This Handbook Belongs To:

Name:________________________________________________

Homeroom:___________________________________________

This handbook 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.

HAVE A GREAT SCHOOL YEAR!
<table>
<thead>
<tr>
<th>IF YOU HAVE A QUESTION ABOUT....</th>
<th>CALL TECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic registration, events, fees, etc.</td>
<td>Athletic Secretary - Ext. 3009</td>
</tr>
<tr>
<td>Club activities, dates, times</td>
<td>Main Switchboard - Ext.3000 Ask for club or activity advisor</td>
</tr>
<tr>
<td>Media Center fines, overdue books, etc.</td>
<td>Checkout desk Ext. 3487</td>
</tr>
<tr>
<td>Your student’s class progress, classroom concern, course grade</td>
<td>Main Switchboard - Ext.3000 Ask for teacher’s voice mail</td>
</tr>
<tr>
<td>Requesting a transcript, or other transcript concerns, set up a counseling appointment, ACT and SAT test dates, post-high school planning, high school planning, PSEO, vocational school program for high school students, etc.</td>
<td>Guidance Secretary - Ext. 3013 Or ask for your student’s counselor</td>
</tr>
<tr>
<td>Your student’s medical records</td>
<td>Health Nurse - Ext. 3026</td>
</tr>
<tr>
<td>Your student’s attendance</td>
<td>Attendance Clerk - Ext 3007</td>
</tr>
<tr>
<td>College catalogs, scholarships and applications</td>
<td>Career Center - Ext. 3013</td>
</tr>
</tbody>
</table>

This handbook 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. Violations of such may result in suspension, expulsion or exclusion. Extreme disruptive or threatening incidents of behavior may warrant immediate suspension from school. This handbook may be changed or amended during the school year.

Copies of the Pupil Fair Dismissal Act and District Discipline Policies are available for review in the Tech Student Affairs Office. Copies will be distributed at times of suspension or upon request.

NOTE: A copy of all District 742 Board Policies, including those which are referenced in this handbook, are available in the Tech Principal’s Office and on the District 742 Website at [http://isd742.org/](http://isd742.org/). Please see an administrator if you have any questions about District or Tech policies.

Thank You!
Welcome to Tech High School!

Everyone here is committed to helping you be successful. Tech has the best teachers and staff in Central Minnesota. Tech is the most excellent high school in the area.

We are the best because our students and staff work together. We respect each other for our differences. When everyone looks, talks and thinks alike, it is a boring world. Tech is not boring. We are exciting because we are not all the same.

We are also the best because we take responsibility for each other and our school. It is our job, all of ours, to be the best. It is not up to me. It is not up to any teacher or group of teachers for academic success in a class. We need student leaders to lead the teachers, yes the teachers, and lead other students. You all will have a chance to show your leadership each day here at Tech.

We are also the best because we take pride in each other and take pride in saying “I go to Tech.” Sometimes when you are the best, you just have to admit that you are. We should be proud of ourselves and each other. Teachers and staff take pride in working with the best kids in Minnesota.

Pride, Respect and Responsibility. These three ingredients are the recipe for the best high school in the state: Technical High School, St. Cloud, Minnesota.

Have a wonderful year.

Roger Ziemann
Tech Principal

**DISTRICT 742 MISSION STATEMENT**

Our mission is to prepare all learners, in partnership with their families and the community, to live and contribute within a changing and diverse world
Pride n. 1. Pleasure or satisfaction taken in one’s work, achievements, or association; Tiger Pride. 2. A sense of one’s own proper dignity, value and self-respect.

Respect v. 1. To feel or show esteem for; to honor. 2. Willingness to show consideration or appreciation.

Responsibility n. 1. Capable of making moral or rational decisions on one’s own, and therefore answerable for one’s behavior. 2. Based upon or characterized by good judgment or sound thinking.
SECTION I: INTRODUCTORY INFORMATION

BACKGROUND INFORMATION

TECH HIGH ALUMNI ASSOCIATION

The Technical High School Alumni Association welcomes you to Tech, a tradition of excellence since 1917.

The Tech campus, which covers approximately six acres, was built in several construction projects. The first three-story section was completed in January of 1917 on the corner of 12th Avenue and 7th Street. In 1938, the size of the school was nearly doubled with the addition of the second three-story section to the north. Clark Field, named for Miss Elizabeth Clark, the first principal of Tech, was constructed in 1942. In 1954, the H.B. Gough addition, named for Harry B. Gough, superintendent of Schools from 1930 to 1958, was completed to the north along 12th Avenue. The first two floors of the west wing across 13th Avenue were completed in 1963, and the third floor was added in 1965. Finally, the athletic wing, which houses the gymnasium and swimming pool, was completed in 1975.

Although Tech has grown to a complex encompassing over 550,000 square feet of floor space, it is more than just bricks and mortar. Tech is a total learning experience. The friends you make and the experiences you have here will remain a memory with you for your entire lifetime.

Tech’s administration, faculty and staff will support and assist you in developing as a total human being. That development will evolve not only from your exposure to Tech’s high academic standards, but from other areas that are part of Tech life. These other areas include athletics and music in the form of choir, pop singers, orchestra, and band. It also includes dramatics and the associated areas of publishing in the form of the yearbook, the student newspaper, and the creative writing magazine. Participation in the Student Council lends experience in government. Other organizations available include the Speech Team, Mock Trial Team, CARE Committee, SADD Club, Youth Service Club, DECA Club, Auto Club, Spanish Club, Honor Society, Knowledge Bowl, Math League, and Peer Helpers.

We hope you will participate in the extra-curricular activities of your choice thereby joining all the previous Tech students in contributing to make Tech a tradition of excellence.

We also hope, when you graduate, you will continue to support Tech by joining and participating in the Tech Alumni Association.
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ALMA MATER

Here’s to Tech, our Alma Mater
Cherished in our song.
Honor, praise, and true devotion
All to her belong.
Lift the chorus, speed it onward.
Upward to the sky!
Hail to thee, our Alma mater
Hail, all Hail, Tech High

SCHOOL SONG

March straight on old Tech High
to fame and honor great.
The glory of our colors
we’ll never let abate.
We’re with you.
March straight on old Tech High
be loyal to her name.
Fight gallantly for dear old Tech
and all her worthy fame.

TECH HIGH SCHOOL
MISSION STATEMENT

T  Tradition and
E  Excellence through
C  Challenge and
H  High Standards

P  Promote
R  Responsibility and Respect for
I  Individuals in a
D  Dignity-filled
E  Environment

TECH HIGH SCHOOL
STUDENTS ARE “FIRST CLASS”

1. We treat each other with dignity and respect.
2. We know our audience when communicating
   and always use appropriate language.
3. We keep our school neat and clean.
4. We solve problems creatively by stopping,
   thinking and discussing our actions.

X
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<td>Margaret Stoterau</td>
<td>Special Education</td>
<td><a href="mailto:Margaret.Stoterau@isd742.org">Margaret.Stoterau@isd742.org</a></td>
</tr>
<tr>
<td>Craig Swanberg</td>
<td>Social Studies</td>
<td><a href="mailto:Craig.Swanberg@isd742.org">Craig.Swanberg@isd742.org</a></td>
</tr>
<tr>
<td>Steven Taylor</td>
<td>Physical Education</td>
<td><a href="mailto:Steven.Taylor@isd742.org">Steven.Taylor@isd742.org</a></td>
</tr>
<tr>
<td>Loren Terfisner</td>
<td>Math</td>
<td><a href="mailto:Loren.Terfisner@isd742.org">Loren.Terfisner@isd742.org</a></td>
</tr>
<tr>
<td>Benjamin Thell</td>
<td>Math</td>
<td><a href="mailto:Benjamin.Thell@isd742.org">Benjamin.Thell@isd742.org</a></td>
</tr>
<tr>
<td>MacKenzie Trick</td>
<td>Special Education</td>
<td><a href="mailto:Mackenzie.Trick@isd742.org">Mackenzie.Trick@isd742.org</a></td>
</tr>
<tr>
<td>Erin Vorpahl</td>
<td>Language Arts</td>
<td><a href="mailto:Erin.Vorpahl@isd742.org">Erin.Vorpahl@isd742.org</a></td>
</tr>
<tr>
<td>Gary Zwack</td>
<td>Band</td>
<td><a href="mailto:Gary.Zwack@isd742.org">Gary.Zwack@isd742.org</a></td>
</tr>
</tbody>
</table>

**SUPPORT STAFF**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Johnson</td>
<td>Activities Director</td>
<td>Jill <a href="mailto:.Johnson@isd742.org">.Johnson@isd742.org</a></td>
</tr>
<tr>
<td>Linda Koltes</td>
<td>Social Worker</td>
<td><a href="mailto:Linda.Koltes@isd742.org">Linda.Koltes@isd742.org</a></td>
</tr>
<tr>
<td>Linda Saupe</td>
<td>School Nurse</td>
<td><a href="mailto:Linda.Saupe@isd742.org">Linda.Saupe@isd742.org</a></td>
</tr>
<tr>
<td>Jean Sonstbye</td>
<td>Support Technician</td>
<td><a href="mailto:Jean.Sonstbye@isd742.org">Jean.Sonstbye@isd742.org</a></td>
</tr>
<tr>
<td>Jody Voight</td>
<td>Media Director</td>
<td><a href="mailto:Jody.Voigt@isd742.org">Jody.Voigt@isd742.org</a></td>
</tr>
<tr>
<td>Trista Wochnick</td>
<td>Psychologist</td>
<td><a href="mailto:Trista.Wochnick@isd742.org">Trista.Wochnick@isd742.org</a></td>
</tr>
<tr>
<td>Jackie Wolschlager</td>
<td>Mental Health Facilitator</td>
<td><a href="mailto:Jackie.Wolschlager@isd742.org">Jackie.Wolschlager@isd742.org</a></td>
</tr>
<tr>
<td>Christina Zabrocki</td>
<td>Police Liaison</td>
<td><a href="mailto:Christina.Zabrocki@isd742.org">Christina.Zabrocki@isd742.org</a></td>
</tr>
<tr>
<td>Period</td>
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</tr>
<tr>
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<tr>
<td>1</td>
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<td>8:30-9:20</td>
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<tr>
<td>2</td>
<td></td>
<td>9:26-10:16</td>
</tr>
<tr>
<td><strong>HR</strong></td>
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<td>10:22-10:32</td>
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<tr>
<td>3</td>
<td></td>
<td>10:38-11:00</td>
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<tr>
<td>4</td>
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<td>11:06-11:28</td>
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<tr>
<td>5</td>
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<tr>
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<td>12:02-12:24</td>
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<td>1:26-2:16</td>
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<td><strong>10</strong></td>
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<td>2:22-3:12</td>
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<table>
<thead>
<tr>
<th>Period</th>
<th>Day</th>
<th>Class</th>
<th>Semester II</th>
<th>Teacher</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>9:26-10:16</td>
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</tr>
<tr>
<td><strong>HR</strong></td>
<td></td>
<td>10:22-10:32</td>
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<tr>
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<td>2:22-3:12</td>
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# TECH HIGH SCHOOL TIME SCHEDULES

<table>
<thead>
<tr>
<th>Time Schedule</th>
<th>Assembly Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 8:30 – 9:20</td>
<td>HR 8:30 – 8:35</td>
</tr>
<tr>
<td>2 9:26 – 10:16</td>
<td>Assembly 8:40 – 9:45</td>
</tr>
<tr>
<td>3 10:38 – 11:00</td>
<td>2 10:28 – 11:00</td>
</tr>
<tr>
<td>4 L 11:06 – 11:28</td>
<td>4 L 11:06 – 11:28</td>
</tr>
<tr>
<td>5 U 11:34 – 11:56</td>
<td>5 U 11:34 – 11:56</td>
</tr>
<tr>
<td>6 N 12:02 – 12:24</td>
<td>6 N 12:02 – 12:24</td>
</tr>
<tr>
<td>7 C 12:30 – 12:52</td>
<td>7 C 12:30 – 12:52</td>
</tr>
<tr>
<td>9 1:26 – 2:16</td>
<td>9 1:26 – 2:16</td>
</tr>
</tbody>
</table>

## Late Start

| 1 10:30 – 10:50 |
| 2 10:56 – 11:16 |

| 4 L 11:22 – 11:44 |
| 5 U 11:50 – 12:12 |
| 6 N 12:18 – 12:40 |
| 7 C 12:46 – 1:08 |
| 8 H 1:14 – 1:36 |
| 9 1:42 – 2:24 |
| 10 2:30 – 3:12 |

## Early Dismissal

| 1 8:30 – 9:13 |
| 2 9:19 – 10:02 |

| 4 L 10:08 – 10:28 |
| 5 U 10:34 – 10:56 |
| 6 N 11:02 – 11:24 |
| 7 C 11:30 – 11:52 |
| 8 H 11:58 – 12:20 |
| 9 12:26 – 12:46 |
| 10 12:52 – 1:12 |
## 2011-2012 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30</td>
<td>Teacher Workshop</td>
</tr>
<tr>
<td>August 31</td>
<td>School Improvement</td>
</tr>
<tr>
<td>August 31</td>
<td>Open House 6:30-8:00</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 6</td>
<td>First day of school</td>
</tr>
<tr>
<td>September 21</td>
<td>Two Hour Early Dismissal</td>
</tr>
<tr>
<td>September 21</td>
<td>Parents Back to School Night 6:30-8:00</td>
</tr>
<tr>
<td>October 20-21</td>
<td>Professional Conference – No School</td>
</tr>
<tr>
<td>November 11</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>November 16</td>
<td>Parent Teacher Conferences (1:30 p.m. – 6:30 p.m.)</td>
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<tr>
<td>November 21</td>
<td>Parent Teacher Conferences (4:00 p.m. - 7:30 p.m.)</td>
</tr>
<tr>
<td>November 24-25</td>
<td>Thanksgiving Break – No School</td>
</tr>
<tr>
<td>December 2</td>
<td>Staff Development/School Improvement</td>
</tr>
<tr>
<td>December 23-31</td>
<td>Winter Break – No School</td>
</tr>
<tr>
<td>January 2</td>
<td>No School</td>
</tr>
<tr>
<td>January 3</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King – No School</td>
</tr>
<tr>
<td>January 17</td>
<td>No School - School Improvement</td>
</tr>
<tr>
<td>January 27</td>
<td>End of First Semester</td>
</tr>
<tr>
<td>February 1</td>
<td>Two Hour Early Dismissal</td>
</tr>
<tr>
<td>February 20</td>
<td>President’s Day – No School</td>
</tr>
<tr>
<td>March 5-9</td>
<td>Mid-Winter Break – No School</td>
</tr>
<tr>
<td>March 12</td>
<td>School resumes</td>
</tr>
<tr>
<td>April 6-9</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 10</td>
<td>No School- School Improvement Day</td>
</tr>
<tr>
<td>April 13</td>
<td>End of Third Quarter</td>
</tr>
<tr>
<td>April 19</td>
<td>Parent Teacher Conferences (4:00-7:30)</td>
</tr>
<tr>
<td>April 23</td>
<td>Parent Teacher Conferences (4:00-7:30)</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day – No School</td>
</tr>
<tr>
<td>May 31</td>
<td>Last day for Seniors</td>
</tr>
<tr>
<td>June 4</td>
<td>Tech Graduation</td>
</tr>
<tr>
<td>June 5</td>
<td>Apollo Graduation</td>
</tr>
<tr>
<td>June 6</td>
<td>Last Day for Students/End of Fourth Quarter</td>
</tr>
<tr>
<td>June 7</td>
<td>Staff Development Day (Snow Make-up day if needed)</td>
</tr>
<tr>
<td>June 8</td>
<td>Staff Development Day (if snow day make-up is on June 7th)</td>
</tr>
</tbody>
</table>
GENERAL STUDENT INFORMATION

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

ALARMS – EVACUATION (Board Policy 803)
Bomb, Chemical, Intruder and Medical
Students are to follow the Crisis Response Plan (Tech) Crisis Management Plan (Apollo)
Fire
Everyone is to leave the building when an alarm is sounded. Persons failing to do so will face disciplinary and/or legal action. Any student tampering with a fire detection device will be suspended and will be subject to prosecution by the proper authorities.
Tornado
Everyone is to familiarize himself or herself with the evacuation plan in each room in the building to know where the designated safe areas are.

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

ANNOUNCEMENTS
A concerted attempt will be made to make announcements in multiple formats which could include printed, electronic media, webpage, etc, in order to help students and parent(s)/guardian(s) to be advised of all school related opportunities. Announcements include items of interest and importance to students.
Apollo
Announcements are read to students by first period teachers. They must be endorsed by an administrator or faculty member and given to the Principal’s secretary. Announcements are also posted on the Apollo website and TV screens in the resource center.
Tech
Students make announcements over the PA during homeroom each day.

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

MLAP is an alternative educational experience for learners in grades 7-10 and under the age of 16 who are unable to achieve maximum potential within their current educational setting.
Wilson Senior High Program serves students 16 and over who are willing to commit to regular attendance and meet the high school graduation incentive criteria.
PACE is an independent study program for students in grades 10-12.
PLADO is a technology – based program for students 16 and older that have been expelled, are in transition or hospitalized, or have been dropped from other ALC Programs.
TAPP serves the education, health, and social welfare needs of pregnant teens and young parents of school age.

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

Tech
Backpacks are not allowed at assemblies.

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

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

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

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

Apollo
Bike racks are located by door 5.

ALC
Bike racks are located by door 5.

BOARD POLICIES
Please refer to the District 742 web page at www.isd742.org for complete board policies or contact your 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)

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

ALC
Cell phones must remain “off” or on “vibrate” during school hours. Students may make important and necessary phone calls in the office area. If a cell phone is out during the school day, staff will ask the student to put their cell phone away. If repeated warnings are given, the item may be taken away and held in the office until the end of the day or may be held by administration until a parent or guardian can come to school to pick the electronic device up.

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

CLOSED CAMPUS POLICY

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

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

Students are welcome to browse and check the guidance materials with the secretary. The counselors interview every student each year. Students are also invited to make appointments during their independent study time or before school to visit with their counselor. Please note: Students are required to sign in and out of the Guidance Center.
Apollo
Guidance counselors are: Ms. Neumann (A – Ha ) Mr. Larson (He - Q) Ms. MacLeod (R – Z)
Tech
Guidance counselors are: Erin Bloch (A – F) Gretchen VanHauen (G –K)
Bridget Hamak (L – P), and Krisi Lain (Pr – Z).
ALC
Guidance counselors are: Sam Nordby and Jenni Schad.

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
Apollo
All exterior doors will be locked at 8:30 am each day. All visitors enter door 2 or door 7.
Tech
All exterior doors will be locked at 8:30 am each day. All visitors enter door 20.
ALC
All doors locked at 8:25 except door 3. All visitors enter door 5.

DRESS CODE/PERSOAL 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, guns, violence or sex.
   (Ex. Senor Frog, Hooters, Co-ed Naked, Etc.)
4. T-shirts, which promote “Senior Skip,” or similar T-shirts are not to be sold,
   distributed, or worn during school hours or at school functions.
5. Low slung pants, halter-tops, tube tops, shirts with one sleeve, spaghetti straps,
   muscle shirts, low cut shirts, exposed midriffs, and visible undergarments are all
   examples of dress that are unacceptable in an educational setting. Very short skirts
   and shorts are also unacceptable. Skirts, skorts, and shorts must come to mid-thigh
   or two to three inches above the knee.
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 or
   acknowledged gangs or gang activity is prohibited. Gang-related personalization is
   not permitted on hats, on items of clothing or on one’s person. No bandanas of any
   color, size, or shape may be carried, worn, or displayed on school property. This
   also includes simulations of anything representing “colors.” Any gang related attire
will not be permitted on campus. This activity is viewed as disruptive to the educational process and maybe grounds for dismissal or suspension.

8. Choke chains, bike chains, logging chains, spiked collars, etc. Chains that are attached to wallets and a belt or belt loop are allowed if the chain is not more than 12 inches in length. Chains longer than 12” may be confiscated and parents must pick them up in the attendance office.

9. Sunglasses should be removed upon entering the building.

10. Hairstyles that completely cover and conceal a student’s face are not acceptable.

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

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

FIELD TRIPS (Board Policy 610)
It is the policy of the school to furnish supervision for groups going to other cities, schools, and/or other places on field trips. The school will arrange for transportation on such trips; private cars are not allowed.

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

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

Student Responsibility on Field Trips

1. School rules are in effect during the entire trip.

2. Any student caught smoking or breaking a trip rule, such as curfew or failure to show up in time for departures or performances will be dealt with upon return. However, the student will not be allowed to further participate in any activity on the trip. A chaperone will be assigned to monitor the student’s behavior until they return.

3. Major violations such as possession and/or use of drugs and/or alcohol will result in immediate suspension of the student from the group, when prior to notifying the parent. The student’s parents will then be notified immediately and the student will be sent home as soon as possible.

4. Should a student be sent home, it is the parent’s responsibility to pay for the cost of the student’s return home unless insurance covers the cost. The parents will also be responsible for picking the student up upon his/her return.

5. Any student sent home will be suspended from school upon his/her return from the activity and will go through the normal school referral process. If, for practical reasons, a decision is made to keep a student with a group, the student will not be allowed to participate in any further activity. A chaperone will be assigned to monitor the student’s behavior until the group returns.

6. All students regardless of age and/or grade will be expected to follow the same rules. Seniors who have graduated and are still part of an activity must also agree to all rules as outlined.

7. All students will be asked to sign an agreement stating compliance to these outlined rules.

8. If a field trip bus returns to school after midnight, students may arrive any time prior to 9:20 a.m. the next morning. This will be considered an excused absence from school.
FINES/FEES UNPAID
Students are encouraged to promptly pay fines or fees for books and other items. Unpaid fines and fees will delay graduation clearance.

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

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

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

HARASSMENT (Board Policy 413)
Harassment can take many forms and is unwanted behavior that significantly interferes with a student’s educational life. Everyone has the right to feel safe. The school staff supports all students' rights to learn and grow in a safe, positive school environment.

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

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

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

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

What Can You Do About Harassment??
- SAY STOP!!!! - Tell the harasser you do not like his/her behavior and you want it to stop. Be firm.
- **TELL SOMEONE!** - Talk to a teacher, counselor, or administrator. Discuss the situation with a parent or other family member. Fill out a Harassment Complaint Form.
- **KEEP RECORDS!** - If the harassment continues, write down what happened. Record dates, times, places, names of witnesses and any other information that will verify what happened.

**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 $5.00. Due to safety and security concerns, students are to identify him/her self when asked by an adult in the school building. Failure to give correct identification may result in disciplinary consequences.

**IN-LINE SKATES/SKATEBOARDS**
The use of in-line skates and skateboards inside the school building, or on the campus is prohibited.

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

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

**LOCKERS**
All students are assigned a locker. A student’s school locker is the property of the St. Cloud School District and must be used for the purposes intended; a storage area for books, school supplies, and outdoor clothing. The cost of repairing any damage to lockers will be charged to the student. All items must be removed from lockers at the end of the school year. Items left in lockers at the end of the year will not be returned. The use of a locker other than the one assigned to the student is prohibited. Combinations are not to be given to friends at any time. School authorities for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Any non-school issued or approved locks will be cut off immediately. This policy also applies to the physical education lockers and athletic lockers.

**LOSS OF SCHOOL PRIVILEGES**
Students may lose the privilege of attending school activities for violation of school rules and district policies. When a student is dismissed or suspended from school, the student cannot participate in or observe any extracurricular, club, or school-sponsored activities regardless of location.
LOST AND FOUND
Students are urged to cooperate by turning into the office all articles they find and to ask about articles they may have lost. Unclaimed articles are usually donated. Lost and found items are found in the Apollo Attendance Office, ALC in the office, and at Tech in the in-school suspension room.

MEDIA CENTER / RESOURCE CENTER CHECKOUT
Students must have a designated school ID in order to check out any books or materials. No temporary ID’s will be issued.

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

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

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

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

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

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

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

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

2. Students should abide by all posted traffic signs and markings in the school parking lots. Students failing to follow traffic signs and markings may be subject to disciplinary action and/or legal action.

3. Students are encouraged to use school buses, car-pooling or public transportation.

4. Parking permits must be displayed as prescribed. Seniors and juniors will have first priority for parking permits.

5. Parking permit vehicle registration can only be for student’s car and other family vehicles that the student may drive to school and are registered in the office.

6. Seniors, Work Experience, Elementary Aide and Post Secondary students will have priority for parking.

7. All cars that are not parked in the designated parking areas, in no parking zones, without parking permits or illegal parking permits may be subject to removal at owner’s expense. (School Board Policy 1330.1)

8. Any student found in the parking lot during school hours without permission is subject to disciplinary action.

9. Students are expected to use caution when using parking lots. Please use the safety lights/crosswalk area. Students are not to loiter in the parking lots.

10. Students may be required to submit to an automobile search as a condition of parking in the school lot.

11. There is no 24-hour parking in any school lot unless the vehicle is well marked for a field trip or away athletic contest. Car may be towed at permit holder’s expense.

Violation Consequences

Apollo/Tech

1. Warning sticker given

2. Conference with principal / warning

3. Parent notified

4. Car will be towed at student’s expense.

PETITION RIGHTS

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

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.

POOL PROCEDURES AND PRACTICES
1. All doors to the pool will be locked when the pool is not in use.
2. No students will be allowed in the pool area without the presence of an instructor or lifeguard.
3. All students will receive an orientation to pool safety (in their own language when possible). They will also be pre-tested to determine their swimming skills. Students who are not skilled will remain in the shallow end of the pool or be assigned to a special class for non-swimmers.
4. In addition to the beginning of class attendance, a safety attendance check will be done during the class and class attendance will be taken at the end of the class. Lifeguards will complete a head count frequently throughout the class.
5. Direct instruction will take place in squads or small groups.
6. A partner system will be used in all schools. Partners will be instructed to complete frequent partner checks with each other and report absences to the lifeguard.
7. After class is dismissed, the instructor is to walk around the pool perimeter to make a visual inspection of the pool to be sure that all students are out of the water and to assure that the deck area is clear of equipment, etc.
8. The instructor will exit and lock the doors to the pool (Board approved 4/27/00)

POSSSESSION 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)
- 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 instruction 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 high school, but must follow established procedures.

RESPONSIBILITY PASS
A responsibility pass may be issued to a 10th grader and second semester 9th grader if the student is performing up to his/her ability in all classes. Students who receive the pass will be restricted to the cafeteria, front lawn, resource center, or computer labs. Students abusing the privilege will have the pass removed and be placed in a study hall.
SCHOOL RESOURCE OFFICER
In cooperation with the St. Cloud Police Department, a police resource officer is assigned to each school. In addition to working closely with school administrators and faculty, the police officer is involved in classroom presentations about various aspects of law enforcement, is available to conduct investigations and is visible throughout the school day. Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.

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.

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

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

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

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

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

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 website @ ISD742.org, WJON/WWJO, KNSI/KCLD, KISS-FM, KKS, WVAL/WHMH, KASM, KCCO-TV, KRWC, Cable channel 6, WCCO, and KARE11 radio. Parents should refrain from calling school.

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

ACADEMIC HONESTY/INTEGRITY

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

Definition:
With regard to individuals, academic dishonesty includes, but is not limited to:
1. Cheating on a quiz or test by using concealed answers or by copying another student’s work
2. Copying an assignment, worksheet, or sharing information about an assignment or test.
3. Offering to another student the answers to an assignment, worksheet, or test, whether solicited or unsolicited, in written or verbal communications.
4. Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.
5. Lying to a teacher about academic activities.
6. Failing to indicate quotations taken from a source or failing to identify sources in writing (plagiarism).
7. Use of electronic or computer media (internet, teacher grade books, etc.) in an academically dishonest manner is prohibited.

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

Consequences:
In each teacher’s syllabus for each class, there will be consequences listed for academic dishonesty (cheating). The teacher will enforce the consequences when cheating has occurred.

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

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

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

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

Granting of Diplomas:
1. Students must provide proof of prior years of study and courses completed.
2. Students must meet the same course and credit requirements as other High School students.
3. Students must be enrolled in at least 10 credits during senior year, including English and U.S. History or senior social studies.
4. Students in grade twelve who do not meet the academic requirements listed above will be able to go through graduation and receive a Certificate of Attendance.

Honors and High Honors:
1. Students will not qualify for listing as graduating with Honors unless they are receiving a diploma and have the appropriate rank in class to qualify.
2. Even if the student is not eligible to receive a diploma, exchange students, as keepsakes, can purchase honor cords if their rank qualifies them.

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

GRADING

APOLLO (FOR TECH SEE PAGE 16)
Grades are issued in all courses on a trimester schedule. Listed below are the grades, including honor points used to determine the class rank in grades 9 through 12. Honor Cords are based on GPA from second trimester grades for grades 9 – 12.

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

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

Advanced Placement /Weighted Grades:
Advanced Placement courses at Apollo will be awarded weighted grade points.

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

If a student repeats a course, the grade received the second time will replace the original grade.
APOLLO
An “I” incomplete should be made up within two weeks after the close of a grading period. In cases of prolonged excused absences, a student may be given special permission to use longer time in which to complete work.

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

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

Level 1 Courses:
Designed for students who are generally about grade level.

Level 2 Courses:
Designed for students who are generally below grade level.

Unleveled Courses:
Designed for students of all abilities and interests.
Grade point average is determined by trimester grades for 9th grade thru 12th grade.

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

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

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

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

All of the courses currently offered are placed in one of three levels for purposes of awarding honor points used in computing grade point averages. Grades earned, and subsequent honor points credited, reflect the level assigned to the course. This system should not be confused with the “Track” system in that students are registered in courses of varying levels depending on interests and abilities. The following information describes the course levels currently used:

Level 1 Courses:
Designed for students of high academic ability. Students enrolled in Level I courses usually rank in the top 1/3 of their class.
Level 2 Courses:
Designed for students of all academic abilities and interests. Most of the required courses and nearly all of the elective courses are Level 2 courses.

Level 3 Courses:
Designed for students who are generally below grade level in achievement and whose records indicate a need for additional help and instruction in the fundamentals of the course. Students whose programs include a number of courses of this level usually rank in the lower 15% of their class.

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

<table>
<thead>
<tr>
<th>Level</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
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<td>0.8</td>
<td>0.5</td>
<td>0.2</td>
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</tbody>
</table>

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

GRADUATION REQUIREMENTS (Board Policy 613)

APOLLO
Course/Credit Requirements for Students
A. Each student must complete a total of 63 trimester credits* during grades 9-12
B. Each student graduating must pass the Minnesota Comprehensive Assessments II / GRAD in the following subjects.
   a. Writing – Grade 9
   b. Reading – Grade 10
   c. Math – Grade 11

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

TECH
1. Students must have 43 credits to graduate from Tech High School.
   Arts                      2.0
   Electives                 12.0
   English                   8.0
   Math                      6.0
   Fitness for Life/Health   2.0
   Science                   6.0
   Social Studies            7.0

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

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

2. Students must achieve passing scores on the Minnesota Comprehensive Assessments in reading, writing and math.
3. Students must successfully complete the necessary content standards of any state and federal requirements for their graduating class. Please see your counselor for current information.

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

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

**Honor Graduates**

**Tech:** Seniors with a 4.1 GPA 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. GPA for honors will be determined by early senior grading in May of the graduation year.

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

**Early High School Completion:**

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

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

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

Students receiving a diploma through early graduation will forfeit their co-curricular eligibility.

It shall continue to be the practice of District 742 Community Schools that diplomas will be issued only at the official commencement of the school in the spring. School officials will, upon request, certify by transcript the completion of graduation requirements for students requesting early graduation.

**INDEPENDENT STUDY / RESPONSIBILITY PASS**

**Apollo**

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

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

Independent study may be done in classroom, resource center, or lab area or commons. Responsibility passes will be issued to 9th and 10th graders upon the completion of the first trimester bases on grades, attendance, and behavior.
PASS/FAIL GRADES
Students in grade 10-12 will have the option to take one class per semester/trimester for a pass/fail grade. This grade will not impact overall GPA. See your counselor or teacher for more information.

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

TRANSCRIPTS (Board Policy 621)
General
Students who wish to obtain a copy of their official transcripts for post-secondary institutions or employment must complete a release form signed by both the student and a parent. The release form is available in the guidance office. Unofficial copies are available without the release form. There will be a $1 charge.

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

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

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

WITHDRAWAL PROCEDURE
Please notify your school counselor as soon as you know you will be moving to another school. You will be given a transfer slip, a report card and other pertinent information to present to the new school. Your records will be forwarded when the new school requests them.

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

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

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Apollo</th>
<th>Tech</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
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<tr>
<td>1st Sem/Tri</td>
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<tr>
<td>2nd Sem/Tri</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>3rd Tri</td>
<td>12</td>
<td></td>
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<tr>
<td>10th Grade</td>
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<td></td>
</tr>
<tr>
<td>1st Sem/Tri</td>
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<tr>
<td>2nd Sem/Tri</td>
<td>22</td>
<td>19</td>
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<tr>
<td>3rd Tri</td>
<td>27</td>
<td></td>
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<td>11th Grade</td>
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<td></td>
</tr>
<tr>
<td>1st Sem/Tri</td>
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<td>2nd Sem/Tri</td>
<td>39</td>
<td>31</td>
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<tr>
<td>3rd Tri</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>12th Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Sem/Tri</td>
<td>51</td>
<td>37</td>
</tr>
<tr>
<td>2nd Sem/Tri</td>
<td>57</td>
<td>43</td>
</tr>
<tr>
<td>3rd Tri</td>
<td>63</td>
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</tr>
</tbody>
</table>

Students who are participating in a winter sport will have eligibility verified before the season begins and also when report cards are available for the first semester. (Example: A basketball player in the 11th grade would need at least Apollo 22/Tech 18 credits at the beginning of the season but would need at least Apollo 33/Tech 24 to continue his/her eligibility into the second semester of the season.). It should be understood that the coach in any sport could add to these academic eligibility requirements. Any exception to the above requirements would have to be approved by the Building Placement Units.

BUS TRIP REGULATIONS
1. The students must be an enrolled student.
2. The student must return on the bus, which he/she traveled. Substitutions must be cleared through the attendance office.
3. Refunds will NOT be given after transportation contracts for the buses have been arranged.
4. Misconduct on the bus or during the trip could result in suspension from all future bus trips.
DANCE
The following policy applies to all school sponsored dances:
• Only students who are enrolled at Tech, Apollo or ALC are eligible to attend. If you are bringing a guest from another school you must sign your guest up prior to the date of the dance.
• All students bringing guests, currently not enrolled must sign their guests up prior to the date of the event in the office.
• Current I.D. cards are required.
• All High School and District 742 rules apply and are enforced.
• We reserve the right to deny admission to anyone.
• Once leaving the dance, you may not return.
• You may not use your locker at any time.
• You are not to be out of the dance area for any reason.

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

FUND RAISING (Administrative Procedure 760A)
Any fund raising or fund requesting by a coach or activity advisor for the purpose of team welfare or promotion must have prior written approval from an administrator or activities director. The proper forms are available in the Activities Office. Only school fundraisers will be sold in the building.

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

TICKETS
Individual Contest Tickets: Adults $6.00
                          Students $4.00
Yearly Punch Cards: Good for admission to Football, Volleyball, Boys and Girls Swimming, Boys and Girls Soccer, Boys and Girls Basketball, Wrestling and Gymnastics events. Punch cards cannot be used for hockey, baseball, invitational tournaments and MSHSL tournaments.

Adult Punch Cards: $50.00 for 10 punches ($60.00 value)
Student Punch Cards: $30.00 for 10 punches ($40.00 value)
Punch cards can be purchased at Tech and Apollo Activities Office.
*Students are anyone in grade K-College (under 21). College students must show current I.D.

NATIONAL HONOR SOCIETY (NHS)
The Apollo and Tech High School Chapter of the National Honor Society were established to acknowledge and encourage outstanding student achievement in scholarship, character, service and leadership. A faculty council determines and conducts a selection process. Students who meet the following criteria are eligible to be considered for selection:

Currently a student in grade 11 or 12, or in a post-secondary program;
• In attendance for at least one semester;
• Cumulative G.P.A. of at least 3.6 for Apollo; 4.0 for Tech
• Student selection information materials returned by due date.
The faculty council evaluates all eligible students who return selection information materials by the due date established. Students are selected on the basis of their service, leadership, scholarship and character. Not all eligible students are selected for membership in NHS. Eleventh grade students not selected in the previous year and who are eligible again in the current year may be considered again for membership and are encouraged to submit selection materials.

Membership in NHS is not only an honor, but also a responsibility and, once selected, students are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Each member will participate in a selected NHS service project. The food drive, clothing drive, adopt-a-highway program, and walk for technology are examples of recent service projects. NHS members will also commit twenty hours to personal service such as peer tutoring. Seniors are eligible to be nominated to apply for NHS national scholarships.

The two local NHS chapters conform to the national Constitution set forth by the National Council and the local chapter bylaws. Students who fail to meet the expectations set forth in the local chapter’s bylaws may be dismissed from NHS. There is an annual local chapter membership fee currently set at $20.00.

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

PHYSICAL EXAMINATIONS

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

SPORTSMANSHIP CREED FOR CENTRAL LAKES CONFERENCE

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

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

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

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 school 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.

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

Tardy to Class / Study Hall
- The classroom teacher will handle tardies to class. Teachers will talk with students and contact parents when tardies become excessive. Points can be deducted from a student’s class grade if the student is tardy without an excused reason. If the teacher has had a conference with the student and contacted the parents and the problem continues, a Disciplinary Referral may be filled out and given to the appropriate Assistant Principal.
- Five unexcused tardies equal one class period truant.
- Students who are 10 minutes late to class without an excused pass will be marked truant for that class.

ABSENCE REPORTING
Parents are expected to call before 8:30 a.m. on the day of their child’s absence. The school office is open at 7:30 a.m.; and voice mail is available 24 hours a day.
- Apollo (320) 253-1600 extension 2007
- Tech (320) 252-2231 extension 3007 or online at http://isd742.org/~tech/ and click on the attendance link.
- ALC (320) 251-4963extension 5500

ACTIVITIES
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.

EARLY RELEASE PASSES
Juniors and seniors who are open during period 7(Apollo) or period 10 (Tech) may apply for a period 7 (Apollo) or a period 10 (Tech) pass. This pass will be issued if the student is doing satisfactory work, has good attendance, and parent permission has been granted. A period 7 or 10 pass may be revoked at administration discretion.
ILLNESS DURING THE SCHOOL DAY
Students who become ill during the school day must report to the Health Office. The Health Office will make the necessary arrangements for students to go home. **Students should never leave the building ill without reporting to the Health Office or the absence may be considered unexcused.**

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

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

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

ALCOHOL/DRUGS/CHEMICALS/CONTROLLED SUBSTANCES (Board Policy 506A & 553A)
The purpose of this policy is to ensure that students are aware of and comply with the School District’s expectations for student conduct. Such compliance will enhance the School District’s ability to maintain discipline and ensure that there is no interference with the educational process. The School District will take appropriate disciplinary action when students fail to adhere to the Code of Student conduct established by this policy.

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

Infractions the student may be:
- Suspended out of school.
- Placed in an alternative setting or programs.
- 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

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<th>5th Offense</th>
<th>6th Offense</th>
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<tbody>
<tr>
<td>Warning by Trans. Dept.</td>
<td>Warning by Principal</td>
<td>3 day bus Suspension</td>
<td>5 day bus Suspension</td>
<td>2 week bus Suspension</td>
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CONSEQUENCES FOR CLASS 2 OFFENSES 9 – 12

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<th>1st Offense</th>
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<tbody>
<tr>
<td>3 – 5 day bus Suspension</td>
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CONSEQUENCES FOR CLASS 1 OFFENSES K – 8

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<tr>
<th>1st Offense</th>
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<tbody>
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<td>Warning by Trans. Dept.</td>
<td>Warning by Principal</td>
<td>1-3 day bus Suspension</td>
<td>3-5 day bus Suspension</td>
<td>5-10 day bus Suspension</td>
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<td>School Year Suspension</td>
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CONSEQUENCES FOR CLASS 2 OFFENSES K – 8

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<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>5th Offense</th>
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<tbody>
<tr>
<td>1 – 3 day bus Suspension</td>
<td>3 - 5 day bus Suspension</td>
<td>5-10 day bus Suspension</td>
<td>10 day bus School Year Suspension</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

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, look-alike 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) Using an ignition device, including butane or disposable lighter or matches, inside an education building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17) Violation of any local, state or federal laws as appropriate;
18) 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;
19) Possession of nuisance devices or objects which cause distractions, including, but not limited to pagers, radios, and phones;
20) Violation of school bus or transportation rules or the school bus safety policy;
21) 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;
22) Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23) Possession or distribution of slanderous, libelous or pornographic materials;
24) 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;
25) Criminal activity;
26) Falsification of any records, documents, notes, or signatures;
27) 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;
28) 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
MEDICAL INFORMATION

ACCIDENTS (Administrative Procedures 552A)
All accidents, no matter how minor, must be reported to Health Services or to the Attendance Office. An Accident Report form should be completed at that time. This information is required for insurance claims.

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

HEALTH SERVICES (Board Policy 516.2)
Students who have an accident or become ill during the school day should report to the Health Office. Health records are kept for each student according to Minnesota law. Examples of information include:

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

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

ILLNESS DURING THE SCHOOL DAY (Administrative Procedure 516.3A)
Students who become ill during the school day must report to the Health Office. If a student needs to go home during the school day, the Health Office must make the necessary arrangements. Students should never leave the building ill without reporting to the Health Office.

IMMUNIZATIONS (Board Policy 516.1)
Minnesota Statutes, 121A.15 mandates that all persons who are enrolled in a Minnesota School, pre-kindergarten through grade 12, be adequately immunized or meet one of the exemption options. All students enrolled in District 742 must comply with the MN Department of Health Immunization Laws. Contact your school nurse or go to the MN Department of Health web page for details.

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

LATEX SAFE ENVIRONMENT
District 742 Schools are a latex safe environment. Due to health concerns of our staff and students, please don’t bring latex items into our school. This includes latex balloons. For questions and/or a list of items that commonly contain latex, see the school nurse.
**MEDICATIONS**
If it becomes necessary for a student to take any form of medication at school, prescription or non-prescription, a parent signature is required on the designated form from the Health Office at school. All medication must be kept in and dispensed through the Health Office. Students found in possession of any medications may be suspended from school.

**PEANUT ALLERGY (Administrative Procedure 751A)**
A Food Allergy plan as recommended by the Food Allergy and Anaphylaxis Network, has been established in District 742 schools. Signs are posted whenever a food item being sold may contain any peanut products.

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

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