

**SOUTH AND NORTH JUNIOR HIGH  
AND KENNEDY**

**STUDENT AND PARENT HANDBOOK**

**This handbook belongs to:**

---

**Name**

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St. Cloud, MN 56303  
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**DISTRICT 742 MISSION STATEMENT**

**The mission of District 742 is to prepare all learners, in partnership with their families and the community, to live and contribute within a changing and diverse world.**

A copy of all District 742 Board Policies, including those which are referenced in this handbook, are available in the office and on the District 742 Website at <http://isd742.org>. Please see an Administrator if you have any questions about the district or our policies.

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



# North Jr. High School

## Important Dates 2012 - 2013

September 4	First day of school for 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade
September 5	First day of school for 8 <sup>th</sup> grade
September 10	Fall play informational meeting – 3:15-4:00 pm
September 11-12	Fall play auditions – 3:15-5:00 pm
September 13	Fall play call backs – 3:15-4:00 pm
September 15	7 <sup>th</sup> grade volleyball tournament – 8:00 am – 3:00 pm
September 17	Fall play rehearsal begins
September 22	8 <sup>th</sup> grade volleyball tournament – 8:00 am – 3:00 pm
October 5	Walk-a-Thon
October 6	Fall play set construction – 9:00 am – 3:00 pm
October 13	6 <sup>th</sup> grade volleyball tournament – 8:00 am – 3:00 pm
October 17	Two Hour Early Dismissal for School Improvement
October 18-19	MEA (NO SCHOOL)
November 13	Parent-Teacher Conferences – 4:00-7:30 pm
November 16-17	Fall Play – Friday-Saturday – 7:00 pm
November 18	Fall Play – Sunday – 3:00 pm
November 19	service Learning Day
November 20	No School
November 21-23	THANKSGIVING BREAK (NO SCHOOL)
November 29	Orchestra Concert – 7 <sup>th</sup> & 8 <sup>th</sup> grade, 7:30 pm
December 7	No School
December 13	Choir Concert – 7 <sup>th</sup> , 8 <sup>th</sup> and selected 6 <sup>th</sup> grade, 7:30 pm
December 14	Spring play informational meeting – 3:15-4:00 pm
December 17	Spring play auditions – 3:15-5:00 pm
December 18	School Party – 3:15-5:15
December 19	Spring play auditions – 3:15-5:00 pm
December 20	Spring play call backs – 3:15-4:00 pm
December 24 – January 1	WINTER BREAK (NO SCHOOL)
January 2	School Resumes
January 17	Band Concert – 7 <sup>th</sup> , 8 <sup>th</sup> and selected 6 <sup>th</sup> grade, 7:30 pm
January 21	Martin Luther King Jr. (NO SCHOOL)
January 22	No School
January 28	Grade 6 <sup>th</sup> & 7 <sup>th</sup> grade Registration Night – 6:00-7:30 pm
February 7	School Party – 3:15-5:30
February 11	Northside Orchestra – 7 <sup>th</sup> -8 <sup>th</sup> grade at Apollo – 7:30 pm
February 13	Two Hour Early Dismissal for School Improvement
February 18	President's Day (NO SCHOOL)
February 19	Parent-Teacher Conferences – 4:00-7:30 pm
February 25	Parent-Teacher Conferences – 4:00-7:30 pm
March 4-8	MID-WINTER BREAK (NO SCHOOL)
March 14-16	Spring Play – Thursday-Saturday – 7:00 pm
March 17	Spring Play - Sunday – 3:00 pm
March 25-28	Spirit Week
March 28	Activity Day/Third quarter ends
March 29 - April 1	SPRING BREAK (NO SCHOOL)
May 7	Orchestra Concert – 7 <sup>th</sup> & 8 <sup>th</sup> grade – 7:30 pm
May 17	CLC Track Meet
May 21	Band Concert – 7:30 pm
May 23	Choir Concert – Select 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade – 7:30 pm
May 27	Memorial Day
June 5	Last day for students

## SOUTH JUNIOR HIGH SCHOOL 2012-2013 CALENDAR OF EVENTS

August 29	Open House .....	4:30-6:00 p.m.
September 4	First Day of School	
September 5	All Students Report for Classes	
September 7	School Pictures	
September 28	Walkin' Wildcats Fund Raiser	
October 12	Picture Retakes	
October 17	2 Hour Early Release – School Improvement in Building	
October 17	Explorer Day	
October 18-19	MEA - No School	
October 23	Parent/Teacher Conferences.....	4:00-6:30 p.m.
October 26	Haunted Evening – Drama Fund Raiser	
November 2	End of First Quarter	
November 15	Fall Party .....	3:15-5:00 p.m.
November 19	Celebration Day	
November 20	Teacher Workshop in Building - AM	
November 20	Parent/Teacher Conferences.....	1:30-6:30 p.m.
November 21	No School	
Nov. 22-23	Thanksgiving Break - No School	
December 6	7 <sup>th</sup> & 8 <sup>th</sup> Grade Orchestra Concert – Gym.....	7:00 pm.
December 7	Teacher Inservice – Grade Level/Vertical Team AM; School Improvement PM	
December 11	7 <sup>th</sup> & 8 <sup>th</sup> Grade Band Concert – Gym.....	7:00 p.m.
December 11-12	Drama Auditions	
December 18	Parent/Teacher Conferences.....	4:00-6:30 p.m.
December 18	6 <sup>th</sup> Grade Choir Concert.....	6:15 p.m.
December 18	7 <sup>th</sup> & 8 <sup>th</sup> Grade Choir Concert.....	7:30 p.m.
Dec. 24-31	Winter Break	
January 2	Classes Resume	
January 16	Music Tours to Elementary Schools (During school day)	
January 18	Activity Day	
January 18	End of Second Quarter	
January 21	Martin Luther King, Jr. Day - No School	
January 22	Teacher Inservice – Grade Level/Vertical Team AM; Choices PM	
January 22	Parent/Teacher Conferences.....	4:00-6:30 p.m.
January 24	Southside Band Informance (Gr. 6) – South Gym.....	7:00 p.m.
January 28	Registration Night .....	6:00–7:30 p.m.
February 4-8	Pennies for Patients Drive	
February 13	2 Hour Early Release – School Improvement in Building	
February 14	Drama Performance	
February 15	Drama Performance	
February 16	Drama Performance	
February 18	Presidents' Day - No School	
February 19	Parent/Teacher Conferences.....	4:00-6:30 p.m.
March 4-8	Mid-Winter Break - No School	
March 19	Parent/Teacher Conferences.....	4:00-6:00 p.m.
March 25-28	Wildcat Pride Week	
March 27	Spring Party.....	3:15-5:00 p.m.
March 28	Talent Show.....	1:30-3:15 p.m.
March 28	End of Third Quarter	
March 29	Spring Break	
April 1	Spring Break	
April 16	Parent/Teacher Conferences.....	4:00-6:00 p.m.
April 26	Career Fair	
May 2	May Day Dance – Drama Fund Raiser .....	3:15 p.m.
May 9	6-8 Grade Orchestra Concert .....	6:30 p.m.
May 14	6-7 Grade Band Concert .....	7:00 p.m.
May 14	8 Grade Band Concert.....	8:00 p.m.
May 21	6 Grade Choir Concert .....	6:15 p.m.
May 21	7-8 Grade Choir Concert.....	7:30 p.m.
May 24	Activity Day	
May 27	Memorial Day - No School	
May 31	South's Recognition Assembly .....	8:45 a.m.
May 31	8 <sup>th</sup> Grade Spring Fling.....	12:15-3:10 p.m.
June 5	Last Day of School	

### **Kennedy 2012-2013 Calendar**

August 28	Open House, 4:30-6:00 p.m.
September 4	First Day of School
October 17	Early Dismissal from School, 12:15 p.m.
October 18-19	Education Minnesota, No School
November 2	End of 1 <sup>st</sup> Quarter
November 15	Parent Teacher Conferences, 3:00-8:00 p.m.
November 20	Parent Teacher Conferences, 1:30-7:00 p.m.
November 21-23	Thanksgiving Break, No School
December 7	School Improvement, No School
December 24-January 1	Winter Break, No School
January 18	End of 2 <sup>nd</sup> Quarter
January 21	Martin Luther King Jr. Holiday, No School
January 22	School Improvement, No School
January 31	Registration for Incoming 7 <sup>th</sup> graders, 6:30-7:30 p.m.
February 7	Parent Teacher Conferences, 3:00-7:00 p.m.
February 12	Parent Teacher Conferences, 3:00-7:00 p.m.
February 13	Early Dismissal from School, 12:15 p.m.
February 18	Presidents' Day, No School
March 4-8	Mid-Winter Break, No School
March 29-April 1	Spring Break, No School
March 28	End of 3 <sup>rd</sup> Quarter
May 27	Memorial Day, No School
June 5	Last Day of School
June 5	8 <sup>th</sup> Grade Graduation, 8:30 a.m.

NOTE: A copy of all District 742 Board Policies, including those which are referenced in this handbook, are available in the office and on the District 742 Website at <http://isd742.org>. Please see an administrator if you have any questions about the district or our policies.

## **GENERAL STUDENT INFORMATION**

### **ACTIVISM**

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

### **ALARMS – EVACUATION**

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

Students are to follow the Crisis Response Plan

#### **Fire**

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

#### **Tornado**

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

### **AMERICANS WITH DISABILITY ACT**

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

### **ANNOUNCEMENTS**

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

### **AREA LEARNING CENTER PROGRAMS (ALC)**

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

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

### **ASSEMBLIES**

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

**BACKPACKS**

Students are allowed to bring backpacks to school. Backpacks (this includes bags and other backpack type bags) are not allowed to be carried from class to class. Students must put their backpack in their assigned locker. Students are not to leave backpacks unattended in the cafeteria, commons or in other areas of the building. Unattended backpacks may be confiscated and taken to the office. District 742 is not responsible for lost or stolen backpacks.

**BIKE RACKS**

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

**North**

Bike racks are located by door 7.

**South**

Bike racks are located by door 3 and 5.

**Kennedy**

Bike racks are located by door 1.

**BOARD POLICIES**

Please refer to the District 742 web page at [www.isd742.org](http://www.isd742.org) for complete board policies or contact you building administrator.

**CAFETERIA/COMMONS**

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

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

**CAMERAS**

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

### **CELL PHONES/PERSONAL ELECTRONIC DEVICES (PED's)**

Cell phones must remain "off" or on "vibrate" during school hours. Students may make important and necessary phone calls in the office area. If a cell phone is out during the school day, staff will take the phone, Ipod or other electronic device. It will be held in the office until the end of the day or may be held by administration until a parent or guardian can come to school to pick the electronic device up. If used in a classroom during a test or quiz, the teacher is authorized to give a failing grade. **ISD 742 is not responsible for lost or stolen electronic devices. Student are encouraged not to bring these items to school, as they are often targets for thefts, the school will not be responsible for their security.** Investigation of thefts will be implemented at the discretion of administration.

1. **Cell Phone Searches:** Cell phones may be searched by administration or their designee if there is a reasonable suspicion that a school rule violation linked to the cell phone has taken place.
2. **SEXTING:** Sexting (use of electronic devices to post and/or send sexually explicit or sexually suggestive text, images, or video) is a violation of the Student Code of Conduct as well as state morality 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 MN morality statutes.

### **CLOSED CAMPUS POLICY**

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

### **COUNSELING AND GUIDANCE**

The guidance counselors help students with academic problems, personal problems, selection of courses each year; selections of college, technical school, other post-high programs or schools, and testing and interpreting test results. Students are welcome to browse and check the guidance materials with the secretary. The counselors interview every student each year. Students are also invited to make appointments to visit with their counselor.

#### **North**

Guidance counselors are: 7<sup>th</sup> and 6<sup>th</sup> Grade Mr. Shelstad, 8<sup>th</sup> and 6<sup>th</sup> Grade Ms. Hugo

#### **South**

Guidance counselors are: 7<sup>th</sup> Grade Mrs. Pfeifer, 6<sup>th</sup> and 8<sup>th</sup> Grade Mrs. Putnam

#### **Kennedy**

Guidance counselor is Ms. Amy O'Hare.

### **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.

### **DOOR POLICY**

#### **North**

All exterior doors will be locked at 8:25 a.m. each day except door 3. All visitors enter door 3.

#### **South**

All exterior doors will be locked at 8:25 am each day. Visitors must use the buzzer at door 1 to enter the building.

#### **Kennedy**

All exterior doors will be locked at 7:50am each day. Visitors use Door 1.

**DRESS CODE/PERSONAL APPEARANCE (Board Policy 504)**

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

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

**DUE PROCESS**

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

**FIELD TRIPS (Board Policy 610)**

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

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

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

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

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

#### **FINES/FEES UNPAID**

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

#### **FOOD/POP/BEVERAGES**

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

#### **FREEDOM OF SPEECH**

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

if considered obscene, libelous or inconsistent with the educational goals of the district or disruptive to the educational environment.

#### **GAMBLING AND GAME PLAYING**

All gambling activities are prohibited on our school campus.

#### **GUM CHEWING**

In order to preserve the cleanliness of the buildings and assist the custodians, gum chewing is not allowed.

#### **HARASSMENT (Board Policy 413)**

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

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

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

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

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

#### ***What Can You Do About Harassment??***

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

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

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

Cyber bullying – Using social networks (Facebook, My Space etc.), text messages, email, voice mail, Instant Messaging, cell phones, computers or any such electronic media or electronic device to threaten, harass, tease, defame, terrorize, or intimidate another student, teacher, administrator, volunteer, contractor, or other employee of the school district, whether you do it from school or another location, may constitute an act of bullying and a violation of the Student Code of Conduct and state law, and may be cause for suspension and/or expulsion and/or referral to police (ticketed for Stalking). Even if you get your friends to do it for you, you and your friends may be suspended and/or expelled from school and/or ticketed for Stalking. The school district cannot monitor the activities of students at all times and eliminate all incidents of cyber bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights, safety, and welfare of its students and/or staff and is within the control of the school district in its normal operations, it is the school district’s intent to prevent cyber bullying and to take action to investigate, respond, remediate, and discipline those acts of cyber bullying which have not been successfully prevented.

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

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

**IDENTIFICATION CARDS**

Student identification cards should be in possession at all times. This card should be shown to school faculty and supervisory personnel upon request. A replacement card can be purchased for \$1.00. Due to safety and security concerns, students are to identify him/her self when asked by an adult in the school building. Failure to give correct identification may result in disciplinary consequences.

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

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

**IN-SCHOOL SUSPENSION/DETENTION (ISS)**

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

**LISTENING DEVICES**

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

**LOCKERS**

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

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

#### **LOSS OF SCHOOL PRIVILEGES**

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

#### **LOST AND FOUND**

Students are urged to cooperate by turning into the office all articles they find and to ask about articles they may have lost. Unclaimed articles are usually donated. Lost and found items are found in the office at North, in the Student Support room at South and in the hall near the kitchen at Kennedy.

#### **MEDIA CENTER / RESOURCE CENTER CHECKOUT**

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

#### **MESSAGES**

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

#### **NUISANCE DEVICES**

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

#### **OFF CAMPUS CONDUCT**

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

#### **PETITION RIGHTS**

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

#### **PHYSICAL RESTRAINT/REASONABLE FORCE (Board Policy 507)**

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

### **PLEDGE OF ALLEGIANCE**

#### **Purpose**

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

#### **General Statement of Policy**

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

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

#### **Exceptions**

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

#### **Instructions**

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

### **POSSESSION OF STOLEN PROPERTY**

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

### **POSTER/SIGN RULES**

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

### **PRAYER (Board Policy 609.A)**

- State and Federal law have made provisions for praying in school. When leaving an instructional setting to pray, prayer must be central to faith tradition, not personal prayer preference. District 742 reserves the right to place reasonable time, place and manner restrictions upon any request for release from an instructional or non-instructional activity.
- District 742 may require a valid note from a parent or guardian before a student may be allowed to leave instructional time for prayer.
- The time limit for prayer from an instructional setting shall not exceed ten (10) minutes for each release.
- The District 742 reserves the right to deny any student release from instructional time for prayer or other religious observation if the student abuses the privilege.

**PRIVACY ACT**

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

**PRIVATE PROPERTY IN NEIGHBORHOOD**

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

**PUBLIC DISPLAYS OF AFFECTION**

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

**REPORTING**

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

**RESIDENCE**

A student's legal residence is where his/her parent(s) or legal guardian resides. Students, who are living in District 742, but not with a parent/guardian, must report this to the office upon enrollment or a change of residence. Students may open enroll in either junior high school, but 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. There are specific privileges that students with a responsibility pass are given. Students abusing the privilege will have the pass removed and may have to earn the pass back. Students with responsibility passes will not be permitted to loiter in hallways. Students cannot leave the building without a pass from the Office

**SCHOOL RESOURCE OFFICER**

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

**SEARCHES/INTERROGATIONS (Board Policy 502)**

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. The following are some of the specific areas we may search but not limited to automobiles, lockers, personal belongings, clothing, back packs, and police K-9 may conduct searches.

### **SECURITY CAMERAS**

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

### **STUDENT COUNCIL**

The purpose of Student Council is to: provide significant learning experiences for students, staff, and community; to develop behavioral evidence of good citizenship, scholarship, leadership, service and human values; to promote harmonious relations; to improve morale; to assist in the management of the school; to provide a forum for student voice and channels for student involvement; and to provide orderly direction of school activities. Student Council also promotes the welfare of the school, engages loyalty and school spirit, sponsors activities, and develops leadership.

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

Pictures or other items that represent symbols that are hateful, sexual or offensive are not permitted on or near school grounds at any time. Some symbols are but not limited to be confederate flags, swastika, sexual or other symbols that are deemed inappropriate or offensive to others are not allowed on clothing or displayed on or near school grounds. The administration reserves the right to confiscate them and contact parents/guardians. Incidents may be cause for discipline action by the administration and possible involvement of the police.

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

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

### **THEFT**

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

### **TITLE IX (Board Policy 522)**

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

### **TOBACCO PRODUCTS/SMOKING/CHEWING (Board Policy 419)**

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

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

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

1. Recordings used in the media production (i.e. Video, CD, DVD, VHS, tapes) must be school appropriate.

2. Profanity will not be allowed.
3. Guns (toy or look alike), bombs, swords, knives or any other mechanism of destruction are not allowed.
4. Depictions of violent behaviors, references to rape, torture or other inhumane behaviors are not allowed.
5. Violations of the District 742 harassment policy will be investigated and disciplined by building administration with possible referral to law enforcement.

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

#### **VISITORS**

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

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

#### **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 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.

#### **WEAPONS (Board Policy 501 and 501A)**

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

#### **WEATHER RELATED SCHOOL CLOSING (ADMIN. PROCEDURE 510B)**

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

## **ACADEMIC INFORMATION**

### **ACADEMIC HONESTY/INTEGRITY**

#### ***Purpose:***

*All students are encouraged to exhibit personal honesty in their work and expect the same from others. Doing so allows each student to be evaluated on his or her personal accomplishments and to compete on an equal basis with all other students for scholastic achievements, which are awarded within and outside the high school community.*

#### **Definition:**

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

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

With regard to groups and group work, the same policies shall apply, altered by the circumstances of the task involved. Students are to be informed of the limits of cooperation permitted and should seek prior additional information in situations where they are unclear as to appropriate limits.

Unless explicitly announced otherwise by the teacher, students are expected to work alone on all assignments.

#### **Consequences:**

Those who violate the Academic Honesty Policy may be subject to penalties; including on or more of the following:

1. Grade reduction (no credit for the assignments that are not their own intellectual work).
2. Sending an apology to the person and/or institution against whom the offense occurs.
3. Other disciplinary action deemed appropriate.

### **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.

## **ACTIVITIES AND ATHLETICS**

### **ATTENDANCE**

Students must be in school by 11:30 a.m. in order to be eligible to practice or participate in any activity afterschool.

### **BUS TRIP REGULATIONS**

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

### **DANCE**

The following policy applies to all school sponsored dances:

- Only students who are enrolled are eligible to attend.
- Current I.D. cards are required.
- All School and District 742 rules apply and are enforced.
- We reserve the right to deny admission to anyone.
- Once leaving the dance, you may not return.
- You may not use your locker at any time.
- You are not to be out of the dance area for any reason.

### **FEES**

Participation in high school activities in ISD 742 requires each student participating to pay a fee for each sport or extracurricular activity as listed in the information registration handout available in the Activities Office.

### **FUND RAISING (Administrative Procedure 760A)**

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

### **INSURANCE**

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

### **PHYSICAL EXAMINATIONS**

Physical Examinations by the primary care physician are strongly urged prior to entrance into kindergarten and grade 7. Physical examinations are required for participation in sports.

### **SPORTSMANSHIP CREED FOR CENTRAL LAKES CONFERENCE**

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

1. No throwing of objects onto playing surfaces.
2. The home site supervisor or administrator must approve all signs and locations for signs.
3. Only signs of a positive nature will be permitted.
4. No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
5. Fighting on contest premise is prohibited.
6. Use of drugs or alcohol is prohibited.
7. No noisemakers allowed.
8. Band playing collectively or individually during the confines of game time is limited to time outs, intermissions, and quarter breaks. This includes all musical instrument forms such as drums, trumpets, etc.
9. Only official cheerleaders and a mascot will be allowed on the floor. Mascots must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
10. At all conference contests, where a public address system is available, the sportsmanship creed will be summarized or read as printed.

### **SUSPENSION**

Students who are suspended from school are ineligible for all activities before or after school.

## **STUDENT ATTENDANCE**

### **ABSENCES**

Attendance is important to school success. In Minnesota, school attendance for students under the age of 16 is mandatory and is a responsibility shared by students, their parents, and the school. Three or more unexcused class periods for three days may be considered truant and a significant number of skips may result in filing of truancy with the County Attorney. Students are expected to be in Advisory by 8:20 a.m. and remain until 3:10 p.m. unless officially excused. At Kennedy, the student time for attendance is 7:45 – 2:15. .

### **Excused Absences:**

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

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

### **School Related Absences**

- Official school field trip or other school-sponsored event.
- Suspensions.
- Tournament play when the school is involved.
- In the case of special circumstances the administration may approve additional excused absences.
- Students are responsible for making up all missed work.
- If a field trip bus returns to school after midnight, students may arrive any time prior to 9:20 a.m. the next morning. This will be considered an excused absence from school.

### **MSHSL Tournament Absences**

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

- Bring a note from parents authorizing his/her absence from school for the tournament game.
- Have an absence pre-approval form signed by their teachers before leaving for the tournament. If any classes are marked unsatisfactory, the absence will be considered unexcused from that class.

- There will be no phone calls allowed from the office the day of the tournament to get parental approval.
- Not following these steps will result in an unexcused absence and possible school penalties.

**Pre-excused**

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

**Suspension Related**

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

**Tardy Policy**

Students who are tardy to class cause a disruption for the teacher and other students in the classroom. Students miss information being presented at the beginning of the class period. Therefore, when students are tardy to class, the teacher may assign 1 hour of detention.

**Tardy to School**

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

**Tardy to Class / Study Hall**

The classroom teacher will handle tardies to class. Teachers will talk with students and contact parents when tardies become excessive. If the teacher has had a conference with the student and contacted the parents and the problem continues, teachers may assign detention or other consequences for excessive tardies.

**ABSENCE REPORTING**

Parents are expected to call North at (320) 251-2159, ext 4000, South (320) 251-1322 ext. 1700, and Kennedy (320) 363-7791 before 8:30 a.m. on the day of their child's absence. The school office is open at 7:30 a.m (Kennedy at 7:00); and voice mail is available 24 hours a day. Telephone calls to contact student during the school day are discouraged. Calls to contact students should be made for emergency reasons only.

**ACTIVITIES**

Students who are suspended are ineligible for all 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.

**ILLNESS DURING THE SCHOOL DAY**

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

**TRUANCY**

The State of Minnesota requires all students under the age of 18 to attend school. When a student skips one or more classes, it is considered truancy. Excessive truanies or skips (more

than seven) will be reported to the county attorney who will refer the case to court services for possible legal action.

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

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

## **DISCIPLINE EXPECTATIONS**

### **ALCOHOL/DRUGS/CHEMICALS/CONTROLLED SUBSTANCES**

#### **(Board Policy 506A & 553A)**

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

#### **A. Dispensing:**

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

#### **Infractions the student may be:**

- Suspended out of school.
- Placed in an alternative setting or program.
- Recommended for expulsion.

#### **B. Use of/Under the Influence/Possession:**

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

#### **Infractions the student may be:**

- Suspended out of school.
- Placed in an alternative setting or program.
- Recommended for expulsion.

### **BULLYING / ANTI-BULLYING POLICY (Board Policy 514A)**

#### **General Statement of Policy**

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. St. Cloud Area Schools, endeavors to maintain learning and working environments that are free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored activities, on school busses and school bus stops.

#### **Definition of Bullying**

"Bullying" means repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened,

threatened, intimidated, humiliated, shamed, disgraced, ostracized, harassed, or physically abused. Bullying can take place in several forms including but not limited to the following:

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

### **Reporting Procedures**

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

**Parent:** 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 teacher, staff member or administrator. Any teacher or administrator who witnesses 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:** 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**

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

2. Students are not permitted to leave school grounds once they are dropped off at school without a pass from the Office. After school, students must remain on school grounds until they board the bus. (Board Policy 5131.1)
3. Students are not permitted to get off the bus at any building but the building at which they attend school.
4. School Bus Discipline Policy – Behavior guidelines and consequences for grades 9 –12 and K-8 are as follows:

**Class I Offenses:**

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

**Class II Offenses:**

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

**CONSEQUENCES FOR CLASS 1 OFFENSES 9 – 12**

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

**CONSEQUENCES FOR CLASS 2 OFFENSES 9 – 12**

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

**CONSEQUENCES FOR CLASS 1 OFFENSES K – 8**

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

**CONSEQUENCES FOR CLASS 2 OFFENSES K – 8**

<b><u>1<sup>ST</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>	<b><u>4<sup>TH</sup> Offense</u></b>	<b><u>5<sup>TH</sup> Offense</u></b>
1 – 3 day bus Suspension	3 -5 day bus Suspension	5-10 day bus Suspension	10 day bus Suspension	School Year bus Suspension

**Loading – Unloading**

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

All afternoon buses will load in the bus chute.

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

**Trip Regulations**

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

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

**CODE OF STUDENT CONDUCT (Board Policy 506A)**

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

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

- 1) Violations against property including, but are not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- 2) The use of profanity or obscene language, or the possession of obscene materials;
- 3) Gambling, including, but not limited to, playing a game of chance for stakes
- 4) Hazing
- 5) Attendance problems including, but not limited to truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- 6) Violent opposition to authority;
- 7) Using, possessing, distributing tobacco or tobacco paraphernalia
- 8) Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances;
- 9) Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;

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

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

**DISCIPLINE ACTION OPTIONS:**

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

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

**DISCIPLINE RECORDS**

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

**MODIFICATION OF DISCIPLINE CONSEQUENCES**

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

**NOTIFICATION OF POLICY VIOLATIONS**

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

**READMISSION/ADMISSION PLAN**

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

**STUDENT RESPONSIBILITY**

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

**WEAPONS (Board Policy 501)**

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

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

**OR**

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

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

## **MEDICAL INFORMATION**

### **ACCIDENTS (Administrative Procedures 552A)**

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

### **COMMUNICABLE DISEASES**

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

### **HEALTH SERVICES (Board Policy 516.2)**

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

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

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

### **ILLNESS DURING THE SCHOOL DAY (Administrative Procedure 516.3A)**

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

### **IMMUNIZATIONS (Board Policy 516.1)**

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

### **INSURANCE**

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

**LATEX SAFE ENVIRONMENT**

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

**MEDICATIONS**

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

**PEANUT ALLERGY (Administrative Procedure 751A)**

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

**PHYSICAL EXAMS**

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

**SAFETY GOGGLES**

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

## DISTRICT 742 STUDENT TECHNOLOGY USE

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

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. 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 (<http://isd742.org/schoolboard/Policies/ap106a.pdf>)

### ***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. 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. 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***

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

### ***Student Expectations***

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

### ***Student Online Safety Rules***

- You will not give out personal information such as telephone number, address, and family information.
- You will not give out the name and location of the school.
- You will tell your teacher right away if you come across inappropriate information.

- You will tell your teacher immediately if someone online attempts to meet with you.
- You will follow the District social media guidelines.

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