

# **STUDENT HANDBOOK**

**TECH HIGH SCHOOL**  
233 12<sup>th</sup> Avenue South  
St. Cloud, MN 56301

Telephone: (320) 252-2231

**This Handbook Belongs To:**

**Name:** \_\_\_\_\_

**Homerom:** \_\_\_\_\_

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

**HAVE A GREAT SCHOOL YEAR!**

<b>IF YOU HAVE A QUESTION ABOUT....</b>	<b>CALL TECH</b>
Athletic registration, events, fees, etc.	Athletic Secretary - Ext. 3009
Club activities, dates, times	Main Switchboard - Ext.3000 Ask for club or activity advisor
Media Center fines, overdue books, etc.	Checkout desk Ext. 3487
Your student's class progress, classroom concern, course grade	Main Switchboard - Ext.3000 Ask for teacher's voice mail
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.	Guidance Secretary - Ext. 3013 Or ask for your student's counselor
Your student's medical records	Health Nurse - Ext. 3026
Your student's attendance	Attendance Clerk - Ext 3003
College catalogs, scholarships and applications	Career Center - Ext. 3013

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/>. 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

**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

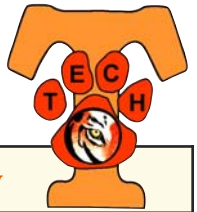
**Respect** *v.* **1.** To feel or show esteem for; to honor. **2.** Willingness to show consideration or appreciation.

# Responsibility

**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.



# TIGER EYE ON SUCCESS



	Pride	Respect	Responsibility
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Work to your potential</li> <li>• Be an active learner</li> <li>• Pick up and keep classroom clean</li> <li>• Reduce, reuse, recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Respect self, others, and property</li> <li>• Accept differences and include all</li> <li>• Use appropriate language, volume and tone</li> <li>• Keep comments positive</li> <li>• Participate cooperatively</li> </ul>	<ul style="list-style-type: none"> <li>• Use planners</li> <li>• Plan for absences and make up missed assignments</li> <li>• Cell phone put away and on silent</li> <li>• Arrive quietly and on time</li> <li>• Be prepared, organized, and use class time wisely</li> <li>• Do your own work</li> <li>• Stay on task and be attentive</li> <li>• Complete all assignments on time</li> <li>• Wait for the bell before leaving class</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Make healthy choices</li> <li>• Leave cafeteria clean</li> <li>• Reduce, reuse, recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Be welcoming and accepting of others</li> <li>• Respect property, and personal space</li> <li>• Use appropriate language, volume and tone</li> <li>• Be patient</li> <li>• Be polite and say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Take only what you will eat</li> <li>• Finish and leave in a timely manner</li> <li>• Return tray and silverware</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Be welcoming and helpful</li> <li>• Show school spirit</li> <li>• Gather up your belongings</li> <li>• Dispose of trash and litter</li> <li>• Reduce, reuse, recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous and respectful of yourself, classmates, staff, personal space, and property</li> <li>• Use appropriate language, volume, and tone</li> <li>• Keep traffic areas clear and allow space for others to pass comfortably</li> </ul>	<ul style="list-style-type: none"> <li>• Know and comply with school policies</li> <li>• Walk safely</li> <li>• Use for passing time only</li> <li>• Socializing is welcome in cafeteria and student center</li> </ul>
<b>Learning Resource Center, Computer Lab, and Student Center</b>	<ul style="list-style-type: none"> <li>• Leave area clean</li> <li>• Reduce, reuse, recycle</li> <li>• Use time and resources for learning</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property, self, and others</li> <li>• Use appropriate language, volume, and tone</li> <li>• Be quiet and courteous</li> <li>• Share and respect needs for resources</li> </ul>	<ul style="list-style-type: none"> <li>• Observe LRC rules</li> <li>• Use time to complete schoolwork</li> <li>• Use technology appropriately</li> <li>• Socialize in cafeteria or student center</li> <li>• Gather your belongings</li> <li>• Push in chairs</li> <li>• Return materials</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Keep bathrooms clean</li> <li>• Conserve water, paper, soap, and energy</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy of others</li> <li>• Treat property with respect</li> <li>• Use appropriate language, volume, and tone</li> <li>• Share sink, mirror, and dryer</li> </ul>	<ul style="list-style-type: none"> <li>• Flush</li> <li>• Wash your hands</li> <li>• Use restroom between classes</li> <li>• Be quick</li> <li>• Be chemical free</li> </ul>
<b>Extra Curricular Activities</b>	<ul style="list-style-type: none"> <li>• Get involved and support activities</li> <li>• Be a positive representative of our school</li> <li>• Gather belongings and litter when leaving</li> <li>• Reduce, reuse, recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Respect self, others, and facilities</li> <li>• Arrive on time to events</li> <li>• Use appropriate, language, volume, and tone</li> <li>• Keep comments positive</li> <li>• Leave without disruption</li> </ul>	<ul style="list-style-type: none"> <li>• Know and adhere to code of conduct</li> <li>• Practice good sportsmanship and audience courtesy</li> <li>• Cell phone put away and on silent</li> </ul>

## **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 12<sup>th</sup> Avenue and 7<sup>th</sup> 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 12<sup>th</sup> Avenue. The first two floors of the west wing across 13<sup>th</sup> 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.

## ADMINISTRATION

Roger Ziemann	Principal	Roger.Ziemann@isd742.org
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Jennifer Lecy – Special Education  
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Lisa Letofsky-World Language  
Laura Lundebrek-Special Education  
Michelle Mages-Special Education  
Gregg Martig – Social Studies  
Kara Mather – Orchestra  
Marissa Mahowald – Vision  
Ann Meyer- Special Education  
Mary Neumann-Counselor  
Jackie Peterson – ELL  
Naomi Pilantz– World Language  
Sara Richards- Special Education  
Kristina Rients- Math  
Jennifer Robak- Special Education  
Kate Schmitz- ELL  
Rodney Schindele – Special Education  
David Schorn – Social Studies  
Karmin Schraw – Language Arts  
Joan Schrofe – Language Arts  
Harel Sharp – Science  
Brenda Siers – Math  
Trude Sowada- FCS  
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#### **SUPPORT STAFF**

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Linda Koltres – Social Worker  
Philicity Messman- Mental Health Facilitator  
Linda Saupe – School Nurse  
Jean Sonsteby – Support Technician  
Jody Voigt – Media Director  
Trista Wochnick – Psychologist  
Tara Vargason– Police Liaison

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STUDENT SCHEDULE

<b>Period</b>	<b>Day</b>	<b>Class</b>	<b>Semester I Room</b>	<b>Teacher</b>
<u>1</u>				
<u>2</u>				
<u>HR</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
<u>7</u>				
<u>8</u>				
<u>9</u>				
<u>10</u>				

<b>Period</b>	<b>Day</b>	<b>Class</b>	<b>Semester II Room</b>	<b>Teacher</b>
<u>1</u>				
<u>2</u>				
<u>HR</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
<u>7</u>				
<u>8</u>				
<u>9</u>				
<u>10</u>				

**TECH HIGH SCHOOL TIME SCHEDULES**

**Time Schedule**

1		8:30 – 9:20
2		9:26 – 10:16
HR		10:22 – 10:32
3		10:38 – 11:00
-----		
4	L	11:06 – 11:28
5	U	11:34 – 11:56
6	N	12:02 – 12:24
7	C	12:30 – 12:52
8	H	12:58 – 1:20
-----		
9		1:26 – 2:16
10		2:22 – 3:12

**Assembly Schedule**

HR		8:30 – 8:35
Assembly		8:40 – 9:45
1		9:51 – 10:22
2		10:28 – 11:00
-----		
4	L	11:06 – 11:28
5	U	11:34 – 11:56
6	N	12:02 – 12:24
7	C	12:30 – 12:52
8	H	12:58 – 1:20
-----		
9		1:26 – 2:16
10		2:22 – 3:12

**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

## 2012-2013 Calendar

August 27	School Improvement
August 28	Teacher Workshop
August 29	School Improvement
August 29	Open House 4:30-6:00
September 3	Labor Day
September 4	Freshmen and New Students Report to School
September 5	All Students report to school
September 7	Picture Day
September 24-29	Homecoming Week
October 9	Progress Reports
October 16	Parent Teacher Conferences (4:00-7:30)
October 17	2 Hour Early Dismissal
October 18 - 19	Professional Conference – No School
November 9	End of First Quarter
November 19	Parent Teacher Conferences (4:00 p.m. – 6:00 p.m.)
November 20	Parent Teacher Conferences (1:30 p.m. - 6:30 p.m.) – No School
November 21-23	Thanksgiving Break – No School
December 7	Staff Development/School Improvement – No School
December 14	Progress Reports
December 24-31	Winter Break – No School
January 1	No School
January 2	Classes resume
January 21	Martin Luther King – No School
January 22	No School - School Improvement
January 25	End of First Semester
February 13	Two Hour Early Dismissal
February 18	President's Day – No School
February 22	Progress Reports
February 28	Parent Teacher Conferences (4:00-7:30)
March 4-8	Mid-Winter Break – No School
March 11	School resumes
March 29-April 1	Spring Break
April 5	End of Third Quarter
April 11	Parent Teacher Conferences (4:00-7:30)
May 10	Progress Reports/Early Senior Grading
May 27	Memorial Day – No School
May 31	Last day for Seniors
June 3	Apollo Graduation
June 4	Tech Graduation
June 5	Last Day for Students/End of Fourth Quarter
June 6	Staff Development Day (Snow Make-up day if needed)
June 7	Staff Development Day (if snow day make-up is on June 7 <sup>th</sup> )



## **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 engage 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 their selves 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 during planning room. 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.

**SHAP** 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.

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

### **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 doors 3 and 5.

### **BOARD POLICIES**

Please refer to the District 742 web page at [www.isd742.org](http://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.
5. Consequences may be applied for not following expectations.

### **CAMERAS**

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

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

### **Cell Phone Searches**

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

### **Sexting**

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

### **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. If used in a classroom during a test or quiz, the teacher is authorized to give a failing grade.

**ISD 742 is not responsible for lost or stolen electronic devices.**

### **Apollo**

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

1. District 742 high schools have a closed campus policy. Students are not permitted to leave the building without school and parent permission.
2. 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. Van Hauen (A – H) Mr. Larson (He - Q)  
Ms. MacLeod (R – Z)

#### **Tech**

Guidance counselors are: Erin Bloch (A – Gi) Mary Neumann (Go–L)  
Bridget Hamak (M –Re), and Krisi Lain (Ri – Z).

#### **ALC**

Guidance counselors are: Sam Nordby –MLAP/SHAP, and Jenni Schad - PACE

### **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.

#### **Tech**

All exterior doors will be locked. All visitors enter door 20.

#### **ALC**

All doors locked at 8:25 except door 5. All visitors enter door 5.

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

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

1. Hats, including bandanas, caps, hoods, sweatbands, and other assorted head gear are not allowed during the school day. All hats should be placed in lockers or backpacks upon arrival at school and retrieved only at the end of the day. Students will be asked to remove it the first time it is noted. Non-compliance with this request may result in the head covering being taken from the student and/or the student being placed in detention. Exceptions to this school policy need to be approved by an assistant principal; this would include any exceptions made due to religious freedoms consistent with Federal Law.
2. Outdoor Coats/Jackets are not to be worn during the school day. Please be prepared by keeping a sweater or sweatshirt in your locker.
3. All clothing and/or jewelry, which displays obscene language or symbols and/or symbols or messages promoting drugs, alcohol, tobacco, guns, violence or sex. (Ex. Senor Frog, Hooters, Co-ed Naked, Etc.)
4. T-shirts, which promote “Senior Skip,” or similar T-shirts are not to be sold, distributed, or worn during school hours or at school functions.
5. Low slung pants, halter-tops, tube tops, shirts with one sleeve, spaghetti straps, muscle shirts, low cut shirts, exposed midriffs, and visible undergarments are all examples of dress that are unacceptable in an educational setting. Very short skirts

- and shorts are also unacceptable. Skirts, skorts, and shorts must come to mid-thigh 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.
  11. Students who do not follow expectations, may be subject to consequences including but not limited to DRR or having to communicate with parents/guardian to plan for a change of clothing.

#### **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 Iggy's (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.

The term "harassment" includes the use of derogatory language (including racial epithets), intimidation, and threats, unwanted physical contact and/or physical violence, and the use of derogatory language and images in graffiti, pictures or drawings, notes, e-mails, posting on internet and social networking sites and/or phone messages, based on race, color, or national origin.

Cyber Bulling – Using social networks (Facebook, My Space etc.), text messages, email, voice mail, Instant Messaging, cell phones, computers or any such electronic media or electronic device to threaten, harass, tease, defame, terrorize, or intimidate student, teacher, administration,

volunteer, contractor, or other employee of the school district, whether you do it from school or another location, may constitute an act of bullying and a violation of the Student Code of Conduct and state law, and may be cause for suspension and/or expulsion and/or referral to police (ticketed for Stalking). Even if you get friends to do it for you, you and your friends may be suspended and/or expelled from school and/or ticketed for Stalking. The school district cannot monitor the activities of students at all times and eliminate all incidents of cyber bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights, safety, and welfare of its students and/or staff and is within the control of the school district in its normal operations, it is the school district's intent to prevent cyber bullying and to take action to investigate, respond, remediate, and discipline those acts of cyber bullying which have not been successfully prevented.

Ethnicity or National Origin Harassment - A negative act or verbal expression toward an individual or group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions, based upon race, national origin, language, customs and traditions.

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.

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.

Religious Harassment - A negative opinion or verbal expression toward an individual or group of persons, who possess common religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, based on religious beliefs.

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.

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.

***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.

**HOMEWORK GUIDELINES**

Homework is defined as any assignment completed during classroom or non-classroom time. The intended purposes of assigning homework are to reinforce, extend, or enrich class work.

**Student will:**

1. expect to have homework
2. record and organize homework assignments
3. understand directions and expectations of the teacher
4. understand homework will affect grades
5. use classroom and non-classroom time to complete homework
6. ask for help when needed
7. complete quality homework on time
8. utilize Skyward to monitor success
9. follow the academic honesty Code of Conduct

**Teacher will:**

1. provide clear directions and expectations for homework
2. assign purposeful homework
3. assess homework according to classroom guidelines & expectations
4. update Skyward in a timely manner
5. provide positive support & reinforcement for completed homework

**Family will:**

1. expect their child to have homework
2. provide time and an environment for completing homework
3. communicate concerns/questions to the teacher
4. utilize Skyward to monitor homework
5. provide positive support and reinforcement for competing homework

**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 district wide.

#### **LOST AND FOUND**

Students are urged to cooperate by turning into the office all articles they find and to ask about articles they may have lost. Unclaimed articles are usually donated. Lost and found items are found in the 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), balls (tennis, bouncing or other) 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**

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 Office. Students may use the Iggy's(Apollo), resource areas, commons, cafeteria, or the front lawn (Tech), weather permitting.

#### **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. 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)
7. Any student found in the parking lot during school hours without permission is subject to disciplinary action.
8. 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.
9. Students may be required to submit to an automobile search as a condition of parking in the school lot.
10. 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**

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

**Tech**

1. Two warnings will be issued.
2. Third warning the vehicle will be booted. A fine of \$25.00 will be charged per day. Only cash will be accepted and the fine must be paid before the boot is removed.
3. The cost to remove the boot will increase by \$10.00 for each additional violation.
4. The vehicle will be towed, at the owner's expense, after the third boot.

**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:

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

**Exceptions**

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

**Instructions**

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

**POOL PROCEDURES AND PRACTICES**

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

**POSSESSION OF STOLEN PROPERTY**

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

**POSTER/SIGN RULES**

1. Posters or signs can be placed about the building in designated approved areas 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 hallway. (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)**

1. State and Federal law have made provisions for praying in school. When leaving an instructional setting to pray, prayer must be central to faith tradition, not personal prayer preference. District 742 reserves the right to place reasonable time, place and manner restrictions upon any request for release from an instructional or non-instructional activity.
2. District 742 may require a valid note from a parent or guardian before a student may be allowed to leave instructional time for prayer. Prayer passes will be issued. Students will be required to present pass if asked.
3. The time limit for prayer from an instructional setting shall not exceed fifteen (15) minutes for each release.
4. 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**

#### **Tech HS Only**

A responsibility pass may be issued to a 10<sup>th</sup> grade student based on positive academic and behavior performance. (No F's, no truancy or discipline referrals). 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:

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

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

Pictures or other items that represent symbols that are hateful, sexual or offensive are not permitted on or near school grounds at any time. Some symbols are but not limited to are 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.

### **TECHNOLOGY USE**

District 742 provides students access to internet resources, wireless access systems, computers, networked printers and other peripheral devices widely available in all district locations. Staff

blend thoughtful use of these resources with the curriculum. Guidance and instruction is provided to students in the appropriate uses of these technologies.

District 742 is in compliance with the Federal Children's Internet Protection Act (CIIPA) which restricts possible access to inappropriate material. All school computers with internet access and availability are filtered to restrict material that is obscene, pornographic or harmful to minors. District 742 reserves the right to monitor the use of these technologies so as to maintain the integrity of these resources. Complete policy details can be found in Board Policy 106 (<http://isd742.org/schoolboard/Policies/ap106a.pdf>)

**Responsibility**

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

**Student Terms and Conditions**

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

**General Guidelines for Students**

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

**Student Expectations**

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

**Student Online Safety Rules**

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

**TEXTBOOKS (LOST/DESTROYED)**

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

**THEFT**

Theft is a problem in our society and students should not bring valuables to school. The school does not carry insurance for these items. Students are responsible for securing their valuables.

Thefts should be reported to the office as soon as possible. Investigations of thefts will be implemented at the discretion of administration.

**TITLE IX (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 carried or used in the building or on school grounds.

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

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

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

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

**VISITORS**

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

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

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

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

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

If school is going to start late, close early, or close due to bad weather, notification will be made on the District 742 web site @ ISD742.org, WJON/WWJO, KNSI/KCLD, KISS-FM, KKSJ, 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 11:13 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). It is not acceptable to quote significant portions or entire selections of an author's work at any time.
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**

Grades are issued in all courses on a trimester schedule. Listed below are the grades, including honor points used to determine the class rank in grades 9 through 12. Honor Cords are based on GPA from second trimester grades for Seniors.

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

Report cards will be given out in first period class after the first two 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.

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 9<sup>th</sup> grade thru 12<sup>th</sup> 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). A grade of an A+ will carry the same grade weight as an A.

“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.

**Dropping Classes:** No class can be dropped after 9 weeks into the semester. Semester 1 deadline is the last day of Quarter 1. Semester 2 deadline is the last day of Quarter 3. (The counselor and teacher may address extenuating circumstances on an individual basis.) If you choose to drop a class after the deadline, you will receive an “F” as a semester grade for the class.

If a student repeats a course, the grade received the second time will replace the original grade. No class can be dropped after 9 weeks into the semester unless specific agreements are made between the counselor and the teacher due to extenuating circumstances. In a full-year course, no class can be dropped after the third quarter.

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

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

**Level 1 Courses:**

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

**Level 2 Courses:**

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

**Level 3 Courses:**

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

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

Level	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP	4.8	4.5	4.1	3.8	3.5	3.1	2.8	2.5	2.1	1.8	1.5	0
Lvl 1	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0
Lvl 2	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	.07	0
Lvl 3	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0.8	0.5	0.2	0

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

**GRADUATION REQUIREMENTS (Board Policy 613)****APOLLO****Course/Credit Requirements for All Students**

- A. Each student must complete a total of 63 trimester credits\* during grades 9-12
- B. The following required must be complete.
  - a. Language Arts - four yrs, 12 credits
  - b. Social Studies – 3 yrs plus 2 trimesters, 11 credits, 3 credits Geography, 3 credits American History, 2 credits World History, 3 credits Senior Social (which includes Economics and Government).
  - c. Mathematics - 3 yrs, 9 credits
  - d. Science - 3 yrs, 9 credits. 3 credits must be in Biology
  - e. Fitness – 3 credits: 9<sup>th</sup> grade fitness course (1.5 credits required), 10<sup>th</sup> grade Fitness/Health (1.5 credits).
  - f. Art - 1 yr, 3 credits
  - g. Electives – 16 credits
- C. Credits and grades
  - a. One Unit of credit is awarded for each trimester class except Physical Education. Students enrolled in Physical Education receive a .5 credit each trimester. The trimester grades earned in grades 9, 10, 11, and 12 are used for calculating G.P.A. and class rank.
- D. 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 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> 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. GPS for honors will be determined by the end of Trimester 2 grades.

### 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.

**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 11<sup>th</sup> and 12<sup>th</sup> 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.

**SCHEDULE**

**Apollo**

Has what is considered a traditional schedule with a six-day cycle. Seven periods each day, and each period is 50 minutes long. Courses are offered on a trimester and yearlong basis.

**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 and guidance counselors have the authority to interpret credits from other educational institutions and equate these credits in a fair and equitable manner with the standards applied to those credits awarded in the regular school program of 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**

### **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:

1. 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.
2. All students bringing guests, currently not enrolled must sign their guests up prior to the date of the event in the office. Permission must be granted by Administration in advance.
3. Current I.D. cards are required.
4. All High School and District 742 rules apply and are enforced.
5. We reserve the right to deny admission to anyone.
6. Once leaving the dance, you may not return.
7. You may not use your locker at any time.
8. You are not to be out of the dance area for any reason.

### **DANCE EXPECTATIONS**

#### **Apollo**

Our hope is that our school dances are very special events for our students as they interact in positive ways in a safe and supervised environment.

All Apollo students and guests are expected to conduct themselves in an appropriate way at any school event. Dances will have specific expectations as what is not allowed for dancing.

Inappropriate dancing includes: 1) touching while dancing back to front, 2) touching of breasts, buttocks or genital areas, 3) feet that raised off the floor and hands that are touching the floor, 4) "hiking-up" of skirts or dresses, 5) leaning against the wall while dancing, and 6) dancing that appears to be "simulating sex" or "grinding".

You will be warned and if the inappropriate dancing continues to occur, you will be asked to leave the dance.

All Apollo High School expectations included in the student Code of Conduct will apply at school dances. Students under the influence of drugs or alcohol will be referred to police and all school consequences will follow, up to and including suspension from school.

We want to ensure that all students have a safe and enjoyable experience at school events.

#### **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.

### **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;

1. In attendance for at least one semester;
2. Cumulative G.P.A. of at least 3.6 for Apollo; 4.0 for Tech
3. Student selection information materials returned by due date.

The faculty council evaluates all eligible students who return selection information materials by the due date established. Students are selected on the basis of their service, leadership, scholarship and character. Not all eligible students are selected for membership in NHS. Eleventh grade students not selected in the previous year and who are eligible again in the current year may be considered again for membership and are encouraged to submit selection materials.

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

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

The chapters of the National Honor Society hold its annual induction of new members in the fall. Information regarding NHS, selection materials, and the deadline for completing materials, will be communicated through junior and senior homerooms and posted in the Apollo guidance office. Tech will be sending a summer mailing to eligible students.

### **SCHOLASTIC ELIGIBILITY**

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

Apollo High School defines satisfactory progress as follows:

1. **Good Standing:** Student is receiving a **C- or higher** in all classes and has earned at least the minimum number of credits for that trimester. **Fully Eligible**

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

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

<b>Grade 9/Credits</b>	<b>Apollo Tech</b>		<b>Grade 10/Credits</b>	<b>Apollo Tech</b>	
1st Sem/Tri 1	4	4	1st Sem/Tri 1	17	14
2 <sup>nd</sup> Sem/Tri 2	8	8	2 <sup>nd</sup> Sem/Tri 2	22	19
3 <sup>rd</sup> Sem/Tri 3	12		3 <sup>rd</sup> Sem/Tri3	27	

<b>Grade 11/Credits</b>	<b>Apollo Tech</b>		<b>Grade 12/Credits</b>	<b>Apollo Tech</b>	
1st Sem/Tri 1	33	25	1st Sem/Tri 1	51	37
2 <sup>nd</sup> Sem/Tri 2	39	31	2 <sup>nd</sup> Sem/Tri 2	57	43
3 <sup>rd</sup> Sem/Tri 3	45		3 <sup>rd</sup> Sem/Tri 3	63	

Students who are participating in a winter sport will have eligibility verified before the season begins and also when report cards are available for the first semester. (Example: A basketball player in the 11<sup>th</sup> grade would need at least Apollo 33/Tech25 credits at the beginning of the season but would need at least Apollo 33/Tech 24 to continue his/her eligibility into the second semester of the season.). It should be understood that the coach in any sport could add to these academic eligibility requirements. Any exception to the above requirements would have to be approved by the Building Intervention Team (BIT).

**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 10<sup>th</sup> 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:

No throwing of objects onto playing surfaces.

1. The home site supervisor or administrator must approve all signs and locations for signs.
2. Only signs of a positive nature will be permitted.

3. No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
4. Fighting on contest premise is prohibited.
5. Use of drugs or alcohol is prohibited.
6. No noisemakers allowed.
7. 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.
8. 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.
9. At all conference contests, where a public address system is available, the sportsmanship creed will be summarized or read as printed.

### **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.

### **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.

### **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 planning room 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 trancies.

#### **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:

1. 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.
2. Serious illness, death or funeral of an immediate family member.
  3. 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.
  4. Court appearance.
  5. Recognized religious holiday observance.
  6. Religious instruction not to exceed two hours in any week.
  7. College/Technical College visits with prior school approval.
  8. Vacation with prior school approval.
  9. Impassable roads/ inclement weather.

**School Related Absences**

1. Official school field trip or other school-sponsored event.
2. Suspensions.
3. Tournament play when the school is involved.
4. In the case of special circumstances the administration may approve additional excused absences.
5. Students are responsible for making up all missed work.
6. 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:

1. Bring a note from parents authorizing his/her absence from school for the tournament game.
2. 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.
3. There will be no phone calls allowed from the office the day of the tournament to get parental approval.
4. 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**

1. 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.
2. 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.

1. Apollo (320) 253-1600 extension 2007
2. Tech (320) 252-2231 extension 3003 or online at <http://isd742.org/~tech/> and click on the attendance link.
3. ALC (320) 251-4963 extension 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 trancies 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 driver's 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:**

1. Suspended out of school.
2. Placed in an alternative setting or programs.
3. 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:**

1. Suspended out of school.
2. Placed in an alternative setting or program.
3. 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:

1. Written, verbal, or nonverbal
2. Threats
3. Intimidating or threatening gestures
4. Unwanted physical contact, violence, or assault
5. An intentional display of force that would give the victim reason to expect or fear physical contact or injury

6. Jeering, taunting, or mocking
7. Teasing and name calling
8. Degrading, insulting, or derogatory comments
9. Hazing
10. Harassment
11. Extortion
12. Theft of money or possessions
13. Vandalism of a student's personal property
14. Unauthorized exercise of control over a student's personal property

**Reporting Procedures**

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

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

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

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

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

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

**BUS RIDERSHIP**

**Conduct**

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

**Class I Offenses:**

1. Standing
2. Yelling / excessive noise

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

**Class II Offenses:**

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

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

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

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

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

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

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

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

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

**Loading – Unloading**

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

All afternoon buses will load in the bus chute.

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



**Trip Regulations**

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

1. 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.
2. False identification and information will result in students being banned from future bus trips.

**CODE OF STUDENT CONDUCT****STUDENT RIGHTS****Students have the right to:**

1. Be treated courteously, fairly and respectfully by other students and school staff, according to our District's Core Values.
2. Attend school and receive a free and appropriate public education as provided by law.
3. Be taught in a safe learning environment.
4. Receive a written copy of select district and school policies and procedures at the beginning of the school year.
5. Bring complaints or concerns to the school principal or staff.
6. Request or challenge, in writing, an explanation of anything in their education records.
7. Be told, orally and/or in writing, the reason(s) for any disciplinary decisions.
8. Have a parent attend applicable disciplinary conferences, re-entry conferences, and hearings.
9. Have school staff or an administrator present when police are called, and notify a parent.

**STUDENT RESPONSIBILITIES****Students have the responsibility to:**

1. Behave respectfully toward everyone in the school community, according to our District's Core Values.
2. Attend all classes daily and be prepared.
3. Complete assignments to the best of your ability.
4. Do assigned homework and ask for help when needed.
5. Ask for help when needed.
6. Read outside of school every day.
7. Bring only those materials to school that are allowed.
8. Know and follow school rules and expectations.
9. Notify school staff about any dangerous behavior or activity that occurs on school grounds or off school grounds that may result in disruption to the educational setting.
10. Keep parents informed of school-related issues.

**SCHOOL STAFF RIGHTS****School staff have the right to:**

1. Work in a safe and orderly environment.
2. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff, according to our District's Core Values.
3. Communicate concerns, suggestions and complaints to the school/building office.
4. Receive professional and supportive development training.
5. Use available resources for quality instruction.
6. Modify instruction to connect with the learner, when appropriate, and be consistent with the policies of the Board of Education and District Strategic Roadmap for St. Cloud Area School District 742.

## **SCHOOL STAFF RESPONSIBILITIES**

### **School staff have the responsibility to:**

1. Attend work daily, be punctual and use well-planned, creative and engaging instructional plans every day.
2. Maintain safe and orderly schools by using prevention and intervention strategies and by following St. Cloud Area School District 742's Code of Conduct.
3. Be respectful and courteous to students, families and each other, while serving as role models for students and according to our District's Core Values.
4. Be knowledgeable about the rules, policies and procedures of St. Cloud Area School District 742 and enforce them fairly and consistently.
5. Be knowledgeable about the District Strategic Roadmap and align work to it.
6. Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities.
7. Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents or guardians in a timely manner and in a language they understand.
8. Make sure that students are referred to the appropriate internal and external resources.
9. Keep families informed of student academic progress and behavior; create meaningful opportunities for their participation and regular communication in a language they understand.
10. Provide makeup work for students with excused absences, including those students who are absent for disciplinary reasons.
11. Participate in professional development opportunities.

## **DISTRICT STAFF RIGHTS**

### **District staff have the right to:**

1. Work in a safe and orderly environment.
2. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff, according to our District's Core Values.
3. Communicate concerns, suggestions and complaints to the appropriate supervisors.
4. Receive professional and supportive development training.
5. Use available resources for quality district work.

### **District staff have the responsibility to:**

1. Create and implement policies and procedures that encourage safe and orderly schools for all students and school staff.
2. Be knowledgeable about the District Strategic Roadmap and align work to it.
3. Protect the legal rights of school staff, students, and parents.
4. Be courteous, respectful and fair with students, parents, and school staff.
5. Provide a standards-based and varied curriculum to meet individual student needs.
6. Inform the community, students, parents, and school staff about policies of the Board of Education.
7. Ensure the protection of legal rights of individuals with disabilities.
8. Provide qualified staffs that are trained to meet the needs of students.
9. Provide support and professional development to school staff to help them support students.
10. Support school staff in the fulfillment of their disciplinary responsibilities as defined by St. Cloud Area School District 742's Code of Conduct.
11. Represent the District's Core Values of Excellence, Learning, Leadership, Partnership and Respect.
12. Align work to the District Strategic Plan.

**FAMILIES' RIGHTS****Families have the right to:**

1. Be actively involved in their children's education.
2. Be treated courteously, fairly, and respectfully by all school staff, according to our District's Core Values.
3. Receive information about the policies of the Board of Education and procedures that relate to their children's education.
4. Receive regular reports, whether written or oral, from school staff regarding their children's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences. Receive information from staff about ways to improve their child's academic or behavioral progress, including but not limited to counseling, tutoring, after-school programs, academic programs and mental health related services within St. Cloud Area School District 742 and the community.
5. Receive information and prompt notification of inappropriate behaviors by their child when a formal disciplinary action is taken by school staff.
6. Receive information about due process procedures for disciplinary matters concerning their child, including information on conferences and appeals.
7. Receive information from staff about ways to improve their child's academic or behavioral progress, including but not limited to counseling, tutoring, after-school programs, academic programs and mental health related services within the district and community.
8. Receive information about services for students with disabilities and English Learners when applicable.
9. Receive communications through interpreters when appropriate.

**FAMILIES' RESPONSIBILITIES****Families have the responsibility to:**

1. Make sure their children attend school regularly and on time.
2. Notify schools why their children are absent promptly.
3. Give updated contact information to their children's individual school for use in Skyward.
4. Notify school officials about any concerns or complaints in a respectful and timely manner.
5. Monitor academic, behavioral and attendance information found in the Parent Portal for Skyward.
6. Work with school staff to address academic or behavioral problems their children may experience.
7. Support St. Cloud Area Schools by being a role model for their children, attending conferences and school events, and talking with their children about school and expected behavior.
8. Read and become familiar with the policies of the Board of Education and related Administrative Procedures.
9. Give their children a space to complete their homework or allow participation in after-school programs that permit the completion of homework.
10. Be respectful and courteous to staff, other families, and students, according to our District's Core Values.
11. Encourage their children to read daily at home.
12. Promote wellness and daily physical activity outside of school.

For an entire, detailed copy of the Code of Conduct, please refer to the Apollo and Tech websites.

**TIERS OF INTERVENTIONS AND DISCIPLINARY RESPONSES**

<b>T I E R</b>	<b>EXAMPLES OF INTERVENTIONS AND RESPONSES</b>	
	<b>These interventions aim to teach and correct alternative behaviors so students can learn and demonstrate safe and respectful behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</b>	
<b>I</b>	Define Teacher/Student Roles and Responsibilities Creation of Behavioral Expectations Visual Posting of Behavioral Expectations Explicit Teaching and Guided Practice of Behavioral Expectations Relationship Building (Student to Student, Student to Teacher) Ongoing Modeling of Behavioral Expectations Across Settings Morning Meeting/Circle of Power and Respect Reminders and Redirection (i.e. Role Play) Positive Reinforcement Motivational Strategies Teacher or Student Conference Visual Schedule Visual Cues Seat Change	Consistent, Logical Consequences 1) Take a Break 2) Buddy Break 3) Social Conference 4) Class Problem-Solving Meeting Verbal Correction Loss of Classroom Privileges Establish Buddy Teacher System Contact Parent Via Telephone, E-mail or Text Message Daily Progress Sheet on Behavior Parent or Guardian Conference Written Reflection or Apology Verbal De-escalation In-Class Time-Out/Take-a-Break Detention Parent or Guardian Accompany Student to School
	<b>EXAMPLES OF STUDENT SUPPORT TEAM INTERVENTIONS AND RESPONSES</b>	
	<b>These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior.</b>	
	Parent or Guardian Notification Community Conferencing Mentoring Program Peer Mediation Social Skills Instruction Friendship Groups Lunch Bunch Functional Behavioral Assessment Referral to Targeted Services	Referral to After-school Programs Service to School Conflict Resolution Restorative Justice Community Mediation Short-term Behavioral Progress Reports Behavior Support Plan Referral to Community Based Organizations County Referral for Attendance Issues

<b>T I E R  II</b>	<b>EXAMPLES OF INTENSIVE SUPPORT STAFF AND ADMINISTRATIVE INTERVENTIONS AND RESPONSES: TIER II-A</b>	
	<b>These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</b>	
	Positive Practice Explicit Modeling with Systematic Reinforcement of Desired Behaviors Explicit Instruction of Replacement Behaviors Health Realization Strategies Behavioral Momentum Social Stories Change in Schedule or Class Parent or Guardian Notification Restorative Justice Strategies, including School and Community Service Loss of Privileges Restitution	Detention Conflict Resolution Referral to Triage Peer Mediation Warning by Appropriate Administrator Referral to EIT and, when needed, IEP team Revision to IEP (for students with disabilities) Community Conferencing In-School Suspension Assignment of Work Projects Mentoring Community Service Develop a 504 Plan
<b>EXAMPLES OF SUSPENSION AND REFERRAL RESPONSES: TIER II-B</b>		
<b>These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.</b>		
Parent or Guardian Notification Suspension (one-two days) Referral to Early Intervention Team Substance Abuse Counseling Suggestion Referral to Night or Summer School Program	Revision of IEP (students with disabilities) as needed Develop Functional Behavioral Assessment and Behavior Support Plan Referral to Community Based Organizations Community Conferencing and Community Mediation	

<b>T I E R  III</b>	<b>EXAMPLES OF EXTENDED SUSPENSION AND REFERRAL RESPONSES</b>	
	<p><b>These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior.</b></p>	
	<ul style="list-style-type: none"> <li>Parent or Guardian Notification</li> <li>Suspension (three + days)</li> <li>Referral to Triage</li> <li>Extended Suspension (ten + days)</li> <li>Functional Behavioral Assessment</li> <li>Community Conferencing</li> <li>Referral to Community Based Organizations</li> </ul>	<ul style="list-style-type: none"> <li>Community Accountability and Prevention Program (CAAP)</li> <li>Referral to IEP Team (students with disabilities) for Manifestation Determination and Placement Options</li> <li>Alternative Educational Placement</li> <li>Behavior Intervention Plan</li> <li>Substance Abuse Counseling Suggestion</li> <li>Expulsion (serious behavioral infractions)</li> </ul>

## INAPPROPRIATE AND DISRUPTIVE BEHAVIOR AND TIER OF RESPONSE

KEY:	
<b>TIER I:</b> Classroom support and student support team – may be appropriate when student has no prior incidents and interventions have not been put in place.	<b>TIER II-B:</b> Suspension and referral.
<b>TIER II-A:</b> intensive support staff and appropriate administration – may be appropriate when supports have been put in place in the classroom and/or school environment to address behavior but the behavior has continued to negatively impact the learning of the student and others.	<b>TIER III:</b> extended suspension, expulsion, and referral – may be appropriate when student’s behavior seriously impacts the safety of others in the school.

Inappropriate or Disruptive Behavior	Tier I	Tier II-A	Tier II-B	Tier III	Referred to Law Enforcement
<b>Alcohol – AL1</b> (Board Policy #506) <i>Alcoholic Beverage</i> means any liquid containing any amount of alcohol. This includes non-alcoholic beer, wine, or spirits. <ul style="list-style-type: none"> <li>▪ Under the influence</li> <li>▪ Possessing, distributing or selling</li> </ul>	❖	❖	❖	❖	❖
<b>Arson – ARI</b> (Board Policy #506) The intentional burning of other’s property	❖	❖	❖	❖	❖
<b>Assault-Physical – ASI</b> (Board Policy #506) <ul style="list-style-type: none"> <li>▪ An act done with intent to cause fear of immediate bodily harm or death;</li> <li>▪ The intentional infliction of or attempt to inflict bodily harm upon another; or</li> <li>▪ The threat to do bodily harm to another with present ability to carry out the threat.</li> </ul>	❖	❖	❖	❖	❖
<b>Assault-Sexual – AXI</b> (Board Policy #506) Conduct of a <i>sexual</i> or indecent nature toward another person that is accompanied by actual or threatened physical force or that induces fear, shame, or mental suffering.	❖	❖	❖	❖	❖

<p><b>Attire Inappropriate – AT1</b> (Board Policy #504; 506)</p> <p>A. Inappropriate clothing includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. “Short shorts”, skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.</li> <li>2. Saggy pants that are not worn around the waist/waistline.</li> <li>3. Clothing which bears a message which is lewd, vulgar, or obscene.</li> <li>4. Apparel promoting products or activities that are illegal for minors.</li> <li>5. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Board Policy 504.</li> <li>6. Any apparel or footwear that would damage school property.</li> </ol> <p>B. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).</p> <p><i>Appropriate clothing includes, but is not limited to, the following:</i></p> <ol style="list-style-type: none"> <li>1. <i>Clothing appropriate for the weather.</i></li> <li>2. <i>Clothing that does not create a health or safety hazard.</i></li> <li>3. <i>Clothing appropriate for the activity (i.e., physical education or the classroom).</i></li> </ol> <p><i>It is not the intention of these procedures to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.</i></p>	❖	❖	❖		
<p><b>Bomb – BM1</b> (Board Policy #506)</p> <p>An explosive weapon detonated by impact, proximity to an object, a timing mechanism, or other means.</p>				❖	❖
<p><b>Bomb Threat – BO1</b> (Board Policy #506)</p> <p>A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.</p>			❖	❖	❖



<p><b>Bullying – BL1</b> (Board Policy #514)  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, or physically abused. Bullying can take place in several forms including but not limited to the following:</p> <ul style="list-style-type: none"> <li>▪ Written, verbal, or nonverbal</li> <li>▪ Threats</li> <li>▪ Intimidating or threatening gestures</li> </ul>	❖	❖	❖	❖	❖
<p><b>Bus Misconduct - Class I offense – BU1</b> (Board Policy #709)  Standing; yelling/excessive noise; eating/drinking/littering; play fighting/horseplay; minor pushing/shoving; minor teasing/mild profanity; minor forms of insubordination (and student complies within a short time); radios/boom boxes; other offenses as reported by the driver.</p>	❖	❖	❖		
<p><b>Bus Misconduct - Class II offense – BU2</b> (Board Policy #709)  Hanging out of windows; throwing of any object; fighting/physical aggression/assault; harassment; threats; serious insubordination and will not comply; possession/use/distribution of chemicals or mood altering substances to include tobacco; vandalism to bus; lighting of matches/flames/fireworks/etc; unauthorized use of emergency door/equipment; illegal acts; other offenses reported by driver.</p>			❖	❖	❖
<p><b>Cheating – CE1</b> (Board Policy #506)  <i>Cheating</i> includes, but is not limited to, cheating on a school assignment, plagiarism or including the use of picture phones or other technology to accomplish this end; submitting another person’s work as your own.</p>	❖	❖			
<p><b>Computer Violation – CO1</b> (Board Policy #106)  <i>*Student accounts are not guaranteed to be private</i></p> <p>Definition includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Illegal activities, vandalism, harassment, threats, bullying</li> <li>▪ Used for personal gain</li> <li>▪ Attempting to gain unauthorized access to the network</li> <li>▪ Sending out personal address or phone numbers of students or colleagues.</li> <li>▪ Going to unapproved websites</li> </ul>	❖	❖	❖	❖	❖

<p><b>Disruptive – DB1</b> (Board Policy #506) Excessive or repeated interruption to the learning environment. Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Not following adult instructions...defiance of authority</li> <li>▪ Refusal to behave in a quiet manner</li> </ul>	❖	❖			
<p><b>Drug Paraphernalia – DD1</b> (Board Policy #506) Possession of any device used to consume drugs, including but not limited to, pipes, needles, clips, papers.</p>			❖	❖	❖
<p><b>Drugs – Prescription – DPI</b> (Board Policy #506) Possession except as prescribed by a physician and approved by school nurse, or distribution of prescription drugs.</p>			❖	❖	❖
<p><b>Drugs – Use/Possession – DRI</b> (Board Policy #506) Possession, use, distributing, under the influence of narcotics, drugs or other controlled substances or look alike substances.</p>			❖	❖	❖
<p><b>Drugs – Illegal Selling – DSI</b> (Board Policy #506) Selling any narcotic, drug, controlled substances or look alike substances.</p>				❖	❖
<p><b>Electronic Device – ED1</b> (Board Policy #506) Using devices or objects including, but not limited to pagers, radios, computers, portable devices (e.g. iPod), Personal Digital Assistant (PDA), and/or phones, including picture phones, in a manner which is disruptive, or otherwise interferes with the educational environment or extracurricular activities.</p>	❖	❖			
<p><b>Fight – Two Responsible Parties – FI1</b> (Board Policy #506) Physical incident involving two or more students including, but not limited to punching, kicking, pulling hair, biting.</p>			❖	❖	❖
<p><b>Fire Alarm – FR1</b> (Board Policy #506) Tampering with or pulling the fire alarm without cause.</p>			❖	❖	❖
<p><b>Forgery – FO1</b> (Board Policy #506) Forging someone's signature.</p>	❖	❖			
<p><b>Gambling – GA1</b> (Board Policy #506) Playing a game of chance for stakes.</p>	❖	❖			

<p><b>Gang Activity – GN1</b> (Board Policy #506) Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Tagging or graffiti</li> <li>▪ Hand gestures</li> <li>▪ Clothing, articles of clothing or manipulation of clothing</li> <li>▪ Display of certain colors and/or symbols depicting association with a known gang</li> <li>▪ Jewelry</li> <li>▪ Hats or other head gear</li> <li>▪ Recruitment and/or initiation activities</li> </ul> <p>“Gang” as used in these procedures means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of criminal gang activity. The “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal or group affiliation.</p>	❖	❖	❖	❖	❖
<p><b>Harassment (Board Policy #105)</b> <b>Disability Harassment – HD1</b> Unwelcome behavior based upon disability, which has the purpose or effect of creating an intimidating, hostile or offensive environment.</p>	❖	❖	❖	❖	❖
<p><b>Ethnicity/National Origin Harassment – HE1</b> Unwelcome behavior based upon ethnicity, which has the purpose or effect of creating an intimidating, hostile or offensive environment.</p>	❖	❖	❖	❖	❖
<p><b>Gender/Sexual Harassment – HG1</b> Unwelcome behavior based upon sex or gender, which has the purpose or effect of creating an intimidating, hostile or offensive environment.</p>	❖	❖	❖	❖	❖
<p><b>Color/Racial Harassment – HC1</b> Unwelcome behavior based upon race or color, which has the purpose or effect of creating an intimidating, hostile or offensive environment.</p>	❖	❖	❖	❖	❖
<p><b>Religious Harassment – HR1</b> Unwelcome behavior based upon religion or creed, which has the purpose or effect of creating an intimidating, hostile or offensive environment.</p>	❖	❖	❖	❖	❖

<b>Sexual Orientation Harassment – HS1</b> Unwelcome behavior based upon sexual orientation, which has the purpose or effect of creating an intimidating, hostile or offensive environment.	❖	❖	❖	❖	❖
<b>Harassment Other – HO1</b> Unwelcome behavior based upon familial status, or public assistance status, and/or age, which has the purpose or effect of creating an intimidating, hostile or offensive environment.	❖	❖	❖	❖	❖
<b>Insubordination – IN1</b> (Board Policy #506) Not listening and following directions from an adult in the school. Includes, but is not limited to: ▪ Failure to give name ▪ Refusal to comply with request	❖	❖			
<b>Left Grounds – LG1</b> (Board Policy #506) Student leaves building/grounds and return without permission during the day – e.g. leaves closed campus to eat lunch and return.	❖	❖			
<b>MSHSL Violation – MS1</b> <i>*See Minnesota State High School League Rules at <a href="http://www.mshsl.org">http://www.mshsl.org</a></i>					
<b>Physical Horseplay – PY1</b> (Board Policy #506) Behavior that poses a risk of harm upon another person, even though accidental or a result of poor judgment.	❖	❖			
<b>Possession of Stolen Property – PS1</b> (Board Policy #506) Possession of property belonging to others that has been reported stolen.		❖	❖	❖	❖
<b>Property Misuse – PM1</b> (Board Policy #506) Using an item or piece of equipment in a manner for which it was not intended.	❖	❖			
<b>Tardies – TA1</b> (Board Policy #506) Referral to administration for persistent or excessive tardiness to class or school after teacher interventions.	❖	❖			
<b>Teasing – TE1</b> (Board Policy #506) To irritate or provoke with persistent petty distractions and other annoyances.	❖	❖			
<b>Theft – TH1</b> (Board Policy #506) Taking or obtaining the property of another person or institution without permission or knowledge of the owner, with the intent to deprive the owner of its use.	❖	❖	❖	❖	❖

<b>Threat/Intimidation – TI1</b> (Board Policy #506) A declaration of an intention or determination to inflict punishment, injury, etc.	❖	❖	❖	❖	❖
<b>Tobacco – TB1</b> (Board Policy #506) Possession or use of cigarettes, cigars, and such other kinds and forms of tobacco prepared for chewing or smoking. For the purpose of these rules, tobacco will not be considered a drug.		❖	❖	❖	❖
<b>Trespassing – TPI</b> (Board Policy #506) Being on school property without permission including while suspended or expelled including upon breaking and entry.					❖
<b>Truant All Day – TR1</b> (Board Policy #503) Referral to administration for truancy all day.	❖	❖			❖
<b>Truant To Class – TC1</b> (Board Policy #503) Referral to administration for truancy to class after teacher interventions.	❖	❖			❖
<b>Truant – Habitual – TU1</b> (Board Policy #503) Habitual Truancy (e.g. unlawfully absent from school for a number of days within the school year.)					❖
<b>Vehicle Violation – VE1</b> (Board Policy #506) 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.			❖	❖	❖
<b>Violations Against Property – VPI</b> (Board Policy #506) Violations against, including, but 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.	❖	❖	❖	❖	❖

<p><b>Weapons – Firearm – WF1</b> (Board Policy #501)  Weapon Firearm: any "weapon" (including a "starter pistol") which is designed to, or can be converted to expel a projectile by the action of an explosive. (Definitions of other firearms and related explosive devices can be found in section 921 of Title 18 of the United States Code, chapter 44 "Firearms").</p>				❖	❖
<p><b>Weapons – Other – WE1</b> (Board Policy #501)  <i>Weapon</i> means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon - No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non- functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.</p>			❖	❖	❖

**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.

## **MEDICAL INFORMATION**

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

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

### **COMMUNICABLE DISEASES**

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

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

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

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

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

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

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

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

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

### **INSURANCE**

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

**LATEX SAFE ENVIRONMENT**

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

**MEDICATIONS**

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

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

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

**PHYSICAL EXAMS**

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

**SAFETY GOGGLES**

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