sessions are held at 6:30 p.m. at the St. Cloud Area School District 742 Administration Office, 1000 North 44th Avenue, St. Cloud. Monthly business meetings are held at 7:00 p.m. at the St. Cloud City Hall Council Chambers, 400 2nd Street South, St. Cloud.

## **SCHOOL RESOURCE OFFICER**

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

## **SEARCHES**

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

## **SECURITY PROCEDURES**

At each school, a specific door is designated as an entrance for parents and visitors. All others will remain locked. Please check the front page of this handbook to locate the appropriate door for your child's building. Upon entering the building, sign in at the welcome desk or school office and obtain a visitor's badge.

## **SOLICITATION**

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

## **STANDARDS BASED GRADING**

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

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

Pictures or other items that represent symbols that are hateful, sexual or offensive are not permitted on or near school grounds at any time. Some prohibited symbols include, but are not limited to confederate flags or swastikas, sexual or other symbols that are deemed inappropriate or offensive to others. The administration reserves the right to confiscate them and contact families. Incidents may be cause for disciplinary action by the administration and possible involvement by the police.

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

Students are encouraged to leave PEDs at home; PEDs may not be used while school is in session unless directed by a school staff member. If a student chooses to bring a device, the district shall not be liable for any additional fees or charges incurred if used. **St. Cloud Area School District 742 is not responsible for lost or stolen personal electronic devices. The school will not be responsible for their security. Investigation of thefts will be implemented at the discretion of administration.**

Students may make important phone calls or other communications in the classroom under the classroom teacher's direction.

### Misuse

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

### Searches

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

## **TECHNOLOGY/RESPONSIBLE USE**

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

St. Cloud Area School District 742 is in compliance with the Federal Children's Internet Protection Act (CIPA) which restricts possible access to inappropriate material. All school computers with Internet access and availability are filtered to restrict material that is obscene, pornographic or harmful to minors. St. Cloud Area School District 742 reserves the right to monitor the use of these technologies so as to maintain the integrity of these resources. Complete policy details can be found in Board Policy 106 at [isd742.org](http://isd742.org).

## **Responsibility**

Students are responsible for their behavior while using district technology. All school rules apply for behavior and communication as per district policy and student handbooks. St. Cloud Area School District 742 is neither responsible nor liable for student actions while using these resources. The privilege to use district technology will be provided to those students who act in an ethical, responsible and considerate manner. Willful or intentional misuse will lead to further disciplinary actions and/or criminal penalties under appropriate local, state and federal laws.

## **Student Terms and Conditions**

Students are responsible for their own actions and behavior at school. St. Cloud Area School District 742 is not liable for student's actions when connecting to the Internet through the school's computers. Students assume full liability, legal, financial, or otherwise for their actions. Using the internet is a privilege, not a right. Access to the internet may be removed if abused. Information obtained from the internet should be examined for reliability, authority and relevance.

## **General Guidelines for Students**

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

## **Student Expectations**

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

## **Student Online Safety Rules**

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

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

### **TELEPHONE CALLS**

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

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

Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. Students 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**

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**

St. Cloud Area School District 742 property is tobacco and smoke free.

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

Video/audio assignments and projects may be assigned. To maintain an acceptable level of learning, all language/images used must follow district safe school and harassment guidelines.

### **VIOLENT STUDENT NOTIFICATION**

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

- the student has posed a significant and genuine threat to school.
- the student has been assaultive.
- the student poses a significant and genuine threat to school staff or student's safety.

### **VISITORS**

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

- In order to make the classroom visit meaningful and rewarding for everyone, please coordinate your school visit with the school principal. Advance notice (one day) would be greatly appreciated. This does not apply to scheduled school events or incidental visits.
- We need to know who is in the building at all times. Before visiting your child's classroom, you must obtain a Visitor's badge from the school office.
- Please try to arrive before the class period starts and remain until the class is over. Alternate arrangements can be made with your child's teacher if this is not possible.
- Please respect the classroom environment and refrain from conversation with your child or other students while the teacher is instructing students.
- If you wish to photograph or tape (audio/video) your child during class, please make arrangements with the principal before your visit.
- We are all role models for our children; please be respectful of all students and staff.
- We believe in open communication among parents, staff, teachers and principal.

Please schedule an appointment before or after school to discuss any education issue of importance to you. Respectful behavior considering all circumstances is expected. The building administration retains the right to develop specific requirements and guidelines, as needed.

### **VOLUNTEERS**

Volunteers are an important part of our school programs. Volunteers assist us with classroom activities, playground supervision, computer lab supervision, office duties, special events, and MUCH more! Volunteers sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering in St. Cloud Area School District 742 schools. Please contact your child's school for further information. Volunteers will be asked to fill out a volunteer form that details the program and are also required to complete a district background check for a fee of \$20. If the fee will prevent you from volunteering, please contact the school administration for a waiver.

### **WEAPONS POLICY**

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

### **WELLNESS**

St. Cloud Area School District 742 attempts to ensure a school environment that promotes and protects students health, well-being and ability to learn by supporting healthy eating and physical activity. Parents are asked to help the district promote wellness by providing healthy lunches and snacks and refraining from including beverages and food without nutritional value.

### **WITHDRAWING FROM SCHOOL**

If you are planning to relocate your family, your child's school should be notified at least 24 hours in advance. This allows time for necessary signatures to facilitate student record transfer.

Students must return all school equipment and materials, including any technology assigned, and must clean out their lockers.