

**ST. CLOUD AREA SCHOOL DISTRICT 742 SECONDARY SCHOOLS**  
**STUDENT AND PARENT HANDBOOK**

**HIGH SCHOOLS**

**Apollo**  
1000 44th Avenue N.  
St. Cloud, MN 56303  
Phone 320-253-1600  
Fax 320-529-4325

**Technical**  
233 12th Avenue South  
St. Cloud, MN 56301  
Phone 320-252-2231  
Fax 320-529-4328

**McKinley**  
216 8th Avenue N  
Waite Park, MN 56387  
Phone 320-203-8470  
Fax 320-529-4327

**MIDDLE SCHOOLS**

**North**  
1212 29<sup>th</sup> Avenue North  
St. Cloud, MN 56303  
Phone 320-251-2159  
Fax 320-529-4332

**South**  
1120 15<sup>th</sup> Avenue South  
St. Cloud, MN 56301  
Phone 320-251-1322  
Fax 320-529-4331

**Kennedy**  
1300 Jade Road  
Saint Joseph, MN 56374  
Phone 320-363-7791  
Fax 320-529-4336

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

Our Mission is to create a safe and caring climate and culture in which we 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 St. Cloud Area School District 742 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**

### **ACADEMIC EXPECTATIONS FOR ACTIVITIES**

Students that participate in an academic or athletic activity have an expectation to maintain academic progress through an entire season. During each season of an activity, grades will be reviewed and any participant that is getting an overall grade of 1 or a D or lower will have to show academic progress in order to be eligible to participate in games or events, as subject to the Minnesota State High School League (MSHSL). Participants are still required to attend practices and must be in good standing with behavior expectations.

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

### **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.

### **ACTIVISM**

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

### **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.

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 student out of school, a written request should be sent to the building administrator with the date and time of dismissal.

### **Attendance - Activities Participation**

Students who are suspended are ineligible for all school activities before or after school. Students must be in school by 11:30 a.m. (Unless absent due to a school sponsored activity) in order to be eligible to practice or participate in any activity after school.

### **Absences – Excused**

An excused absence is a legal absence from school and requires parent/guardian verification and permission from school staff. Not all parent requested absences are considered excused. The following are situations that constitute an excused absence:

- Student illness
- 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)
- College visits
- Pre-approved attendance at a sectional or state tournament as a participant or fan

The following are some examples of absences that would be considered unexcused even if they were requested by a parent or guardian.

- Missed the bus
- Babysitting
- Oversleeping
- Working

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 - High School Early Release**

Juniors and seniors at Apollo or Tech who are open during period 7 may apply for a period 7 pass. This pass will be issued if the student completes satisfactory work, maintains good attendance, and parental permission has been granted. A period 7 pass may be revoked at Administrative discretion.

### **Absences- Pre-excused**

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

### **Absences - Illness During the Day**

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

### **Absences - Reporting**

Parents are expected to call before 10:00 a.m. on the day of their child's absence. The school office is open at 8:00 a.m. and the attendance line/voice mail is available 24 hours a day.

### **Absences - School Related**

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

- Official school field trip or other school-sponsored event
- Suspensions
- Tournament play or observation when a school team is involved

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

If a school field trip bus returns to school after midnight, students may arrive any time prior to 9:30 a.m. the next morning. This will be considered an excused absence from school.

### **Absences- Suspension Related**

Absences due to suspension are **excused**. The Attendance Office will contact teachers to provide assignments for suspended students.

### **Absences - Tardy to Class**

Students who are tardy to class cause a disruption for the teacher and other students in the classroom. Students miss information being presented at the beginning of the class period. We require all students to report to school and class on time.

The classroom teacher will handle all tardies including homeroom or advisory. Teachers will talk with students and contact parents for the first through fourth tardies. A student accumulating five tardies will be documented with one period truant through the discipline process. The Attendance Officer will notify the family in the event of excessive truancy. An adult will be designated at each building to review tardies and absences on a weekly basis. Students who reach required reporting milestones will receive notice from the school in written form and/or by phone. Students who are 15 minutes late to class without an excused pass will be marked truant for that class and issued a Disciplinary Referral.

### **Absences - 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.

### **Absences - 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 truanies or skips (more than five) will be reported to the County Attorney who will refer the case to court services for possible legal action.

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

### **Absences – Unexcused**

Unexcused absences are recorded when:

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

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

Consequences of unexcused absences are as follows:

- After 3 unexcused absences – parents notified by letter
- After 5 unexcused absences – second letter sent to parents and County Attorney's Office notified
- After 7 unexcused absences – school administration requests to file a Truancy/Educational Neglect Petition with the County Attorney.

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

### **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 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.

### **ACADEMIC HONESTY/INTEGRITY**

All students are expected to exhibit personal honesty in their work and expect the same from others. Doing so allows each student to be evaluated on his or her personal accomplishments and to compete on an equal basis with all other students for scholastic achievements.

#### **Definition:**

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

- Cheating on a quiz or test by using concealed answers or by copying another student's work, or through electronic means.
- Copying an assignment, worksheet, or sharing information about an assignment or test.
- Offering to another student the answers to an assignment, worksheet, or test, whether solicited or unsolicited, in written or verbal communications.

- Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.
- Lying to a teacher about academic activities.
- Failing to indicate quotations taken from a source or failing to identify sources in writing (plagiarism).
- Use of electronic or computer media (internet, teacher grade books, etc.) in an academically dishonest manner is prohibited.

With regard to group work, the same policies shall apply, altered by the circumstances of the task involved. Students are to be informed of the limits of cooperation permitted and should seek prior additional information in situations where they are unclear as to appropriate limits. Unless explicitly announced otherwise by the teacher, students are expected to work alone on all assignments.

### **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 DISABILITY ACT**

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



## **ANNOUNCEMENTS**

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

## **AREA LEARNING PROGRAMS**

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

## **ASSESSMENT AND STATE TESTING**

### **Assessments**

Students in grades K-12 take a variety of tests and assessments each school year. We give students the assessments to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year, in a variety of areas. Your child will take some assessments on a computer and some paper/pencil. If you have questions about assessment purposes, time frames or results, please contact your child's teacher directly. 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 & Math: Grades 3-11
March 20 - May 12	Testing for MCA Science: Grades 5, 8 and 10

## **BACKPACKS**

Students are allowed to bring backpacks to all schools except McKinley. At the middle schools, backpacks (including bags, purses, and other backpack type bags) **may not be carried** once the school day is in session due to space and safety considerations. Students must put their backpack in their assigned lockers. Students are responsible for their belongings; unattended backpacks may be taken to the office. Students carrying backpacks to McKinley must check them into the main office for the duration of the day.

## **(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 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.

### **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**

#### **Conduct**

Students must act responsibly when riding the bus to ensure safe and comfortable transportation. All school policies apply to conduct on school buses and on public transportation. Failure to follow these policies may result in suspension from school and/or denial of bus riding privileges. The school is legally liable for students from the time they board the bus until the time they are dropped off at the bus stop.

## **Loading – Unloading**

All morning and afternoon buses will unload in the bus chute upon arrival or departure. All school rules are in effect in the bus chute and on the bus itself. Students may only get on or off the bus at the buildings or stops to which they are assigned.

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

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

A **Community Accountability And Prevention Intervention** may be available to students in grades 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/COMMONS**

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

- All lunches must be eaten in the cafeteria/commons unless special permission is given.
- Students are to conduct themselves in a manner that meets school-wide expectations in the lunch lines and while eating.
- Students are responsible for the cleanliness of the table where they eat and for the surrounding area.
- Trays, silverware and other 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, school bathroom, bus or elsewhere in a way that violates the personal privacy of the individual, may result in school discipline.

## **CLOSED CAMPUS POLICY**

St. Cloud Area School District 742 high schools have a **closed campus policy**. Students are not permitted to leave the building without school and parent permission. Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. This includes students' lunch and open periods.

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

Students who attend St. Cloud Area School District 742 have various rights and opportunities. Students also have responsibilities to teachers, 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. They also help with course selection, future planning and testing and interpreting test results. Students are invited to make appointments to visit with their 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.

### **DANCES/AFTER SCHOOL PARTIES**

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

The following policies apply to all school sponsored dances:

- Only students who are enrolled at the sponsoring school are eligible to attend.
- All School and St. Cloud Area School District 742 rules apply and are enforced.
- For high school dances, current I.D. cards are required.
- For high school dances, all guest must be pre-approved by administration at least 3 days in advance.
- We reserve the right to deny admission to anyone.

- Once leaving the dance or party, students may not return.
- Students may not use their lockers at any time.
- Students must remain in designated dance/party areas.

### **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.

### **DELIVERIES TO STUDENTS**

Gifts, flowers, balloons, food, etc. will not be delivered to students during the school day. Please do not make arrangements to have such items delivered to the school.

### **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 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.

Parents, staff and visitors are also expected to follow the St. Cloud Area School District 742 expectations for appropriate school dress and appearance.

### **DUE PROCESS**

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

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

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

If school is going to start late, close early, or close due to bad weather, notification will be made through the following communication outlets: [www.wisd742.org](http://www.wisd742.org), WJON/WWJO, KNSI/KCLD, KISS-FM, KKSR, WVAL/WHMH, KASM, KCCO-TV, KRWC, Charter Cable Channel 187, WCCO, and KARE11 radio.

In addition to these radio and television outlets, weather alerts are announced on the St. Cloud Times website at [www.sctimes.com](http://www.sctimes.com). You may also tune into the area's cable education access, Charter Cable Channel 187, District 742's Facebook page [www.facebook.com/isd742.org](http://www.facebook.com/isd742.org), or the 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.

### **FEES**

Participation in athletics and some activities requires each student participating to pay a fee for each sport or extracurricular activity as listed in the information registration handout available in the activities or main office.

### **FIELD TRIPS**

Schools will sponsor trips designed to enhance the educational experience. The school will arrange for supervision and transportation on such trips; all students must use school transportation. Exceptions may be granted through the faculty member in charge along with prior approval of administration and written permission from a custodial family member. All chaperones must have a completed background check from Community Education (Volunteer Packets are available at your child's school or Community Education).

#### **Student Responsibility on Field Trips**

- School rules are in effect during the entire trip.
- Any student breaking a trip rule, such as curfew or failure to show up in time for departures or performances may receive consequences. The student will not be allowed to further participate in any activity on the trip and a chaperone will be assigned to monitor the student's behavior until the return.
- Major violations such as possession and/or use of drugs and/or alcohol will result in immediate suspension of the student from the group. The student's family will then be notified immediately and the student will be sent home.
- Should a student be sent home, it is the family's responsibility to pay for the cost of the student's return home. The family will also be responsible for picking the student up upon his/her return.
- Any student sent home will be suspended from school upon his/her return from the activity.
- Students must have an emergency information form on file with the school in order to leave school grounds on a sponsored field trip.

### **FINES/FEES UNPAID**

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

### **FOOD**

Students may not bring homemade food for distribution. Neither may students bring commercial food into the building during the school day. Any exception must be approved by an administrator.

### **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. Students may post literature in any designated posting areas after review and approval by the administration. If the material is

considered obscene, libelous, or disruptive to the school, it may be removed by the administration and consequences may be assigned. The same rules and procedures set for posting materials govern distribution of flyers. In addition, flyers may not be distributed during instructional time. The administrator or a designee shall be given the opportunity to review the materials prior to publication and distribution and may suspend publication and distribution if considered obscene, libelous or inconsistent with the educational goals of the district or disruptive to the educational environment.

### **FUNDRAISING**

Any fundraising or 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.

### **GAMBLING**

All games of chance are prohibited on our school campus.

### **HARASSMENT (BOARD POLICY #105)**

St. Cloud Area School District 742 makes every effort to create a caring and respectful environment for all of our students. Any form of religious, racial or sexual harassment or discrimination that deprives individual students or staff members of their human dignity is prohibited. Students need to immediately report any form of harassment to their teachers or any other staff member. This policy is posted in your child's school or is available from your school's principal.

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

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

### **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.

## **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 RECORDS**

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

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

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

## **HOMEWORK**

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

## **IDENTIFICATION**

Due to safety and security concerns, students must identify themselves when asked by an adult in the school building. Failure to give correct identification may result in disciplinary consequences.

## **ILLNESS/INJURY AT SCHOOL**

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

- 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 who visits your child's school.*

## **IN-LINE SKATES/SKATEBOARDS/SCOOTERS**

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



### **IN-SCHOOL SUSPENSION**

In-School Suspension is assigned to students for relatively serious violations of The Rights and Responsibilities Code of Conduct. In-School suspension is a closely supervised study hall and opportunity for teaching expected behaviors. Students are assigned from one period to several days depending on the violation.

### **INSURANCE**

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

### **LATEX**

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

### **LOCKERS**

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

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

### **LOSS OF SCHOOL PRIVILEGES**

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

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

**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)  
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. (See Board of Education Policy 751 at [isd742.org](http://isd742.org))

Parents/guardians/visitors 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(es).

**Treats in School:** Food Ordinance N.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.

**MESSAGES**

The school will only take telephone messages for students from families in an emergency.

### **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.

### **OFF CAMPUS CONDUCT**

Students may be disciplined for off campus conduct that disrupts, interferes or otherwise affects the environment, activities or operations of the school. Students may be charged by law enforcement or receive consequences from school administration or MSHSL.

### **PARENTAL CUSTODY**

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

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

### **PETS**

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

### **PHOTO IMAGE RELEASE**

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 video will be taken and students may be identified. The District may use student images for 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 EXAMINATIONS FOR ATHLETIC PARTICIPATION**

Physical Examinations by the primary care physician are strongly urged prior to entrance into grade 7. Physical examinations **are required** for participation in sports for 7<sup>th</sup> through 12th grade students.

## **PHYSICAL RESTRAINT/REASONABLE FORCE**

Minnesota Statute allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm 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 St. Cloud Area School District 742 shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

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

### **Exceptions**

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

### **Instructions**

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

## **POSSESSION OF STOLEN PROPERTY**

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

## **POSTER/SIGN RULES**

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

## **PRAYER**

State and Federal law have made provisions for praying in school. When students leave an instructional setting to pray, the prayer practice must be central to faith tradition not personal preference. St. Cloud Area School District 742 reserves the right to place reasonable time, place and manner restrictions upon any request for release from an 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 leaving an instructional setting for prayer shall not exceed fifteen minutes for each release (10 minutes for prayer and 5 minutes for passing).** St. Cloud Area School District 742 reserves the right to deny any student release from instructional time for prayer or other religious 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.

## **PUBLIC DISPLAYS OF AFFECTION**

Excessive public displays of affection are considered inappropriate in the school setting.

## **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.

## **REPORTING**

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

## **RESIDENCE**

A student's legal residence is where his/her parent(s) or legal guardian reside. Students who are living in St. Cloud Area School District 742 but not with a custodial guardian must report this to the office upon enrollment or a change of residence. Students may open enroll in any school (provided the grade has not been closed to enrollment) through St. Cloud Area School District 742's Welcome Center and must follow established procedures.

## **RESPONSIBILITY PASS**

A responsibility pass may be issued to students if the student is performing up to his/her ability in all classes and displays appropriate, expected behaviors. A responsibility pass provides specific privileges, decided by the school, to students. Students must follow school expectations to keep the Responsibility Pass and will have to earn the pass back if it is revoked.

## **SAFETY GOGGLES**

The school district will provide, without charge, one set of goggles to secondary students who will be working in a vision-hazard setting. The goggles the school district provides will be used by the

student throughout his/her public school attendance, and the student has the responsibility for their care and safekeeping.

### **SCHOOL BOARD OF EDUCATION**

The Board of Education meets regularly twice monthly on the 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.

### **SPORTSMANSHIP EXPECTATIONS**

Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials, and the media. Promotion of good sportsmanship at athletic events should include a demonstration of respect for opponents and officials. All involved in a conference event should understand that skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality athletic program and conference.

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

- No throwing of objects onto playing surfaces.
- The home site supervisor or administrator must approve all signs and locations for signs.
- No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
- No noisemakers allowed.
- Band playing collectively or individually during the confines of game time is limited to time outs, intermissions, and quarter breaks. This includes all musical instrument forms such as drums, trumpets, etc.

- Only official cheerleaders and a mascot will be allowed on the floor. Mascots must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
- At all conference contests, where a public address system is available, the sportsmanship creed will be summarized or read as printed.

Any student who demonstrates a lack of self-control or appropriate conduct while attending an athletic event may be asked to leave and/or receive a consequence as assigned by the Activities Director, school administrator, or an official designee.

### **STANDARDS BASED GRADING**

At the middle level, 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)**

With the implementation of the Inspire 1:1 initiative, students are never required to bring PEDs to school. If students choose to use their own device, the district shall not be liable for any additional fees or charges incurred. **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.**

#### Expectations for use\*

- All PEDs, including cell phones, must remain “off” or on “vibrate” during school hours unless directed to use them for educational purposes by a school staff member.
- Students will only use appropriate technology at the teacher’s discretion.
- Students will only use appropriate educational applications on their device.
- Students are permitted to access only the schools network through personal devices and not private networks. More information will be provided to students for accessing the available network.
- Students may use listening devices (e.g. headphones or ear bud) in the classroom only for a specific instructional purpose as identified by the teacher.
- Personal electronics may be used during lunch in the cafeteria, and before or after school.

\*Please refer to Board Policy 106 for additional information on responsible use of technology.

#### Misuse

School staff may remove a PED from the student 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 personal electronic device 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.

### Sexting

The use of electronic devices to post and/or send sexually explicit or sexually suggestive text, images, or video is a violation of the Rights and Responsibilities Code of Conduct as well as state laws. Consequences for sexting could be suspension and/or expulsion from school and/or referral to police for possible ticket for violation of one or more Minnesota statutes.

### Video recording fights or assaults

Students may not record fights or assaults on school grounds or at school sponsored events.

## **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 [lsd742.org](http://lsd742.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.



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

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

### **THEFT**

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. Students found using any tobacco product, including smokeless, will face disciplinary consequences and will be referred to the School Resource Officer.

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

Video/audio assignments and projects may be assigned. To maintain an acceptable level of learning, all language and images used must follow district safe school and harassment guidelines. The need to use any language, images or objects that may impact student and staff safety in a project will be evaluated prior to production by the class teacher with final approval required from a building administrator.

### **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**

The school accepts only those visitors who have legitimate business with or prior approval at school. Visitors are expected to sign in and out through the main office, obtain and wear a visitors badge and must leave promptly when their business is complete.

In the event that a parent or other visitor fails to adhere to the visitor policy and causes disruption to the learning environment, the visitor may face disciplinary action. Minnesota State Statute provides for such action as a misdemeanor against the individual(s) for a period of twelve months after the individual has been told by school authority to leave and not to return without administrative permission.

## **VOLUNTEERS**

Volunteers are an important part of our school programs. Volunteers must sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering in St. Cloud Area School District 742 schools. Please contact your child's school for further information. Volunteers will be asked to fill out a volunteer form that details the program. Volunteers are also required to complete a district background check for a fee of \$20.00. If the fee will prevent you from volunteering, please contact the school administration for a waiver.

## **WEAPONS**

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

## **WELLNESS**

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

## **WITHDRAWING FROM SCHOOL**

If you are planning to relocate your family, your child's school should be notified at least 24 hours in advance. This allows time for necessary signatures to facilitate student record transfer. Students must return all school equipment and materials, including any technology assigned, and must clean out their lockers. Students may then be given a transfer slip, a report card or other pertinent information to present to the new school. Records will be forwarded when the new school requests them.

# **High School Specific Guidelines**

## **ADVISORY GUIDELINES GRADES 9-10**

### **Apollo**

- Advisory teachers may develop a student reward system within their classroom. Otherwise, non-academic activities are not allowed.
- Students will complete school work quietly without interrupting others.
- Maximum of two students with pass and purpose excused to the Resource Center at one time. Students return with signed pass to Advisory classroom prior to end of the period.
- Maximum of one student excused to use restroom, locker, etc.
- Students may be excused to another classroom or other area with written pass from a teacher or supervisor (pre-arranged). Students return with signed pass to Advisory classroom prior to end of the period.
- Students are not to be excused to Iggy's/Apollo Coffee Shop or the SOAR Store.

## **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.

SHAP/APP serves students in grades 9-12 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.

## **B AND C WINGS**

### **Apollo**

B and C wings are quiet areas. Doors in these areas will be closed. These are the main instructional areas. Students are not to be in the main instructional hallways more than 4 minutes prior to the beginning of class. Food that is served in Iggy's should not be in the hallways at any time.

## **EIGHTEEN-YEAR-OLD POLICY**

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on those students 18-21 years of age as those students under 18. All students, regardless of age, are expected to adhere to the same set of policies and guidelines.

## **EXCHANGE STUDENTS**

### **Grade Placement**

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

### **Granting of Diplomas**

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

Students in grade twelve who do not meet the academic requirements listed above will be able to go through graduation and receive a Certificate of Attendance. Students will not qualify for listing as graduating with Honors unless they are receiving a diploma and have the appropriate rank in class to qualify. Even if the student is not eligible to receive a diploma, exchange students, as keepsakes, can purchase honor cords if their rank qualifies.

## **GRADING**

### **Apollo**

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 9 through 12. Honor Cords are based on GPA from second trimester grades for Seniors.

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 trimesters and will be mailed home after the third.

### **Advanced Placement /Weighted Grades**

Advanced Placement courses developed by the College Board offering college level curriculum and examination

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.

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 to exceed MN State Standards by providing a rigorous and challenging curriculum.

**Level 2 Courses:** Designed to meet MN State Standards.

**Level 3 Courses:** Designed to meet MN State Standards while providing additional student support.

**Unleveled Courses:** Designed for students of all abilities and interests. Grade point average is determined by trimester grades for 9<sup>th</sup> grade through 12<sup>th</sup> grade.

**Tech**

Grades are issued in all courses on a trimester schedule. Listed below are the grades, including honor points, used to determine the Grade Point Average (GPA). **Honor Cords are based on GPA through second trimester grades for Seniors.**

**Level 1 Courses:** Designed to exceed MN State Standards by providing a rigorous and challenging curriculum.

**Level 2 Courses:** Designed to meet MN State Standards.

**Level 3 Courses:** Designed to meet MN State Standards while providing additional student support.

Level	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP	4.8	4.5	4.1	3.8	3.5	3.1	2.8	2.5	2.1	1.8	1.5	0
Lvl 1	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0
Lvl 2	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	.7	0
Lvl 3	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	.8	.5	.2	0

Class rank will be eliminated beginning with the Class of 2019 and beyond.

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). A grade of an A+ will carry the same grade weight as an A.

If a student repeats a course, the higher grade earned will be awarded, but credits will not be awarded twice.

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

“I” (Incomplete): A trimester 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.

## **Dropping Classes**

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

## **Course level grade point averages**

Advanced Placement (AP) are on a 4.8 scale.

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

Level 2 and Level 3 courses will be on a 4.0 scale.

Class rank will be eliminated beginning with the Class of 2019 and beyond.

Grade Point Average is determined by trimester grades 9-12.

## **GRADUATION REQUIREMENTS**

### **Apollo**

#### **Course/Credit Requirements**

- Each student must complete a total of 63 trimester credits\* during grades 9-12. One Unit of credit is awarded for each trimester class except Physical Education. Students enrolled in Physical Education receive a .5 credit each trimester. The trimester grades earned in grades 9, 10, 11, and 12 are used for calculating G.P.A. and class rank.
  
- The following courses must be complete and credit earned.
  - Language Arts - four yrs, 12 credits.
  - Social Studies – 3 yrs plus 2 trimesters, 11 credits, 2-3 credits Geography, 3 credits American History, 3 credits World History (starting with the class of 2016), 3 credits Senior Social (which includes Economics and Government).
  - Mathematics - 3 yrs, 9 credits .
  - Science – 3 Yrs, 9 credits. 3 credits must be in the following areas: physical science, biology, chemistry or physics.
  - Fitness – 3 credits: 9<sup>th</sup> grade fitness/health (1.5 credits required); 10<sup>th</sup> grade Fitness (1.5 credits).
  - Art - 1 yr, 3 credits.
  - Electives – 16 credits.

- Students must take the Minnesota Comprehensive Assessments in Reading and Math or similar assessment. Please see your counselor for the most updated information.

## **Tech**

### **Course/Credit Requirements**

#### **Class of 2020 is required to earn 63 trimester credits.**

The following courses must be complete and credit earned:

Arts 3.0  
 Electives 16.0  
 Language Arts 12.0  
 Math 9.0  
 Fitness for Life/Health 3.0  
 Science 9.0  
 Social Studies 11.0

#### **Class of 2019 is required to earn 58 credits (this is a combination of semester and trimester credits).**

The following courses must be complete and credit earned:

Arts 2.0 semesters or 3.0 trimesters  
 Electives 2.0 semesters and 14.5 trimesters  
 Language Arts 2.0 semesters and 9 trimesters  
 Math 2.0 semesters and 6.0 trimesters OR 9 trimesters  
 Fitness for Life/Health 2.5 trimesters  
 Science 2.0 semesters and 6.0 trimesters OR 9 trimesters  
 Social Studies 1.0 semester and 9.0 trimesters

#### **Class of 2018 is required to earn 53 credits (this is a combination of semester and trimester credits).**

The following courses must be complete and credit earned:

Arts 2.0 semesters or 3.0 trimesters  
 Electives 7.0 semesters and 9.0 trimesters  
 Language Arts 4.0 semesters and 6.0 trimesters  
 Math 4.0 semesters and 3.0 trimesters  
 Fitness for Life/Health 2.5 trimesters  
 Science 4.0 semesters and 3.0 trimesters  
 Social Studies 3.0 semesters and 6.0 trimesters

#### **Class of 2017 is required to earn 48 credits (this is a combination of semester and trimester credits).**

The following courses must be complete and credit earned:

Arts 2.0 semesters or 3.0 trimesters  
 Electives 9.0 semesters and 6.0 trimesters  
 Language Arts 6.0 semesters and 3.0 trimesters  
 Math 6.0 semesters

Fitness for Life/Health 2.0 semesters  
Science 6.0 semesters  
Social Studies 5.0 semesters and 3.0 trimesters

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:

- Students must take the Minnesota Comprehensive Assessments in Reading and Math or similar assessment. Please see your counselor for the most updated information.
- 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.

### **GRADUATION (HONOR)**

#### **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. Honors will be determined by the GPA earned through the end of 2nd trimester of grade 12.

#### **Tech**

Seniors with a 4.1 GPA or higher will graduate with highest honors and wear a gold cord at graduation. Seniors with a 3.9 to 4.099 GPA will graduate with high honors and wear an orange and black cord at graduation. Seniors with a 3.75 to 3.89 GPA will graduate with honors and wear a white cord at graduation. Honors will be determined by the GPA earned through the end of 2nd trimester of grade 12.

### **GRADUATION (EARLY)**

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

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



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

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

### **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. Courses available are listed in registration book. See your counselor or teacher for more information.

### **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 8:00 a.m. to 8:25 a.m. for \$100.00. Students are allowed to park in designated parking lots only.

#### **Procedures**

Parking is a privilege. After applying for a permit, student attendance/discipline records will be checked. Students 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.

- Students should abide by all posted traffic signs and markings in the school parking lots. Students failing to follow traffic signs and markings may be subject to disciplinary action and/or legal action.
- Students are encouraged to use school buses, car-pooling or public transportation.
- Parking permits must be displayed as prescribed. Seniors and juniors will have first priority for parking permits.
- 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.
- 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)
- Any student found in the parking lot during school hours without permission is subject to disciplinary action.
- Students are expected to use caution when using parking lots. Please use the safety lights/crosswalk area. Students are not to loiter in the parking lots.
- Students may be required to submit to an automobile search as a condition of parking in the school lot.
- There is no 24-hour parking in any school lot unless the vehicle is well marked for a field trip or away athletic contest. Car may be towed at permit holder's expense.

### **Violation Consequences**

#### **Apollo**

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

#### **Tech**

- Two warnings will be issued.
- Third warning the vehicle will be booted. A fine of \$25.00 will be charged per day. Only cash will be accepted and the fine must be paid before the boot is removed.
- The cost to remove the boot will increase by \$10.00 for each additional violation.

### **POOL PROCEDURES AND PRACTICES**

- All doors to the pool will be locked when the pool is not in use.
- No students will be allowed in the pool area without the presence of an instructor or lifeguard.
- All students will receive an orientation to pool safety (in their own language when possible). They will also be pre-tested to determine their swimming skills. Students who are not skilled will remain in the shallow end of the pool or be assigned to a special class for non-swimmers.

- In addition to the beginning of class attendance, a safety attendance check will be done during the class and class attendance will be taken at the end of the class. Lifeguards will complete a headcount frequently throughout the class.
- Direct instruction will take place in squads or small groups.
- A partner system will be used in all schools. Partners will be instructed to complete frequent partner checks with each other and report absences to the lifeguard.
- After class is dismissed, the instructor is to walk around the pool perimeter to make a visual inspection of the pool to be sure that all students are out of the water and to assure that the deck area is clear of equipment, etc.
- The instructor will exit and lock the doors to the pool (Board approved 4/27/00)

### **POST-SECONDARY OPTION**

Post Secondary Enrollment Options (PSEO) is a program that allows 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students the opportunity to earn college credit for courses completed while still in high school. Courses are generally offered on college campuses or at their local high school. Some colleges may also offer online courses. PSEO options are available at participating public and private institutions. The State of Minnesota and St. Cloud Area School District 742 pay for tuition and books for PSEO classes. Students may see their high school counselor for more information and application procedures.

Most PSEO courses are only open to high school students during their junior and senior year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students may take PSEO courses on a full or part-time basis, beginning in their junior year of high school. For full-time PSEO students who begin in their junior year, it is possible to graduate from high school with enough college credits for an Associate's Degree.

The Minnesota State Colleges and University system generally requires high school seniors to rank in the upper ½ of their class or score at or above the 50<sup>th</sup> percentile on a nationally norm referenced test such as the ACT or SAT. High School juniors must rank in the upper 1/3 of their class or score at or above the 70<sup>th</sup> percentile on a nationally standardized norm referenced test such as the ACT or SAT. If schools do not rank, a specific grade point average will be needed by the admitting college. Colleges and universities may admit students based on other documentation of ability. Please see the Minnesota State Colleges and Universities website at [www.mnscu.edu/admissions/pseo.html](http://www.mnscu.edu/admissions/pseo.html) for admissions standards for MNSCU schools.

Sophomores may enroll in a career or technical education course at a MnSCU college or university if they have attained a passing score or have met the 8<sup>th</sup> grade standard on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment in Reading and Math. Colleges may have other prerequisites or course requirements that need to be met for admission. **If a sophomore receives a “C” or higher in the course, they will be allowed to take additional career or technical courses.** Please see <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/> for a list of colleges and universities that offer career and technical courses for sophomores. A student who first

enrolls in PSEO as a sophomore and wishes to enroll in general education courses as an 11<sup>th</sup> or 12<sup>th</sup> grade student must take the system Assessment for Course Placement and achieve the required score for admission. Colleges and universities may require sophomores to meet with a college counselor.

Private colleges and universities may admit students based on their own admission standards. Some examples of private colleges are St. Mary's, Rasmussen, and College of St. Scholastica.

Funds are available to help pay transportation expenses for PSEO students whose families are at or below the poverty level, as determined by the federal government. To participate in PSEO courses on college campuses [View Postsecondary Enrollment Options Mileage Reimbursement Program Instructions](#). If you have any questions regarding the mileage reimbursement for low-income students participation in the Postsecondary Programs contact [Kelly Wosika](#) at 651-582-8855.

Please see <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/> for more detailed information on admission, standards, participating colleges and universities, course, and travel reimbursement.

### **SCHOLASTIC ELIGIBILITY**

*Bylaw 108.00 of the MSHSL handbook states "Students must be making satisfactory progress towards the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress".*

#### **Apollo and Tech High Schools define satisfactory progress as follows:**

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

**APOLLO:**

**Required number of credits by end of each Trimester:**

**Class of 2020 Gr 9**

Tri 1	4
Tri 2	8
Tri 3	12

**Class of 2019 Gr 10**

Tri 1	14
Tri 2	22
Tri 3	27

**Class of 2018 Gr 11**

Tri 1	33
Tri 2	39
Tri 3	45

**Class of 2017 Gr 12**

Tri 1	51
Tri 2	57
Tri 3	63

**TECH:**

**Required number of credits by end of each Trimester:**

**Class of 2020 Gr 9**

Tri 1	4
Tri 2	8
Tri 3	12

**Class of 2019 Gr 10**

Tri 1	10
Tri 2	16
Tri 3	22

**Class of 2018 Gr 11**

Tri 1	23
Tri 2	29
Tri 3	35

**Class of 2017 Gr 12**

Tri 1	36
Tri 2	42
Tri 3	48

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 11<sup>th</sup> grade would need at least Apollo 33/Tech 25 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 Intervention Team (BIT) or MTSS team.

**SENIOR PORTRAIT**

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

**SENIOR “SKIP” DAY:**

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

- Student may be given a zero (no credit) for every class missed.

- Students who skip classes may be given one full day In-School Suspension (ISS).
- Parents are responsible to call school to verify any legitimate absences.
- The school may be calling home to verify all junior and senior absences.
- Appointment cards may be required for all medical appointments.

## **STANDARDIZED TEST SCORES**

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

When applying to colleges, students should check to see if the college wants an official ACT or SAT test 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.

## **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; 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**

The purpose of Student Council is to promote school pride, develop teamwork and leadership skills to cultivate relationships within our school and most importantly to represent our student body's opinions and desires in a respectful and responsible manner. To be eligible for Student Council students must complete the required application in the spring for the following school year. Applicants are chosen by Student Council advisors.

## **STUDENT INSTRUCTORS**

Students participating in special programs such as elementary aides, peer tutors and student instructors (Learning Resource Center, Main Office, Guidance, Activities Office) are receiving course credit, therefore must abide by the same expectations the school has for students enrolled in a class. Students are expected to be present in assigned classrooms each day. Instructors who approve student instructors are expected to supervise the student in the same capacity as students enrolled in class. A grade of S/U is given for student instructor courses. Letter grades are given for elementary aides course. Peer tutors are given the option of S/U or a letter grade.

## **TRANSCRIPTS**

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

## **TRANSFER CREDITS CONVERSION**

According to School District Policy on Secondary Course Credit, building principals and guidance counselors have the authority to interpret credits from other educational institutions and equate these credits in a fair and equitable manner with the standards applied to those credits awarded in the regular school program of St. Cloud Area School District 742.

## **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 3.8 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 Apollo and Tech members will also commit twenty hours to personal service such as peer tutoring. Seniors are eligible to be nominated to apply for NHS national scholarships.

The two local NHS chapters conform to the national Constitution set forth by the National Council and the local chapter bylaws. Students who fail to meet the expectations set forth in the local chapter'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 fall. Information regarding NHS, selection materials, and the deadline for completing materials, will be communicated through junior and senior homerooms and posted in the Apollo guidance office. Tech will send a summer mailing to eligible students.

### **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 11:24 a.m. (Apollo) and 11:42 a.m. (Tech) or the time indicated on the pass. Students must maintain passing grades; have a job and good attendance in order to keep this privilege throughout the school year.

### **WITHDRAWAL PROCEDURE**

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