

# KASSON-MANTORVILLE HIGH SCHOOL

2022-2023

## STUDENT HANDBOOK



### HIGH SCHOOL MISSION

Kasson-Mantorville High School is committed to creating a culture in which students are engaged and inspired so that they are ready for life, college, and career.

# HIGH SCHOOL DAILY SCHEDULE

<b>BRIDGE</b>	<b>8:00-8:25</b> (25 minutes)	<b>Bells ring at 8:00 &amp; 8:25</b>
Passing Time	8:25 - 8:31	(6 minutes)
<b>Block 1</b>	<b>8:31-9:54</b> (83 minutes) <b>8:31-9:11 1st Skinny (40 min)</b> <b>9:14-9:54 2nd Skinny (40 min)</b>	<b>Bells ring at 8:31 &amp; 9:54</b>
Passing Time	9:54 - 10:00	(6 minutes)
<b>Block 2</b>	<b>10:00-11:23</b> (83 minutes) <b>10:00-10:40 1st Skinny (40 min)</b> <b>10:43-11:23 2nd Skinny (40 min)</b>	<b>Bells ring at 10:00 &amp; 11:23</b>
Passing Time	11:23-11:28	(5 minutes)
<b>Block 3</b> (83 min. + 30 min lunch)  Bells ring at 11:28/11:53/11:58 12:51/1:21	<b>1ST LUNCH STUDENTS</b>  <b>LUNCH 1: 11:23-11:53</b> Passing Time: 11:53-11:58 <b>BLOCK 3: 11:58-1:21</b> <b>11:58-12:38 1st Skinny (40 min)</b> <b>12:41-1:21 2nd Skinny (40 min)</b>	<b>2ND LUNCH STUDENTS</b>  <b>Block 3: 11:28-12:51</b> <b>Lunch 2: 12:51-1:21</b>
Passing Time	2:31-2:37	(6 minutes)
<b>Block 4</b>	<b>1:27-2:50</b> (83 minutes)	<b>Bells ring at 1:27 &amp; 2:50</b>

## EARLY RELEASE SCHEDULE

### NO BRIDGE ON EARLY OUT DAYS

<b>Block 1</b>	<b>8:00-9:00</b> (60 minutes) <b>skinnies switch at 8:30</b>	<b>Bells ring at 8:00 and 9:00</b>
Passing Time	9:00-9:05	(5 minutes)
<b>Block 2</b>	<b>9:05-10:05</b> (60 minutes) <b>skinnies switch at 9:35</b>	<b>Bells ring at 9:05 and 10:05</b>
Passing Time	10:05-10:10	(5 minutes)
<b>Block 3</b>	<b>10:10-11:10</b> (60 minutes) <b>Skinnies switch at 10:40</b>	<b>Bells ring at 10:10 and 11:10</b>
<b>Lunch</b>	<b>11:10-11:35</b> (25 minutes)	<b>ALL 9-12 STUDENTS eat at the same time</b>
Passing Time	11:35-11:40	(5 minutes)
<b>Block 4</b>	<b>11:40-12:50</b> (70 minutes)	<b>Bells ring at 11:40 and 12:50</b>
<b>DISMISS AT 12:50</b>		

## DELAYED START SCHEDULE

### NO BRIDGE ON LATE START DAYS

<b>Block 1</b>	<b>10:00-11:00</b> (60 minutes) <b>skinnies switch at 10:30</b>	<b>Bells ring at 10:00 and 11:00</b>
<b>Lunch</b>	<b>11:00-11:25</b> (25 minutes)	<b>ALL 9-12 STUDENTS eat at the same time</b>
Passing Time	11:25-11:30	(5 minutes)
<b>Block 2</b>	<b>11:30-12:30</b> (60 minutes) <b>skinnies switch at 12:00</b>	<b>Bells ring at 11:30 and 12:30</b>
Passing Time	12:30-12:35	(5 minutes)
<b>Block 3</b>	<b>12:35-1:35</b> (60 minutes) <b>Skinnies switch at 1:05</b>	<b>Bells ring at 12:35 and 1:35</b>
Passing Time	1:35-1:40	(5 minutes)
<b>Block 4</b>	<b>1:40-2:50</b> (70 minutes)	<b>Bells ring at 1:40 and 2:50</b>
<b>DISMISS AT 2:50</b>		

# KASSON-MANTORVILLE STUDENT HANDBOOK 2022-2023

## ACADEMIC LETTER

Kasson-Mantorville High School recognizes academic achievement with an academic letter. This letter is the same as the one given in activities; however, a torch and wreath, symbolizing knowledge or scholarship, will be imprinted on the letter. The first-year letter recipients will receive the academic letter and certificate. Students earning letters for the second and subsequent times will receive a gold bar, with a certificate also awarded each year. These will be awarded in the spring at an appropriate time, normally at the May assembly. The following criteria will be used:

- Students in grades 9-12 who are enrolled in Kasson-Mantorville High School full-time, all year are eligible.
- PSEO students must be attending classes at least half time at Kasson-Mantorville High School and half time at a PSEO approved program. These students' GPAs will include both sites for determining total cumulative GPA.
- The student's cumulative GPA is the criteria used (along with having no out-of-school suspensions during the school year).
- GPAs will be calculated at the end of the third term each year. Honors and High Honors for graduating seniors are also calculated through the third term.
- Cumulative 9-12 GPA requirement is 3.667 for all students.

## ACADEMIC PROGRESS REPORTS

Academic progress reports will be available for each student on the Parent Portal at mid-term.

## ACCIDENTS

Every accident in the school building, on school grounds, at practice, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

## ANNOUNCEMENTS & BULLETINS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions can be found in the daily announcements, which are delivered to teachers during 1st or 2nd Block. The announcements are also posted on the KM web page and on a big screen in the Commons. Students responsible for putting announcements in the daily bulletin must have their announcements approved by their advisor and in the office prior to 8:00 AM on the day of the announcement..

## ATTENDANCE

A student's success in school is greatly dependent upon his/her attendance. One of the first indicators of student success is good attendance. Future employers and colleges put great emphasis upon regular attendance and satisfactory performance. It is the student's responsibility to be in school every day unless he/she has an excusable reason. **While parents may excuse their child's absence, the school will make the final determination if credit is given for school absence and whether consequences are warranted.**

## ABSENCE PROCEDURE:

- Parent should call (634-1174) or email the Attendance Office to leave a message before 8:30 AM on the day the student is absent; **24-hour notice if it is for an appointment (see #4 below).**
- Students are responsible for making arrangements with their teachers for completing work in the event of excused absences.

Assignments and assessments announced to the student BEFORE the absence are ordinarily due the day the student returns to school.

<u>Examples of EXCUSED Absences</u>	<u>Examples of UNEXCUSED Absences</u>
Illness	Oversleeping                      Parent oversleeping
Family death	Shopping                              Work
Family emergency	Haircut                                Babysitting
Medical appointment	Car trouble*                        Skipping class
Family travel plans	Leaving school without permission from the office
Driving exam	Absent without the consent of a parent/guardian
Court Appearances/any extenuating circumstances specified in school policy	Obtaining a pass for a certain area of the school but failing to go there
	Loitering in a restroom for more than 5 minutes
	<i>*Principal may excuse if required documentation has been provided</i>

#### FUTURE ABSENCE PROCEDURES:

##### 1. Vacation

- It is the student's responsibility to contact teachers about the upcoming absence.
- Work should be made up prior to the absence (ahead of time) unless a different arrangement is suggested by the teacher.

##### 2. School Related Activity:

- Student is to communicate with his/her teachers regarding assignments as soon as possible prior to activity-related absence.
- Work should be made up prior to the absence (ahead of time) unless a different arrangement is suggested by the teacher.

##### 3. College Visit Procedure: (juniors and seniors)

- Student must notify the Guidance Office at least two days prior to the scheduled college visit date to obtain the college visit form and instructions.
- Student must make arrangements with teachers to make-up tests/school work before or immediately after the college visit. (Teacher discretion)
- College visits during the last week of a quarter are discouraged.

##### 4. Appointment Procedure: (unless emergency)

- Appointments need to be called into (634-1174) or e-mailed to the High School Attendance Office **24 HOURS PRIOR to the scheduled appointment** (unless an emergency situation arises). **Failure to do so will result in a student's INELIGIBILITY to participate in any school activities that day.**
- **IF LESS THAN 24-HOUR NOTICE IS GIVEN for an appointment, A SIGNED DOCTOR'S NOTE IS REQUIRED.** Failure to produce a valid doctor's note will result in the student being INELIGIBLE to participate in any school activities that day.
- Student must sign out/in at the Attendance Office. Failure to do so may result in a school detention.

##### 5. Tardy Procedure:

- If a student is tardy to school, the student must sign in at the Attendance Office via the CheckMate kiosk
- If a student is tardy to class blocks 2-4, the teacher will place that tardy on the class attendance

record in Infinite Campus.

6. Leaving School During the Day:

- Student gives written note to the Attendance Office or parent calls/emails Attendance Office for appointments, vacations and other excused absences.
- Attendance Office clears absence with principal or designee.
- Student signs out in the Attendance Office when leaving and signs in when returning.

7. Illness During the School Day:

- Student must report to the school nurse if he/she becomes ill during the school day. This is for safety reasons and state reporting requirements.
- Student may rest in the sick room for up to 20 minutes, or
- School nurse will call parent(s) for permission for the student to go home or be picked up by the parent/relative/emergency contact. Any student failing to follow these procedures will be referred to Administration.
- Student must sign out in the Attendance Office before leaving.

Late to school (after 8:30 a.m.)	Any student, for any reason, except pre-excused medical, dental, college visits or chiropractic appointments, who comes to school after 8:35 a.m., excused or unexcused by one's parents, will automatically be ineligible to participate in any extra-curricular, co-curricular activities that evening, including games and practices, class trips, History Day, etc. This includes students who leave for any illness throughout the day.
Late to school (before 9:00 a.m.)	Unexcused Tardy
Late to school (after 1st block)	Student to serve a 2-hour Saturday school.
3 unexcused tardies (per quarter/per class)	Student to serve a before/after school or lunch detention.
Truancy	Parental contact, student conference, Saturday school will be given. 2 hours for 1 block missed, 4 hours for ½ day missed. If 1 full day missed, two (2) 4-hour Saturday Schools will be given. Loss of class participation credit in class(es) missed. May be referred to Dodge County Attendance Review Board.

## TRUANCY

Kasson-Mantorville High School follows the Dodge County Truancy/Ed Neglect Procedure Outlined as follows:

### DODGE COUNTY TRUANCY/ED NEGLECT PROCEDURE

#### LEVEL 1 TRUANCY (up to 3 unexcused absences)

1. School sends notification home each of the three days the student is absent.
2. The formal 3-day letter is sent to parents after 3 unexcused absences.
  - a. An in-school meeting is set up with student and/or parent.
  - b. Intervention is put in place which may include one or more of the following:

- i. Referral to other school staff for assistance (i.e., social worker, counselor, psychologist, school administration, teachers, nurse)
- ii. Weekly meetings with counselor or school administration to track attendance.
- iii. Attendance agreement is set up between parent/student and the school.
- iv. Lunch detention as a consequence.
- v. Outside agency support (if needed and agreed upon with family).
- vi. Communication with teaching staff as needed to provide additional support.
- vii. Review of academic and behavior needs (make accommodations as needed).

## **LEVEL 2 TRUANCY (7 unexcused absences)**

1. After the 7<sup>th</sup> unexcused absence, School will send an Attendance Review Board (ARB) letter to parents (certified mail) and copy the Dodge County Attorney's Office.
2. School staff will coordinate ARB scheduling with Crysta Parkin and/or Shannan Thompson at the Dodge County Attorney's Office. County Attorney's Office will send Notice of Referral to the ARB to family with date/time/location of ARB.
3. ARB process for student/family which may include:
  - a. Review of current interventions, to take place during ARB meetings.
  - b. Attendance contract set up (if not done already) during ARB meeting.
  - c. MN Prairie will review if any current services are in place.
  - d. MN Prairie attendee will determine at ARB if any additional services may be appropriate and attempt to make any related referrals at the ARB meeting.
  - e. Conditions of attendance will be set up by ARB team in collaboration with parents/student.
4. School will formally review the student's attendance not later than two weeks after the ARB.
5. If the student has accrued any additional unexcused absences, the school will make a referral to County Attorney's Office and MN Prairie and/or DFO Community Corrections (if the juvenile is already on probation) for further intervention.
  - a. If student is K-6<sup>th</sup> grade, the School is to make an Educational Neglect report if any additional days the child is absent without excuse
  - b. If student is 12 years of age or older the school is to make a Truancy referral if the child is absent without excuse any additional full or partial days.

## **LEVEL 3 TRUANCY (continued unexcused absences after ARB or no-show for ARB)**

1. School will refer the student to the Dodge County Attorney's Office and MN Prairie and/or DFO Community Corrections (if the juvenile is already on probation).
2. The County Attorney's Office will review the case to determine one or more of the following next steps:
  - a. Filing an Educational Neglect CHIPS petition or Truancy petition under Minn. Stat. §260C.007.
    - i. As a part of an Ed Neglect or Truancy Petition, Kasson Police Department/Dodge County Sheriff's Office staff assigned to local schools as well as School District staff may assist in supervising students who are subject to a Petition, to include:
      1. Follow up on a written attendance contract.
      2. Follow-up home/community visits if the child is absent from school without a valid excuse. Peace officers are authorized to transport a truant student pursuant to Minn. Stat. §260C.143, subd. 4.
      3. Sharing information with school, MN Prairie, DFO Community Corrections (if the juvenile is already on probation), court, and the County Attorney's office

- b. Issue a petty misdemeanor citation charging the parent(s) under Minn. Stat. §120A.34
  - c. Issue a misdemeanor complaint charging the parent(s) under Minn. Stat. §120A.26
  - d. Issue a gross misdemeanor complaint charging the parent(s) under Minn. Stat. §260C.425
3. The County Attorney's Office will then issue a report to the school indicating the Level 3 Truancy decision as indicated in Step 2 above and will provide the school with the appropriate contact information if conditions are not met.
- a. The County Attorney's Office will notify school staff of all court appearances set for the student.
4. If an Ed Neglect/Truancy petition is unsuccessful and absences, tardies, or missed periods persist, the County Attorney's Office will review for further action on the Petition to include:
- a. Driver's License Suspension,
  - b. UA's,
  - c. Electronic Home Monitoring,
  - d. Out of home placement for the student, and/or
  - e. Possible criminal sanctions for the parents.

## **BACKPACKS**

In maintaining a safe school, backpacks, duffel bags, messenger bags, etc. will not be allowed in classrooms or outside student lockers during the school day.

## **BULLY POLICY**

School Board Policies

Kasson-Mantorville Board of Education

Kasson-Mantorville Public Schools

Independent School District 204

Adoption Date 4/19/04

Revised 9/19/2011, 9/17/2012, 10/21/2013, 7/14/2014, 3/16/2015

### **514 BULLYING PROHIBITION POLICY**

#### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of 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 and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

#### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other



prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or false reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy. These best practices should apply throughout the school district and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found. The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- C. including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning in the school environment.
- D. "Immediately" means as soon as possible but in no event longer than 24 hours.
- E. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristics defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent

prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying with the expectation that their identity will remain confidential. A person may also report bullying anonymously, however, the school district will not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about the available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and the other affected individuals as appropriate.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- F. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- G. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work

assignments, or educational or work environment.

- H. The school district will respect the privacy of the complainant(s) and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or the appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specific in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of

alleged bullying or prohibited conduct testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and 514-8 publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to

students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following: 514-9

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, empathy, self-control, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format on the school district's website.
- F. The school district shall provide an electronic copy of its most recently amended policy

to the Commissioner of Education.

## **IX. POLICY REVIEW**

The school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### **Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)

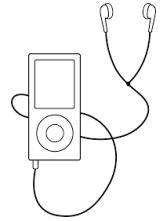
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

### **Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **CELL PHONES/TECHNOLOGY**

We promote technology use within the classroom as a means to enhance learning, however, there are times when cell phones, headphones, electronic items, other items distract from learning. Student devices may be used before or after school and during the lunch period. If students are using their device during class inappropriately, the teacher may confiscate and bring it to the office. Our highest priority in promoting the use of technology is to deepen the learning while respecting the educational environment, honoring others' right to privacy, assuring academic integrity and promoting respect for staff member's direction in the classroom.



INFRACTION	CONSEQUENCE
<p><b>Cell Phones</b></p>	<p><b><u>First Offense:</u></b> Staff member takes device from student and gives to high school office in addition to submitting a behavioral referral. Student picks up phone from office at the end of the day and serves a school detention.</p> <p><b><u>Second Offense:</u></b> Staff member takes device from student and gives to high school office in addition to submitting a behavioral referral. Student picks up phone from office the next day and serves a school detention.</p> <p><b><u>Third Offense:</u></b> Same as second offense, except student is given a 4-hour Saturday School.</p> <p><b><u>Fourth Offense and above:</u></b> Principal discretion.</p> <p>Devices taken on a Friday (or the last day before a break) - the students have the option of leaving the device for the weekend or the device is to be turned in to the high school office on Monday morning (or the first day back from break) and left in the office overnight.</p>

## BRIDGE

BRIDGE stands for Building Relationships, Inspire, Discover, Gain Enrichment. It is a flexible 25 minute period of time each day for students to receive social emotional learning, extra help or interventions, enrichment activities, and school wide culture building through assemblies/activities.

## CHEATING

Students are to be responsible for doing their own work and assessments. Learning is the goal for all students. Examples of cheating are: plagiarism, not doing your own assignment/homework, cheating on tests in any fashion. Each instance of cheating will be reported to the principal/designee. Parent(s) will be contacted by the teacher and a decision about the opportunity for redoing the assignment/test will be made by the teacher.

## CLASSROOM BEHAVIORS

- Food and beverage in the classroom is at teacher discretion.
- Teacher dismisses students from class.

## CAMPUS

It is the general expectation that students remain in the building from their arrival until the end of the school day, unless the student is allowed to leave because of an approved appointment. Other exceptions are junior/senior open lunch and BRIDGE flex-out for approved juniors and seniors.



## CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the School District. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

- Disruption of the education of others or conduct that includes, but is not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, insolence, insubordination, failure to identify oneself, improper activation of fire alarms or bomb threats. This can also include conduct away from the school if the conduct has a direct effect on the welfare of the school.
- Using an ignition device, including butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
- Violation of school rules/policies/regulations of the school district.
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon.
- Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive.
- Violation against school property. A student shall not cause or attempt to cause damage to school property, steal or attempt to steal school property, either on or off school grounds during a school activity, function or school events.
- Damage or destruction of private property. A student shall not cause damage or attempt to cause damage to private property, steal or attempt to steal private property, either on or off school grounds during a school activity, function or school event. This can also include private property away from school if the act has a direct effect on the welfare of the school.
- Threats or assaults on a school employee, another student or other persons who may be visiting the school. A student shall not intentionally threaten, do bodily injury to any person, be involved in intimidation, harassment, extortion or knowingly possess, handle or transmit any object that can be reasonably considered a weapon:
  - on the school grounds during and immediately before/after school hours.
  - on the school grounds at any other time when the school is being used by a school group.
  - off the school grounds at any school activity, function or event.This can also include threats, assaults or harassment away from school if this conduct has a direct effect on the welfare of the school.
- Use of obscene language or gestures, including gang-related hand signs, during school hours, on school grounds or at any school-related activity.
- Violations of school policies relating to student use of motor vehicles.
- Unexcused absences or tardiness from class or school.
- Loitering, being in an unauthorized area or creating a disturbance in the school building or on school property.
- Acts of vandalism, theft or threatened acts of vandalism or theft.
- Conduct, which endangers the student, other students, or the property of the school.
- Truancy – Unexcused absence from one or more classes where the student leaves the building without the principal's/designee's permission.
- Fighting – Confrontations where blows are struck, where malice or injury is intended, and where reconciliation cannot be worked out, or where injury occurs.
- Theft – Where school district, district employees', or student property is stolen. Stolen or lost property should be reported to the Principal's Office immediately.

- Insubordination – When students defy authority of school district employees in the conduct of school business.
- Technology and/or computer violations.
- Extortion – Threatening or extorting students' money or property is prohibited. Students who are victims of such acts are to report them to teachers or to the Principal's Office so that corrective action can be taken.
- Gambling – Playing cards, flipping or matching coins, rolling dice for money, or other forms of gambling will not be permitted. Teachers will confiscate any money or material and refer students and confiscation to the office.
- Any drawings, slogans, signs, etc. that suggest gang affiliations, which are found on or in possession of a K-M student, on the school grounds or off the school grounds, at a school activity, function, or event will be confiscated. These items will be referred to appropriate school authorities and/or law enforcement to determine further action.
- Students are not allowed to have any drug, tobacco or vaping paraphernalia in their possession on school grounds or at any school-related activity.
- Narcotics, alcoholic beverages, and drugs. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind either on school grounds or off school grounds at a school activity, function, or event.
- Use of a drug authorized in accordance with a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule.

## **COURSE CREDIT VIA ASSESSMENT**

Kasson-Mantorville High School has a policy/process for students who desire to test out of a course. Students must submit an application two full quarters before the start of the regular class. Copies of the testing-out process and application form can be obtained in the Guidance Office or Principal's Office.

## **DANCES**

If students wish to bring a guest to any high school dance, the guest must either be enrolled in grades 9-12 or be 20 yrs. of age or younger. All guests must show their student ID card or driver's license upon entering the dance.

## **DIRECTORY AND YEARBOOK INFORMATION**

Notice is hereby given: that ISD 204, pursuant to the U.S. General Education Provision Act and Minnesota Government Data Practices Act, declares the following, as "directory information" as provided in said Act, and that information relating to students may be made public if said information is in any of the following categories:

- Student's Name
- Address
- Photographs
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities & sports
- Weight & height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution attended
- Name of the student's parent(s)

Any parent or any student in the district may notify the District in writing by contacting the building principal in which said students attend of their desire that some or none of the above information is not to be released without their consent. This notification must be given to the building principal within thirty (30) days of the publication notice.

Independent School District 204  
Kasson, MN 55944

## **DISCIPLINARY ACTION**

Disciplinary action may include any of the following: Student and/or a parent conference, meeting with the teacher, counselor, or principal/designee; removal from class, detention, loss of school privileges, Saturday school, suspension from school and/or school-related activities or assemblies, expulsion, exclusion, and notification to law enforcement and School Resource Officer. Student's school programs may be modified. Student may lose computer and/or technology privileges. Theft, vandalism, alcohol, and drug violations will be turned over to the local law enforcement agencies and School Resource Officer. Student must cooperate and participate in all disciplinary investigations at school.

The KMHS discipline policy was reviewed as part of the process of putting the 2020-2021 handbooks together.

### **Think Twice.**

- KM School has a "no tolerance" policy.
- Punishment can include
  - suspension;
  - disorderly conduct charges;
  - court appearance.

In dealing with alleged misconduct, the principal/designee shall investigate the incident and hear all available accounts of it. If the student makes a reasonable claim of other defensive matter, that, if true, should free him/her from blame but is not immediately available, the principal/designee should review disciplinary action and take appropriate action. When discipline referrals are assigned for specific violations, the student will appear before his/her respective principal/designee. Parents will be notified of the violation after the meeting with the principal/designee. The grounds for dismissal, MS 121A.45 states: A pupil may be dismissed on any of the following grounds:

- willful violation of any reasonable school board regulation;
- willful conduct that significantly disrupts the rights of others to an education;
- willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

## **REASONABLE FORCE**

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statute 121A.582 (see appendix for this statute) and other laws, to restrain or correct a student.

## DISCIPLINE CHART

INFRACTION	CONSEQUENCE
<b>Cheating</b>	Parent contact by the teacher. Teacher discretion as to credit and opportunity for retakes and assignment completion. Other consequences as determined by principal/designee.
<b>Failure to follow student driving/parking rules</b>	A conference with the principal/designee, parents contacted, law enforcement officials contacted (ticket), and/or loss of driving and parking privileges on school property.
<b>Failure to serve detention</b>	The detention missed will need to be made up with an additional detention assigned.  Failure to serve either of these will result in a 2-hour Saturday school (8:00-10:00 AM).
<b>Failure to serve 4-hour Saturday School</b>	Additional Saturday School or may result in Out-of-School suspension. Principal discretion.  Juniors and seniors will lose open lunch privileges for the following week and serve additional Saturday School.
<b>Failure to sign out in the Attendance Office, obtain parental permission and administrator's approval</b>	Office detention/suspension or other disciplinary action as deemed appropriate by the principal.
<b>Inappropriate appearance, grooming or mode of dress</b>	Student to make modifications or be sent home for the day and parents are notified.
<b>Inappropriate Language</b>	Office detention or other disciplinary action as deemed appropriate by the principal.
<b>Leave school without permission</b>	Truancy rules apply.
<b>Possession, use or student admits to being under the influence of illegal drugs on school property</b>	<b>First Offense:</b> Suspension from school for 2-3 days or expulsion; principal may suspend more than three days if offense warrants. <b>Repeat Offenses:</b> Suspension or expulsion as determined by the principal/designee (losing all credits for the remainder of the term or school year) or exclusion from school.
<b>Possession/use of tobacco (includes any nicotine product, vapes, e-cigarettes etc.)</b>  <b>MSBA/MASA Model Policy 413</b>	<b>First Offense:</b> Notify law enforcement, Activities Director and MSHSL and given a 4-hour Saturday School (8:00-12:00). <b>Second Offense:</b> Same as above, except student to be suspended from school for two (2) days. <b>Third/Fourth Offense:</b> Same as above, except student to be suspended from school for 3 - 5 days and/or other consequences as determined by an administrator.

<b>Possession/wearing a hat or hoods during the school day</b>	<b>First Offense:</b> Staff member takes hat from student for the remainder of the day. <b>Repeat Offense:</b> Principal's discretion.
<b>Removal from class for disciplinary reason</b>	Teacher discretion as to credit for work. Office detention to be served within one week.
<b>Late to school (after 8:35 a.m.)</b>	Any student, for any reason, <u>except</u> pre-excused medical or dental appointments or pre-approved college visits, who comes <u>to school after 8:35 a.m.</u> , excused or unexcused by one's parents, <u>will automatically be ineligible to participate in any extra-curricular, co-curricular activities that evening</u> , including games and practices, class trips, History Day, etc. This includes students who leave for any illness throughout the day.
<b>Late to school (before 9:00 a.m.)</b>	Unexcused Tardy
<b>Late to school (after 1st Block)</b>	Morning, lunch or after-school detention – if student misses entire block they will be given a 2-hour Saturday School.
<b>3 unexcused tardies (per quarter/per class)</b>	Morning, lunch or after-school detention, to be served within one week.
<b>More than 3 unexcused tardies (per quarter/per class)</b>	Morning, lunch or after-school detention for each additional offense Principal may assign Saturday School beginning with 5th tardy to any class.
<b>Truancy</b>	Parental contact, student conference, Saturday school - 2 hours for one block, 4 hours for half-day missed. If one full day is missed, two 4-hour Saturday Schools will be given. Teacher discretion as to credit received for work missed.  May be referred to Dodge County Attendance Review Board.
<b>Truancy Pattern/Habitual Truancy</b>	In addition to the above, a truancy officer will contact the student and parent and refer the student to Dodge County Attendance Review Board (Habitual Truancy as defined by MN Stat.260C.007, Subdivision 19.)

## DRESS AND APPEARANCE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following.:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- 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 minority 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 school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., students undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified

**Ultimately, the principal determines if clothing is socially appropriate or not, as well as consequences.**

### **DRIVING AND PARKING RULES**

- There is no parking allowed on the streets surrounding the school building during school days.
- Students are to drive their vehicles in a safe, quiet and responsible manner. Any drivers who drive in a manner calling attention to him/her or the vehicle will be deemed in violation of this rule.
- Students may only use their vehicles during the school day after receiving permission from the Principal's Office.
- After school, students must wait until all busses have left before using the west entrance.
- All students are to park in the East Lot or the NW Lot (not in the visitor areas or in the South or North Lots).

### **DROP/ADD CLASS CHANGES**

Students wishing to drop or add a class for quarter 1 must do so within the first four days of quarter 1, and they will have until the end of September to change quarters 2-4. See the Guidance Office for details.

### **EARLY GRADUATION**

Any senior planning to graduate early is required to have all paperwork completed and into the Guidance Office by the end of 1st quarter. Students need to contact Guidance Office personnel early in the fall to plan for early graduation.

### **STAFF WORKROOM**

The staff workroom is reserved for the staff to confer, relax, and plan lessons. Out of courtesy, students are asked to knock at the door and wait for a staff member to answer. Students are not allowed in the staff workroom during non-school hours.

### **FIRE AND SEVERE WEATHER DRILLS**

At regular intervals, fire and severe weather drills are required by law and are an important safety precaution. It is essential when the first signal is given that everyone obeys promptly and follows the prescribed route as

quickly as possible. The teacher in each classroom will give the students instructions.

## **FOUR-PERIOD DAY**

Student schedules are based on a four-period day. The four-period day is a schedule where students have four 83 minute class periods each day with 6 minutes of passing time between classes. As part of this schedule, students complete the typical semester class in a term (nine weeks) and a full year class in two terms (18 weeks). There are three major reasons for this schedule:

- 1) It provides more support for students by increasing the amount of time a student spends with each teacher each day.
- 2) It offers the opportunity for better educational opportunities with the extended class periods each day.
- 3) It reduces the number of courses each day and lessens stress for students.

There are four nine-week quarters in our academic year. Students enroll in four classes each quarter. "Every successfully completed class (with the exception of Department Aid, Office Helper, Band and Choir) will earn .50 credit toward the graduation requirement of 28 credits." There is the potential of earning two credits per term, eight credits per academic year and 32 credits over four years with the exception of band-only and choir-only students. Students are encouraged to meet periodically with their counselor to ensure timely progress is being made towards graduation.

## **GRADUATION REQUIREMENTS**

Students must successfully complete a minimum of 28 credits in courses listed in this registration guide or approved by the administration and a passing score on the appropriate state-required tests. Listed on the following page are Kasson-Mantorville School District's requirements (.50 equals one class period for one quarter).

[KMHS Graduation Requirements for Class of 2023, 2024](#)

[KMHS Graduation Requirements for Class of 2025 and Beyond](#)

## **HALLWAYS**

To promote safe and quiet hallways:

### – Lockers

Lockers are assigned to students when they register for school and are the property of the school. All contents found in lockers are the responsibility of student assigned to the locker. Materials promoting alcohol, tobacco, drugs or sex are not to be in lockers at any time. Lockers are subject to periodic inspection for cleanliness and adherence to school rules and may be entered by the principal/designee at any time provided there is a good reason. Entry may be made when there is suspicion of contents considered illegal or harmful to other students or to the school building. It is the student's responsibility to keep his/her locker neat and clean. Students are not allowed to change lockers and should not inform other students of their locker combination.

### – Locker signs

Athletic/Activity locker signs are put on lockers of players only. Advisor/principal must approve signs before placing on lockers. Students are not to put up their own locker signs.

## HONOR ROLL

An honor roll will be published every term. Students receiving an "I" or "F" will not be included on the honor roll. Eligibility will be determined as follows:

"A" Honor Roll/High Honor Students:	3.667 average or above
"B" Honor Roll/Honor Students:	3.000 to 3.666 averages

Honors and High Honor for seniors for graduation are calculated through the third quarter.

## ILLEGAL SUBSTANCES

Students are not permitted to possess, smoke, vape, chew or use any drug on school grounds or off the school grounds at a school activity, function or event.

## INAPPROPRIATE LANGUAGE

Students are not to use inappropriate language or swear at any time while at school or during any K-M school-sponsored activities either at home or away. Students will be written-up on an office referral and given one office detention. Repeat offenders may be given additional consequences. Students swearing AT any school employee or other adult may be dismissed or suspended from school, requiring a parent conference before being allowed to return.

## INCOMPLETES

No incompletes will be given at the end of a quarter unless approved by the principal and/or counselor for extenuating circumstances. In most cases, the incomplete work must be turned in within two weeks.

## LUNCH

All students are expected to remain in the Commons for the entirety of the lunch period. Exceptions would be seniors and juniors on open lunch, and students with a pre-signed pass from a staff member. For additional information, see KM District Policy 534 Unpaid Meal Charges.

## LOST AND FOUND

Students who find lost articles are asked to bring them to the office where the owner can claim them.

## OFFICE DETENTION / SATURDAY SCHOOL / OSS

Students who do not serve their detention(s) by the specified time/date agreed upon will have the following consequences:

1st Consequence:	Detention time doubled
2nd Consequence:	Saturday School (4 hours)
3rd Consequence:	May include Out-of-School Suspension Parent conference before returning to school

Students will be assigned detention before school, after school, lunch or Saturday morning and must make arrangements for work schedules if they have detentions to serve. Students must agree upon the assigned detention time within a one-week period. If a student is absent, he/she will make up detention time the next day he/she is in school that detention is held. No additional time will be allowed or detention schedules changed because of a student having to go to work. It is the student's responsibility to plan ahead and make sure that ALL detentions are served by the deadline. Failure to do so will result in consequences as explained above. Detention may vary from 25 minutes to four hours. Before school, lunch and after school detention will be held in various teacher classrooms, as will Saturday school.

There is no talking, sleeping, eating or use of cell phones and computer games. Internet may be used only if teachers deem necessary. Students will not be permitted to leave the room for any reason.

After a detention is given, parent(s) will be notified, conferences may be held with parent(s), student and principal/designee, if needed. Students will be allowed to participate in extra-curricular activities on the days that they are serving detention if their assigned time is finished by the time the activity starts. Detention takes precedence over activities. Students must provide their own transportation home, with students given at least



one day notice of what day they are to serve detention so they can let parent(s) know. Students have the option to serve detention the same night if one is being held.

### OSS (Out-of-School Suspension)

Students who are suspended from school and are prohibited from attending school for disciplinary reasons, will have the opportunity to make up tests and school work without any loss of credit for the time they were suspended from school. Students will not be allowed to participate in practices or attend any extra-curricular or school activities during the suspension period. Students may not be involved in any school-sponsored activities whether they are held on school property or off school property during the time of their out-of-school suspension. NOTE: The Pupil Fair Dismissal Act will be followed for all out-of-school suspensions, exclusions and expulsions.

### **PARENTAL COMMUNICATION**

If parent(s) are going out of town, please notify the school office where they can be reached in case of emergency. It is requested that they leave a name and number of a local person who will be responsible for the student(s). Please notify the Guidance Office of any change of address/phone number.

### **PASS / FAIL POLICY**

Students at Kasson-Mantorville High School may choose to take one elective course on a pass/fail basis one time during grades 10-12. The Pass/Fail option must be selected within the first five days of the requested quarter. Please see the Guidance Office for forms, guidelines and further details.

### **PDA (Public Display of Affection)**

PDA between students is not a socially appropriate behavior at school or at school activities. Examples of PDA that are prohibited are kissing, hugging or any bodily contact other than holding hands. Momentary or casual hugging between friends is permissible. Students who repeatedly engage in PDA will be subject to disciplinary action.

### **PLEDGE OF ALLEGIANCE**

The state of Minnesota mandates that schools will recite the Pledge of Allegiance. In the Kasson-Mantorville High School, this will be recited every Monday (or first day of week) at 8:00 AM over the intercom. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

### **PROM**

Only K-M students in 11th and 12th grades will be permitted to attend Prom. Ninth and tenth graders will only be allowed to attend Prom if they are dates of an 11th or 12th grader. No one under 9th grade will be allowed. All guests must be 20 years of age or younger.

### **REPORT CARDS AND GRADING**

Report cards will be issued after each nine-week period. The following grades will be issued for classes:

A	4.000	B	3.000	C	2.000	D	1.000	I	Incomplete
A-	3.667	B-	2.667	C-	1.667	D-	.667		
B+	3.333	C+	2.333	D+	1.333	F	.000		

Course grade = 80% quarter work; 20% final exam/assessment. However, students must have a passing "quarter work" grade to get credit for the class. Student cannot pass the final exam alone..

## SCHOOL CLOSINGS

In the event of severely inclement weather or mechanical breakdown, school may be closed or delayed. The same conditions may also necessitate early dismissal. Parent(s) will be alerted by a call on the School Messenger system. Parent(s) may also find the information on the district website. The information will be announced over radio stations KROC and WCCO and on TV stations KAAL, KARE, KTTC and WCCO.

## STATEWIDE TESTING

Click on the link provided to access the Minnesota Department of Education's *Parent/Guardian Guide to Statewide Testing and the Refusal to Test Form*:

[MDE Parent/Guardian Participation Guide and Refusal Information](#)

**Periodically, progress reports on the State Assessments will be sent home.**

## STUDY HALLS

Each student in the study hall must have something with which to occupy himself/herself for study purposes. Students must have a pass to leave the study hall. Study hall teachers may issue passes to the office and to the restroom. Passes are not to be issued to students to go to the Learning Center or Guidance Office. Student passes must be obtained from the Learning Center and Guidance Office before going to study hall. Students wishing to see a teacher, other than their study hall teacher, must have previously obtained a pass from the teacher; if the student is to remain with the teacher all period; this is to be indicated on the pass.

## TARDY POLICY

Any student, for any reason, except pre-excused college visits or medical or dental appointments, who comes to school after 8:35 a.m., excused or unexcused by one's parents, will automatically be ineligible to participate in any extra-curricular, co-curricular activities that evening, including games and practices, class trips, History Day, etc. This includes students who leave for any illness throughout the day.

## TEXTBOOKS

Textbooks are furnished by the district and are assigned at the beginning of each term. Students who lose or damage a book while it is checked out to him/her will be expected to pay for it.

## VALUABLES

Students are cautioned not to bring large amounts of money to school, as well as any other valuable items, unless it is absolutely necessary. Valuable items, if brought to school, should be kept in a locked locker or in the office. The school, in general, is not responsible for any stolen or damaged personal property of students left in lockers and locker rooms.

## VISITORS

The school policy is to accept all visitors who have legitimate business at school. Guests and visitors, including full-time PSEO students, must stop in the High School Office to receive permission to be in the building and get a "Visitor Pass" to wear. The Visitor Pass requires a valid ID that will be run through the Raptor System before being admitted into the building. Parents are always welcome and should also stop in the office to get a Visitor Pass. Visitors are expected to leave promptly when their business is completed. Students will not be allowed to have guests in the school, unless it has been pre-approved by the building principal and there are legitimate reasons for the visit. Students may only have their guest present for half the day. No animals/pets are allowed in school or at any activities unless approved by the building principal for a

specific class.

## APPENDIX

### ASSESSMENT

For the Minnesota Department of Education's *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* please click the link below:

[MDE Parent/Guardian Refusal Form](#)

### BUS RIDING RULES

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the building principal/designee. In addition, all school bus/bus stop misconduct will be reported to the district's transportation director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

#### School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's transportation office/school office.

#### Rules at the Bus Stop

- Get to your bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No possession or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects to the bus stop.

#### Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating or drinking.
- No possession or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

#### Consequences

- First offense - Warning and parent(s) notified.
- Second offense – Five (5) day suspension from riding the bus and parent(s) notified.

- Third offense – Ten (10) day suspension from riding the bus and a parent(s) notified.
- Fourth offense – Twenty (20) days suspension from riding the bus/meeting with parent(s)
- Fifth offense - Suspended from riding the bus for the remainder of the school year.

#### Other Discipline

Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

### **EXTRA-CURRICULAR RULES & REGULATIONS FOR STUDENTS**

Regulations concerning eligibility for extra-curricular activities involving athletics, music, school clubs, and drama are based on the State High School League rules and the Student Discipline Policy. Academic standing, disciplinary matters, and enrollment status may limit eligibility for participation. If you have any questions about eligibility for participation in any aspects of the educational program, contact the principal.

Rationale: Every tool or method possible should be used to insure good school behavior, community behavior, and attendance. It is the firm belief of the School Board, administration, and staff that a student should show good discipline and citizenship, which presumes that a student will follow all laws and all the rules and regulations of the school. Therefore, to implement the Minnesota State High School League regulations, the staff of Kasson-Mantorville High School shall follow the following rules and regulations:

#### Evidence considered from:

- Police
- Staff members
- Responsible citizens

#### Kinds of Evidence to be considered

- Consumption or use of alcohol, tobacco, drugs, or drug paraphernalia
- Possessions of alcohol, tobacco, and drugs or drug paraphernalia
- Involvement in criminal activity such as burglary or vandalism
- Obscene language used in school, at school activities, or in the community
- Truancy
- Conduct at school, at school activities, or in the community, disrespectful conduct toward school employees or community members
- Unsportsmanlike conduct at school activities or community events

General Eligibility: Students are not eligible to participate in any extracurricular activities or clubs, including athletic and non-athletic teams/groups, until all students financial responsibilities from the previous term or school year have been taken care of. These would include paying for lost books, course fees, payment for projects, returning all equipment from previous sport or outstanding fees. Students will be ineligible to practice or participate in any activity until these responsibilities are completed.

Any student, for any reason, except pre-excused medical or dental appointments, who comes to school after 8:30 a.m., excused or unexcused by one's parents, will automatically be ineligible to participate in any extra-curricular, co-curricular activities that evening, including games and practices, class trips, History Day, etc. This includes students who leave for any illness throughout the day.

#### Academic Requirements

- A "C-" average (1.667) or higher per quarter is required.
- If a student fails to maintain the "C-" during a term preceding a sport season in which he/she is involved, he/she would become ineligible to play in 25% of the contests in that sport season. He/she may still practice.
- Students would be placed on academic probation for the remainder of the quarter and would be required to gather their grades and teachers' signatures on a weekly basis to verify that they are maintaining a "C-" average.
- Incompletes will cause a student to be ineligible. The incomplete must be made up within 2 weeks after the end of the quarter or it turns to an "F."
- Students having an "F" or an "I" in any class will be automatically ineligible.
- Effort grades for students with handicapping conditions will be used only to determine the "C-" average for eligibility, if they have no "F"s or incompletes.

- Students who have grades at the end of the fourth quarter causing them to become ineligible cannot under any circumstance regain their eligibility during the summer months. Fourth quarter GPA determines fall eligibility.

#### Length of Ineligibility

- MSHSL Category I Athletic Activities regarding use/possession of alcohol, tobacco, drugs or drug paraphernalia.
- First violation, Penalty: After confirmation of the first violation the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater.
- Second Violation Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- Third and Subsequent Violations After confirmation of the third and subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violation, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
- Penalties are progressive and consecutive.
- Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation, is allowed to participate and then is subsequently found guilty of the violation.

**Any student convicted of a felony will lose eligibility for a period of no less than that for a 2nd Category 1, chemical violation.**

**K-M schools will treat infractions of all MSHSL bylaws cumulatively.**

**All of the rules in this section are in effect for students for the entire 365-day calendar year.**

Category II Drama and Music Activities also including all other student extra-curricular activities such as student council, homecoming royalty, SADD, Link Crew, FCCLA, etc. regarding use/possession of alcohol, tobacco, drugs or drug paraphernalia.

- Alcohol/Tobacco/Drugs

A student shall not use/possess alcohol/tobacco/drugs or drug paraphernalia at any time, regardless of the quantity. Students who violate this rule shall be suspended from participation in all activities for the time specified herewith:

- 6 school weeks for the first violation;
- 12 school weeks for the second violation;
- 18 school weeks for the third violation.

Penalties for violation of school rules or laws as mentioned by the principal and /or the Eligibility Board of Review.

- All of the rules in this section are in effect for students for the entire calendar year (365 days per year).

#### **PROCEDURES TO BE FOLLOWED BY PRINCIPAL/ACTIVITIES DIRECTOR AFTER BEING MADE AWARE OF THE RULE VIOLATION:**

- Question the student in private, safeguarding his identity, to ascertain whether or not the student is willing to admit the violation.
- If the student does not admit guilt, the Eligibility Board of Review shall judge the evidence as to credibility.
- The principal shall inform the parents or guardian of the student as to the charges leveled at the student.

#### Eligibility

The District will follow the MSHSL adapted Fair Hearing Procedures for eligibility contest.

#### Due Process for the Student

Any student charged with violation wishing to appeal to the administrative decision will follow the Minnesota State High School League's Fair Hearing Procedures. A copy of the Minnesota State High School League's Fair Hearing Procedures is available from the principal or activities director.

## **PUPIL FAIR DISMISSAL ACT**

Refer to School Board Policy 121A.40

### **121A.582 STUDENT DISCIPLINE; REASONABLE FORCE**

Subdivision 1. REASONABLE FORCE STANDARD.

- A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- Paragraphs (a) and (b) do not authorize conduct prohibited under sections 121A.58 and 121A.67.

Subdivision 2. CIVIL LIABILITY.

- A teacher or school Principal who, in the exercise of the person's lawful authority, uses reasonable force under the standard of subdivision 1, paragraph
- has a defense against a civil action for damages under section 123B.25.
- A school employee, school bus driver, or other agent of a district who, in the Exercise of the person's lawful authority, uses reasonable force under the standard in subdivision 1, paragraph (b), has a defense against a civil action for damages under section 123B.2

Subdivision 3. CRIMINAL PROSECUTION.

- A teacher or school principal who, in the exercise of the person's lawful Authority uses reasonable force under the standard in subdivision 1, has a defense against a criminal prosecution under section 609.06 Subd. 1
- A school employee, school bus driver, or other agent of a district who, in the Exercise of the person's lawful authority, uses reasonable force under the standard in subdivision 1, paragraph (b), has a defense against a criminal prosecution under section 609.06 subdivision 1.

Subdivision 4. SUPPLEMENTARY RIGHTS AND DEFENSES.

- Any right or Defense in this section is supplementary to those specified in section 121A.58, 121A.67, 123B.25, or 609.06 subdivision 1.

Replaced Past File 113

**CURRENT FILE 501 – Page 1**

School Board Policies

Kasson-Mantorville Board of Education

Kasson-Mantorville Public Schools

Independent School District 204

Adoption Date 1995

Current Revision Date 5/17/04

### **413 SEXUAL HARASSMENT/VIOLENCE**

**(District Human Rights Officer - Mrs. Kerri Klingfus)**

Replaced Past File G8

**CURRENT FILE 413 – Page 1**

School Board Policies

Kasson-Mantorville Board of Education

Kasson-Mantorville Public Schools

Independent School District 204

Adoption Date 1995

Current Revision Date 9/19/11

Kasson Mantorville High School Harassment Policy:

Religious, racial, sexual harassment and violence are against the law. Everyone at KMHS has a right to be respected and safe. A person who harasses may be a student or an adult. Harassment may include the

following when related to religion, race, sex, or gender:

- A. Name calling, jokes or rumors
  - B. Pulling on clothing
  - C. Graffiti
  - D. Notes, cartoons, drawings
  - E. Unwelcome touching of a person or clothing
  - F. Offensive or graphic media including pictures, drawings, video, etc.
  - G. Any words or actions that make a person feel uncomfortable, embarrassed, or hurt
- All reports of religious, racial, or sexual harassment or violence are taken seriously. Tell someone and appropriate action will be taken.

## **413 HARASSMENT AND VIOLENCE**

***[Note: This policy is required by statute. This form of policy has been reviewed and approved by the Minnesota Department of Education (MDE) in compliance with the mandatory legislation.]***

### **I. PURPOSE**

The purpose of this policy is to maintain learning and working environment that is free from religious, disability, gender, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, disability, gender, racial, or sexual violence upon any pupil, teacher, administrator or other school personnel.
- C. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, disability, gender, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

#### **A. Sexual Harassment: Definition.**

- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.
- 2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment: Definition.  
Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. Religious Harassment: Definition.  
Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence: Definition.
- 1. Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
  - 2. Sexual violence may include, but is not limited to:
    - a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
    - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
    - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence: Definition.  
Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence: Definition.  
Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault: Definition.  
Assault is:
- 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any



person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the employee.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District. The school board hereby designates school social worker as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action and to conform with any discovery or disclosure obligations.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. §121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)

42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Violence Prevention)

**Category I Activities -**

- 1st Violation - Ineligible for next 2 consecutive games or 2 weeks, whichever is greater.
- 2nd Violation - Ineligible for next 8 consecutive games or 3 weeks, 21 calendar days, whichever is greater.
- 3rd Violation - Ineligible for next 12 consecutive games or 4 weeks, 28 calendar days, whichever is greater.

**Category II Activities -**

- 1st Violation - Ineligible for the next 6 weeks
- 2nd Violation - Ineligible for the next 12 weeks
- 3rd Violation - Ineligible for the next 18 weeks

## **PEST CONTROL MATERIALS**

Notice Concerning Use of Pest Control Materials: Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. You can contact the high school office if this notice is needed.

Schedule: Pesticides will be used the last half of September to the middle of October and the month of May for the grounds. Spot spraying will be done during the summer as needed.

## **501 SCHOOL WEAPONS POLICY**

***[Note: School districts are required by statute to have a policy addressing these issues.]***

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" 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; nunchucks; 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.
2. 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.

3. 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.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher, or head coach or immediately notifies an administrator, teacher, or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student falls within one of the following categories:
  1. licensed peace officers, military personnel, or students or non-students participating in military training, who are on duty performing official duties;
  2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  4. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
  5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  6. a gun or knife show held on school property;
  7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm "No Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or

threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in or retrieving it from the trunk or rear area of the vehicle. Any possession or carrying of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district takes a position of "No Tolerance" in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district takes a "No Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. **CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Legal References:** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 97B.045 (Transportation of Firearms)

Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)

18 U.S.C. § 921 (Definition of Firearm)

*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention)

## **526 HAZING**

Replaced Past File C14

**CURRENT FILE 526**

School Board Policies

Kasson-Mantorville Board of Education

Kasson-Mantorville Public Schools

Independent School District 204

Adoption Date 1997

Current Revision Date 7/14/14

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing, shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.  
School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of the student's involvement in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

#### **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who

makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

