

KMS High School

2025 – 2026



Name _____ Grade _____

Address _____

City _____ State _____ ZIP _____

Student # _____ T/A _____



KMS High School

Student Handbook

This handbook serves as a reference guide for students and parents. Although it does not address all questions that arise, it clarifies many of the school's expectations, procedures, and guidelines. When you have a question or concern, please do not hesitate to contact someone in the school who can provide assistance.

The Administration reserves the right to modify building policies and/or procedures when it is determined the changes are in the best interests of the school community. Such changes will be communicated to students, parents and staff in a timely and appropriate fashion.

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KMS High School

KMS MISSION

“Working as one in the pursuit of excellence.”

High School Office (320) 264-1412

Principalext: 1921
Amy Ruka, High School Secretaryext: 1921
Karen Munoz, High School Secretary.....ext: 1975
Cassandra Tensen, Counselor, Social Workerext: 1923
Kelly Quade, Counselor/ Community Ed.ext: 1927
Jana Smith, School Nurse.....ext: 1926
Glenn Klaphake, Activities Directorext: 1977
Pat Lesteberg, Activities/Community Ed. Assistantext: 1979
Attendance Line.....ext: 1920
High School Fax.....(320) 264-1910



Be Kind
Be Safe
Be Responsible
Be Proud

Dear Students, Parents, and Guardians

Welcome to the 2025-2026 school year. The KMS Secondary staff is excited about having your child attend the KMS Secondary School. Both the staff and administration are looking forward to meeting each of you this school year. We also invite you to visit with us at any time regarding your son or daughter's experience at KMS.

You are encouraged to read the contents of our handbook and to take an active role in supporting your child's educational progress. When you demonstrate interest and caring about your child's classes and regularly communicate with the staff, together the home and school are better able to provide the best for your child.

The KMS student handbook is an instructional tool like a textbook. If a student loses or destroys their handbook they will be required to purchase a replacement copy. If a student repeatedly loses or destroys their handbook a replacement copy might not be available due to supply. Without a handbook the student's privilege to leave the classroom will be affected.

The student handbook is approved by the KMS School Board yearly. Student expectations need to be followed and the consequences for breaking rules will be applied. The KMS administration retains the right to interpret the intent of the student handbook, KMS board policy, and exercise administrative discretion. The KMS administration may modify consequences for students who choose to violate school expectations.

Sincerely,
KMS Administration



Thank you to the following businesses for their contributions for making it possible for KMS students to receive a Student Handbook.

Benson Gravel 264-5326
Don's Building Center 264-3011
Bravera Bank..... 264-2161
Glacial Plains Coop 875-2811
Pam Mitteness Mansfield, CPA 264-0070
Rustad Bus Service 264-2987

Citizens Alliance Bank 875-2431
Dooley's Petroleum 235-5200
Freetly Electric264-3121
Kerkhoven Banner 264-3071
Riley's Bus Service 875-2491
Amoco..... 264-1246



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INDEPENDENT SCHOOL DISTRICT #775

KMS Jr./Sr. High School

KMS Elementary School

"Working as One in the Pursuit of Excellence"

2025-2026 School Year Calendar

Monday, August 25	Teacher Inservice
Tuesday, August 26	Teacher Inservice
Wednesday, August 27	Workday & Open House
Monday, September 1	Labor Day -No School
Tuesday, September 2	First Day of School
Monday, September 8	First Day of Preschool
Tuesday, October 14	Parent/Teacher Conferences
TH & F, October 16-17	Fall Break - No School
Thursday, October 23	Parent/Teacher Conferences
TH & F, November 27-28	Thanksgiving -No School
December 24 - January 4	Christmas Break -No School
Monday, January 5	School Resumes
Monday, January 19	Teacher Inservice/Work day
Friday, February 13	No School
Monday, February 16	Presidents' Day -No School
Thursday, February 26	Parent/Teacher Conferences
TH, F, M, T, April 2,3,6,7	Spring Break -No School
Wednesday, April 8	School Resumes
Thursday, May 21	Last Day of Preschool
Monday, May 25	Memorial Day – No School
Thursday, May 28	Last Day of School
Friday, May 29	Teacher Work Day
Sunday, May 31	Graduation

Quarters

1Q September 2- November 4	44 days	1st Midterm October 1
2Q November 5 - January 16	43 days	2nd Midterm December 5
3Q January 20 - March 23	43 days	3rd Midterm February 19
4Q March 24 - May 28	<u>43 days</u>	4th Midterm April 29
	173 days	

Contingency dates: February 13, April 2, April 7, April 6.

If school is canceled due to inclement weather an e-learning day may be used.

School Hours – Daily Schedule

No student should be in the school building before 7:45 AM or after 3:30 PM unless requested by a teacher, his/her bus arrives early, or he/she has been issued an early pass at the request of a parent or is involved in extra-curricular activities. **All other students arriving before 8:10 a.m. are to stay in the commons until released at 8:10**

Daily Bell Schedule	
1st hr.	8:17 - 9:06
2nd hr.	9:09 - 9:58
3rd hr.	10:01 - 10:50
9th & 10th Grade	
Lunch	10:53 - 11:22
4 th Hour	11:25 - 12:14
TA	12:17 - 12:32
11th & 12th Grade	
4 th Hour (part A)	10:53 – 11:25
Lunch	11:27 - 11:55
4 th Hour (part B)	11:57 - 12:14
T/A	12:17 - 12:32
7th & 8th Grade	
4th Hour	10:53 - 11:42
TA	11:45 - 12:00
Lunch	12:03 - 12:32
5th hr.	12:35- 1:24
6th hr.	1:27 – 2:16
7th hr.	2:19 – 3:08

2-hour late	
1st Hour	10:17 - 10:46
2nd Hour	10:49 - 11:18
9th & 10th Grade	
Lunch	11:21 - 11:50
4 th Hour	11:53 - 12:42
TA	12:45 - 1:00
11th & 12th Grade	
4 th Hour (part A)	11:21 – 11:53
Lunch	11:55 - 12:24
4 th Hour (part B)	12:27 - 12:42
T/A	12:45 - 1:00
7th & 8th Grade	
4th Hour	11:21 - 12:10
TA	12:13 - 12:28
Lunch	12:31 - 1:00
3rd hr.	1:03- 1:32
5th hr.	1:35 – 2:04
6th hr.	2:07 – 2:36
7th hr.	2:39 – 3:08

Weather Closing

Announcements of school closing or late starts will be made by 7:00 am or the evening before over the following:

Radio stations Websites

KSCR 93.5 FM Benson	www.wcco.com
KDJS 95.3 FM Willmar	www.startribune.com
KQIC 102.5 FM Willmar	www.kstp.com
KWLM 1340 AM Willmar	www.operationsnowdesk.com
WCCO 830 AM Minneapolis	



Teacher Advisory

Each student is assigned to a Teacher Advisory (T/A) group. The purpose of the advisory program is to increase academic achievement; improve communication between students, teachers, and parents; promote a positive school climate; and provide students with a safe place to share questions and concerns.

Weekly Schedule

Monday - Check-in

Tuesday - Ramp Up to Readiness/ School Activity

Wednesday - Ramp Up to Readiness/ School Activity

Thursday - T/A Activity/ Group meeting

Friday – Grade Check

Ramp-Up to Readiness

Students in grades 7 - 12 will participate in the Ramp-Up to Readiness program. There are weekly activities for each grade level. The concept of college readiness that is at the heart of Ramp-Up to Readiness rests on five pillars, each of which must be solidly in place for a student to succeed in a high-quality postsecondary program. Those pillars are:

Academic Readiness: The ability to succeed in first-year, credit bearing courses at a technical college, a community college or a four-year college or university.

Admissions Readiness: The ability to meet admissions requirements at a range of postsecondary institutions.

Career Readiness: The ability to identify careers that match personal, financial, and other goals and an understanding of the skills, credentials, and experiences required to succeed in those careers.

Financial Readiness: The ability to cover the cost of the first term of study at a postsecondary institution through savings, loans, and financial aid.

Personal and Social Readiness: The ability to set educational goals, make and monitor progress toward them, and create relationships with peers and adults that support academic success.



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Academic and Graduation Requirements

The KMS Board of Education requires that a student enroll in 24 credits and successfully complete 21.5 credits in grades 9, 10, 11, 12. To take senior high elective classes, students must pass pre-requisite classes in 7th – 8th grades. To ensure that a student enrolls in 24 credits, **students in grades 9-12 will be required to register for 6 credits each year.** Administrative discretion will be used to allow students to schedule more than one study hall if the student is making progress toward graduation. Minimum Graduation requirements are as follows:

Minimum Credit Requirements – Core Classes

Language Arts 4 credits	Mathematics Minimum - 3 credits	Science Minimum - 3 credits	Social Studies 4 credits
9 th - English 9	9 th - Geometry or Algebra 1.5	9 th - Phys. Sci	9 th - World History
10 th - English 10	10 th - Algebra 2 or Geometry	10 th - Biology	10 th - US History or AP US History
11 th & 12 th - 2 credits from: Communications Literature of Film Lit. of Myth, Legend & Folklore Literature of War CIS Writing or Literature CIS Communication	11 th & 12 th - 2 credits from: Algebra 2 Pre-Calculus AP Calculus Trig/Stats	11 th & 12 th - 1 credit from: Basic Chemistry Food Chemistry College Chemistry College Physics AP Biology	11 th - World History 12 th - Civics 0.5 Credit and Economics 0.5 credit

Minimum PE/Health/Art/ Electives

Phy. Ed. 1 credit	Health - .5 credit .5 credit	Art/Music – 1 credit 1 credits	Electives – 5 credits 5 credits
		Art Visual Media Design Interior Design Video Arts Digital Photography Floral Design	See Course Catalog For Elective Options

Graduating Seniors will be allowed to participate in the commencement program if the required 21.5 credits are completed by the date and time of commencement rehearsal.

Dropping/Adding Courses

It is our district's goal to accommodate students' educational needs. Class change requests that are made before a semester begins will be considered as long as it can be made without adversely affecting class balance. Once a semester begins, changes will be made during the **first three days of the semester** and only for mistakes in the schedule. After the third day of the semester, courses will only be changed to add a study hall. (No more than one study hall per day.) Students must have a minimum of six classes on their schedule each semester. Students will need to make appointments to discuss their class change requests. High School administration will be available on specified days during the summer to review class change requests.

Administrative discretion will be used to allow students to schedule more than one study hall per day if the student is making progress toward graduation

Student Attendance

A major student responsibility at all grade levels is regular attendance. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Establishing a pattern of good attendance will benefit the student in school and in the workplace.

Parents - Call the high school office before 8:30 AM on the day of the absence. If the school does not receive a call, the school will attempt to call the parent or guardian. If the parent or guardian is unable to be reached by phone, the parent or guardian shall contact the school the next day or send written notice with the student within (2) school days of his or her return. Failure to follow the above guidelines will result in an unexcused absence.

Appointments and Medical, Dental Absences

1. **A doctor's/ dentist's note or other verification is required for all appointments to be excused.**
2. Verification of a medical illness will be required when the number of sick absences reaches (8) per year.
3. If the school does not receive doctor's verification, the absence will be listed as unexcused and will be counted towards the maximum absence rule.

MINIMUM ATTENDANCE

1. Students in grades 7-12 who are absent from class, excused or unexcused, over 6 times in a single quarter term will be required to make up hours missed through (detentions, Homework Help, etc.), before they will receive credit for the course missed. Quarter grades will be held until all make-up hours have been completed.
2. KMS High School believes good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend classes will result in a loss of eligibility to be determined by the Activities Director and/or Principal.
3. Extenuating circumstances will be decided on a case-by-case basis by the High School Principal.

Unexcused Absences (truant absences)

All absences not excused are considered unexcused. Examples of unexcused absences include skipping, oversleeping, hair appointments, tanning appointments, business, shopping, car trouble, working, leaving school without permission, or when no parental notice is provided. **Administration exercises the right to review and determine if an absence is excused or unexcused. When a student receives three unexcused absences from school the student will be referred to either Swift or Kandiyohi Truancy diversion program.**

Tardiness

Hourly tardiness - Tardiness is not accepted in the workplace nor is it acceptable at school. Each tardy will be reported to the office hourly by the classroom teacher. An up-to-date list will be tracked daily, office staff will review tardiness concerns weekly.

The following consequences are quarterly: Tardies start over at the beginning of each quarter. Tardy detentions will be from 3:15-4:15 p.m. and served within two days of notification. After students have served their detention period they can practice or participate in activities the same day.

Failure to serve the detention for tardies will result in ½ day ISS, and serve the after-school detention. If there is a persistent problem, a meeting will be held with the student and a parent to develop a behavior/attendance contract. Tardy to school Students will be in class when the period begins.

1st – 2nd Tardy-Conference with teacher – Teacher contact parents

3rd Tardy- one hour detention

4th Tardy- two one-hour detentions and tardy behavior contract

After the 4th tardy, attendance will be reviewed by the district attendance committee.

Illness in School

If a student becomes ill during school they should report to the office. The nurse or health office paraprofessional will assist the student. Decisions on how to treat the student or if the student should go home will be made based on the student's symptoms. If needed, the health office staff will contact parents. The decision to go home will be made by health office staff and a parent together. **Students may not call a parent to request to go home due to illness. If the student calls a parent to pick them up, without going through the health office, the absence will be marked as unexcused.** No student will be sent home without parent permission.

Students who say they are ill and claim they have spent time in a lavatory or area other than the office, will be considered unexcused. A student must report to the office when they are ill. If a student is too ill to do so, then they should have a student or teacher notify the office immediately.

Participation in School Activities

Participation in all extra-curricular activities shall be in accordance with the rules and regulations of KMS High School and the Minnesota State High School League as provided in the league handbook. Additional academic rules are outlined in the KMS Eligibility rules document.

A student must be in school for the entire day in order to participate or practice in any extra-curricular activity that day, unless prior permission is granted by the principal. Exceptions would involve, medical and dental appointments, funerals, and family emergencies. Doctors note/ documentation is required.

Eligibility

Eligibility – MSHSL Violations for Categories I, II, III- See eligibility document on the school website.

Eligibility – Academic progress and Quarter Grades for Categories I & II- See eligibility document on the school website.

Eligibility – Behavior/ Attendance - Category III Activities – (Homecoming, Sno-Daze,)

To be eligible for activities related to Homecoming & Sno-Daze royalty students in the past year:

- 1) Must be in at least one activity
- 2) Have adequate academic progress towards graduation
- 3) No major or excessive behavior referrals
- 4) Adequate daily/hourly attendance, no excessive tardies

Excused Absences for Activities

KMS recognizes the value and importance of extracurricular activities and teacher-generated field trips. To encourage participation KMS students will not be penalized for missing classes due to an extracurricular event or a field trip. Absences for activities and field trips are marked as excused absences.

Coaches, Advisors, Instructors Responsibility

Coaches, Advisors, and Instructors will notify students and all staff at least a week in advance, including dates and times, of the absences including early outs and partial days.

Students Responsibility

It is the student's responsibility to directly and personally contact his/her teachers at least two days in advance of the absence to make arrangements for the work missed. The teacher may require that the work be made up prior to the absence.

Excused Absences for Activities – Continued

Teachers Responsibility

Once the student has contacted the teacher, the teacher will make arrangements to accommodate the absence. It is understood that all missed classroom activities cannot be made-up outside the classroom and the teacher may give the student an alternative assignment. The teacher shall give the student a reasonable amount of time to make-up the work and complete the assignment.

Makeup Work – Absence

All students who have an excused absence from school will have the opportunity for making up work they missed during their absence, for full credit, by arranging time with each teacher to complete the work. The student will be given two days to complete the work, for each day they were gone. Upon returning to school, students must communicate with each teacher and record make-up assignments in their planner. Students having prior knowledge of absence due to activities or family vacation must have their work completed before leaving or arrange with each teacher the acceptable due date.

Late work – Unexcused

This late homework policy aims to promote responsibility, time management, teacher-student communication, and academic accountability among KMS students. Academic success depends on the student taking responsibility to complete quality work in a timely manner. Students are expected to keep track of assignments in their planner and notify the teacher and their parents of any missing assignments. A notification, phone text and/or email, will be sent daily for late assignments. The notifications will be sent daily until the assignment is satisfactorily completed and turned in. Opportunities are provided for students to get the help they need to complete this work including, Before and after school homework help, study hall, during lunch, with teachers -before school and after school by arrangement.

High School/ Non-College Courses – Unexcused Late Work

Students are expected to turn in all work on time. Students are responsible to know and abide by the late work policy in each teachers' syllabus. Planners are supplied to each student to help organize and track assignments. Assignments not turned in on the due date will be entered in JMC as MI (Missing, included at 0%) or as 0%.

To Get Credit for Unexcused Late Work, the Student Must:

- 1) **Communicate with the teacher** on the day the assignment is due, notify the teacher, explain why the assignment is late, and make arrangements for getting it done and handed in.
- 2) **Record** the Late Assignment in their planner
- 3) **Inform parent(s)** of the late assignment

No late work will be accepted after the last day of the quarter unless prior arrangements have been made with the teacher before the end of the quarter. If students have not made explicit arrangements with the teacher, *prior* to the end of the quarter, no additional time will be given. Students are responsible to know and follow the rules outlined in the syllabus.

College and AP Courses - Late Work

Late work policies for College courses are governed by the rules set forth in the college approved syllabus for each class. Generally, credit is not given for late work. It is the student's responsibility to read and follow the syllabus for each class.

Grading System

A final grade and credit is given for each course at the completion of that course. A course may be a semester or year in length. The grade point average (GPA) is calculated on a 4.0 system for all classes. Cumulative GPA and class rank will be calculated at the end of each academic year for all students in grades 9-12. Final calculations for honor students will be made at the end of the fourth quarter of the senior year and will be used on graduation day. However, a final class rank to be used on the final transcript will be reassessed when final grades are posted at the end of the year.

The following scale shows the school grading policy and GPA Value:

Grade Scale	GPA Value	Grade Scale	GPA Value	Grade Scale	GPA Value
A = 100-94%	4.00	B- = 82-80%	2.67	D+ = 69-67%	1.33
A- = 93-90%	3.67	C+ = 79-77%	2.33	D = 66-63%	1.00
B+ = 89-87%	3.33	C = 76-73%	2.00	D- = 62-60%	0.67
B = 86-83%	3.00	C- = 72-70%	1.67	F = 59%↓	0.00

Academic Honor Rolls

Students at KMS will have the opportunity to earn placement onto one of three academic honor rolls. A student with a GPA of 3.33 - 3.66 will be placed on the cum laude Honor Roll, meaning "with honor". A student with a GPA of 3.67 - 4.00 will be placed on the magna cum laude Honor Roll, meaning "with great honor". Students graduating in the top ten percent of a graduating class with a 3.8 GPA or higher will receive a summa cum laude award, meaning "with highest honor". The student with the highest GPA at the time of graduation will be the class valedictorian. The student with the second highest GPA at the time of graduation will be the class salutatorian. In the case of a tie the following tie breaker will be followed: 1) total number of credits attempted and earned at KMS High School, 2) comparison of quarter grades, 3) number of challenge and/or AP courses taken at KMS High School, 4) ACT composite score.

Lockers

Students will be assigned lockers. School locks are available for a rental fee of \$10.00 per year. Students cannot change lockers unless permission is received from the office. All backpacks, purses, and bags must be kept in the locker assigned to the student. They will not be allowed in classrooms. Inappropriate pictures, offensive signs are not allowed on or in the student's locker. Students will be responsible for maintaining the cleanliness and proper condition of their locker. **Items left in the lockers are the student's responsibility. The school will not be responsible for replacement of personal items lost or taken from lockers.**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Gym Lockers

Gym Lockers and locks are issued to students in PE classes and students in athletics. The locker room will be locked during the day. Students will not be allowed to visit their gym lockers during the day except during their PE class.

School Books

During the course of the school year students are assigned books for their classes. The condition of each book is assessed at the beginning and end of every school year. Normal wear and tear is expected of all books assigned to students. In cases where books are abused beyond normal wear and tear, the teacher will recommend that fees be assigned to repair or replace the book.

Valuables

All backpacks, purses, and bags must be kept in the locker assigned to the student. They will not be allowed in classrooms. It is recommended that students not bring valuables to school. If at times it is necessary to bring valuables to school, check them in at the office. Do not leave valuables in your hallway or gym locker.

Items left in the lockers are the student's responsibility. The school will not be responsible for replacement of personal items lost or taken from lockers.

Automobiles

If a student drives to school, there are a number of items that he or she must consider. Any violation may result in loss of driving privileges.

1. Students may not be in their cars or anyone else's during the school day for any reason. This includes the noon hour.
2. Once the student arrives at school, the automobile may not be used during the school day. Both the auto and the student must remain on school property.
3. Unsafe driving practices will be reported to parents.
4. If students continue unsafe driving practices, parents and local law enforcement officials will be notified.
5. Cars and trucks should be parked in an orderly manner within the parking spaces.

Bulletin and Announcements

All notices of club meetings, athletic and social events, and general information for the day are printed in the Daily Bulletin. Students responsible for putting notices in the bulletin must have their notices approved by their advisors and into the principal's office by 8:15 AM on the day they want it printed.

Accidents

Each accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the office. An incident report form must also be filled out.

Privacy Policy

It is against KMS public school district policy to record or take pictures of students, teachers, and any staff member anywhere and anytime without their permission. Violation of this policy will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement will also be contacted.

Building Use by Students

Students are not to use any facilities in the school unless a coach or an advisor is present to directly supervise (this includes the weight room). All students are to be out of the building by 3:30 p.m. unless under the direct supervision of a teacher or coach.

Noon Hour Regulations

Students must eat their lunch in the commons. No unsealed food or open beverages are permitted outside the commons. Food is not to be thrown in the commons. Please return your trays and dispose of leftover food properly. Violation of any of these rules may result in the student cleaning the commons after lunch or serving time in a noon hour detention.

Our school operates a closed noon hour. This means that a student cannot leave the school property during the lunch period. Students are required to stay in the commons area during their lunch period. Any student found outside of the school building during lunch without prior permission may be suspended. Students are not allowed in the hallways because classes are going on.

Passes for Leaving School

If a student is to leave the school building during the regular school day the following procedure shall be followed:

1. The student must have a signed request by the parent indicating their desire to have the child excused and the time to be released. This request must be handed into the office no later than 8:30 a.m. on the day of the request. A request made by phone must also be made to the office by 8:30 A.M.
2. Legitimate reasons for out of building passes are necessary, i.e. medical and dental appointments or court appearances.
3. Upon returning to school the student must check in to the high school office and receive an admit slip to class.
4. Students who leave the school grounds without a pass will be considered unexcused.

Visitors

All visitors must report to the office. No visitors will be allowed to attend class with a student. If you wish to have a visitor during lunch, receive prior approval from the principal two days before the day of visitation. Visitors must wear a visitor badge. If visitors do not report to the office upon their arrival they could be charged with a misdemeanor under the criminal trespass law.

Signs and Posters

All signs, posters, and other notices posted in the school building or on the school grounds shall first be approved of by the principal. All unapproved signs and any defaced approved signs will be removed.

Fire, Severe Storm, and Lock Down Drills

These drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows the prescribed routes as quickly and orderly as possible. The exact paths to follow are indicated near the door in each room.

Out of Town Trips

Students are to report promptly at the time of departure for scheduled trips and return to the vehicle immediately after the event ends. Students will be required to ride district transportation to and from the scheduled trip. Students involved with individual events may be granted to use alternative transportation upon administrative and advisor/coach approval. A student shall be permitted to return with his/her parent or guardian only if the request is made in person to the school supervisor and school administration. Permission for a student to return with another parent/guardian may be permitted if written and signed permission is given to school administration and the event adult supervisor ahead of time by both parties parent/guardian. When on a school sponsored out-of-town trip, students are to stay in the location of the activity only. Under no circumstances are students to leave the building, field, arena, etc., without the knowledge and consent of their adult advisor.

Food/Beverages

Students may not bring **unsealed** food or beverages outside the commons area. Any open container found outside the commons area will be confiscated. Repeated violations may result in disciplinary action.

School Dances

Dances are to be sponsored by a grade or school organization and cleared through the administration at least two weeks prior to the dance. School dances shall be limited to students who are present members of the KMS High School student body (grades 7-12), with the exception being Prom. The starting time for dances may vary but all dances shall end by 11:30 p.m. A clean-up committee must be set up by the dance sponsor. The dance must have at least four parent chaperons, plus the class or club advisors. Chaperons have the authority to stop entrance of any person they so choose. Doors will be closed one-half hour after the dance begins. Once a student leaves the dance, he/she may not return to the dance.

Students Leaving the Classroom

Students are only permitted to leave the classroom or study hall if they have a pass or their student handbook is **signed by a teacher**. The handbook should be signed by the originating classroom teacher and presented to the teacher or staff member by the student when they reach their destination. All students are issued a student handbook at no cost; however, if lost or misplaced the student will be responsible to pay for the second handbook.

INTERNET

Acceptable Use Policy

KMS Public School District offers network connection including internet access for use by members of the school community as well as students. The purpose of the Acceptable Use Policy is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the information network in the KMS Public School District

Network Definition

The definition of information networks is any configuration of hardware and software that connects users. The term “network” is used to include all the following: Computer hardware, operating system software, application software, stored text, and data files. This also is meant to include Internet, electronic mail, local databases, externally accessed databases, disks, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies, electronic storage devices, and new technologies as they become available. Stand-alone workstations also are governed by the Acceptable Use Policy. All students are responsible for reading the Acceptable Use Policy and discussing it with their parent/guardian. Both the student and the parent/guardian must sign the agreement form. Violations of the policy will result in suspension from the computer and/or network for the remainder of the quarter or for a time period deemed appropriate by school administration

Student Discipline

Students are expected to make choices that will demonstrate respect and responsibility toward students and staff. KMS is foremost a learning facility. **KMS is a place where teachers can teach, and students can learn.** Students who do not demonstrate respect and responsibility will receive consequences that will assist them in making better choices in the future.

When a student chooses not to meet the rules and expectations outlined in this handbook their choices will be addressed with one or more of the following responses: conference with the student and parent, written warning of non-compliance, detention, loss of school privileges, modified school programs or behavior contract, removal from class, suspension, exclusion, and expulsion.

Staff will follow the building behavior expectations for student behavior in their classrooms. Staff is required to provide students with additional feedback and guidance on how they can make better choices in the future. A discipline referral is sent to the office as a request by staff for additional support from building leadership. Appropriate consequences will be assigned according to the discipline hierarchy. A student is allowed to participate in extra-curricular activities when detentions and suspensions have been completed.

Removal from Class

Removal from class means any action taken to prohibit a student from attending class for the remainder of the class period. Grounds for removal would include but are not limited to: conduct which disrupts the rights of others to an education; conduct which endangers school district pupils, employees, or property. If a student is prohibited from attending the class the teacher will be responsible for providing the necessary work to give the student the opportunity to pass the class.

Students Sent to the Office

If a student is sent to the office, they are expected to arrive in a timely manner. If the student does not comply, and the building principal or office staff must seek them out, or they do not arrive in the office, the student may face disciplinary action.

After School Detention

After School Detention is assigned by building administration for infractions or inappropriate student behavior. Unacceptable behavior includes but is not limited to removal from class, inappropriate behavior, vandalism, inappropriate language, and unacceptable use of school property. Detention is scheduled on Monday through Thursday from 3:15-4:15 p.m. **There will not be morning detention. Students may not substitute lunch detentions for afterschool detentions.** After students have served their detention period they can practice or participate in activities the same day.

Upon being issued a detention time, the student must print out their progress reports for classes with missing assignments and collect work before reporting to their detention time. It is the student's responsibility to collect and bring work to the detention room.

Detention Rules

- Classroom rules apply
- No food, drink, phones, or hats/hoods (Phones and electronic devices will be collected)
- Students must bring school work. The student will be allowed to read only when all missing work is done.

Suspension

Suspension is the temporary removal of a student from the school setting. A student may be suspended for up to ten school days for serious or repeated infractions of school expectations or when the presence of the student will interfere with the maintenance of the educational environment or the operation of the school.

Suspension will be used in accordance with the Pupil Fair Dismissal Act as revised in 2005. All students who have an excused absence from school will have the opportunity for making up work they missed during their absence, for credit, by arranging time with each teacher to complete the work.

Transportation

Transportation is a privilege not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Removing a student's bus riding privilege is not an exclusion, expulsion, or suspension under the latest revision of the Pupil Fair Dismissal act. The school bus is considered an extension of the classroom.

District conduct and discipline policies apply while traveling from home to the bus stop area, at the bus stop area, and on the school bus.

If a student refuses to obey the instructions of the bus driver, the matter will be reported to the **building administration** and disciplinary action will be taken. Any student fighting and/or causing bodily harm to anyone on the bus will be **removed from the bus for a minimum of 5 days.** The length will be determined by the **building administration** in conjunction with the bus driver.

The following action will be taken:

1st Offense – The student will be removed for **1-3 days.**

2nd Offense – The student will be removed for **3-5 days.**

3rd Offense – The student will be removed for **5-10 days.**

4th Offense – The student will be removed from the bus.

KMS Gang-Related Behavior Policy

The following are not allowed:

- Any apparel, jewelry, or manner of grooming which by virtue of its color, arrangement trademark or any other attribute (as its primary purpose) denotes membership in an organized gang as defined by MN Statute 260.125.
- Graffiti on a person, their clothing, books, notebook, or other personal items which denotes affiliation with an organized gang or threat group.
- Making hand signs which denote affiliation with an organized gang or threat group.

Inappropriate behavior

Students are expected to act respectfully to staff and each other. Inappropriate behavior will not be tolerated. Inappropriate behavior includes, but not limited to minor threats, making noises in class, and rude comments, gestures, and notes.

Students Fighting

Actions that intimidate, threaten, degrade, or disgrace fellow students, visitors or personnel are not acceptable behavior. Students involved in these actions during the school day or at school-sponsored events will be suspended from classes. Expulsion from school for the remainder of the year is a possible outcome. The conflict will be resolved through conferences with the principal and other designated persons. Local authorities may be contacted. Assault charges may result from fighting incidents.

Dress Code

At KMS, we take pride in the appearance of our students. Your dress affects the quality and attitude of the school. KMS High School is considered a place of work and learning for both students and staff. Appropriate dress is important in establishing good human relations and maintaining a good learning environment for everyone in the school. Students found to be dressed in attire that creates a danger to health or safety; creates a disruption to the educational process; or violates common community standards; will be referred to the office.

If a student is referred to the office for violation of the dress code, the student may be asked to change their attire to follow handbook regulations. Parents may be asked to bring alternate apparel. Noncompliance and/or repeated violations may result in further disciplinary action. Office staff will have final decision on dress code.

Appropriate clothing includes, but is not limited to:

- Clothing that is not a danger to health and safety.
- Clothing that is not distracting to the educational process or offensive to others.
- Clothing that covers undergarments.

Dress code policy specifics and guidelines:

- Undergarments must be hidden from view.
- No clothing, jewelry, or matter of grooming which by virtue of its arrangement, trademark or any other attribute (as a primary purpose) denotes membership in an organized gang as defined by MN stat. 260.125.
- No clothing advertising anything illegal to minors including, but not limited to: alcohol, drugs, and tobacco
- Clothing with profanity, or are of a sexually explicit or suggestive manner will not be permitted.
- No headgear of any kind unless approved by administration (i.e. medical or religious reasons). Headgear includes, but not limited to: hats, caps, scarves, sunglasses and hoods.
- Hooded shirts are acceptable as long as the hood is down the entire day.
- Coats, jackets, blankets, will not be worn during school hours.
- Appropriate footwear must be worn at all times during normal school hours. Inappropriate footwear includes: slippers, flip-flops, socks, or bare feet.

Defiance/Insubordination

Students are at all times under the authority and supervision of teachers and all school employees. While in school or at a school activity, students will honor all requests made of them by administrators, teachers, custodians, aids, and cooks. Student's refusal to obey reasonable directions, expectations, requests or instructions of school employees will constitute insubordination. Students must cooperate in all school disciplinary investigations.

Students guilty of insubordination may be issued detention, in-school suspension or out-school suspension immediately and notification given to parents. The student will have a conference with the principal. The school suspension period may extended up to and include five (5) school days.

Refusal to Work in Class

Should a student continually resist class work or assigned tasks and efforts (including refusal to dress for physical education) by the teacher to correct the situation fail, the following procedure will be followed:

1. The teacher will call the student's parents and discuss the problem.
2. If the student continues to resist, referral to the principal will be made to discuss.
3. The student may be issued detention or be suspended from school.
4. The student may be removed from the class if further resistance persists.

Cheating/Plagiarism

KMS public schools have implemented a zero-tolerance policy in regards to cheating/plagiarism. Any student caught cheating or plagiarizing will receive a zero for the assignment/activity/project and parents will be notified. Additional consequences may be issued. During tests students need to make sure their electronic device is powered off and put away. **If an electronic device is on during a test the student will receive a zero.**

Use or Possession of Tobacco, Alcohol, Narcotics and Habit-Forming Drugs

A student shall not knowingly use, possess, transmit or be under the influence of any narcotics, hallucinogenic drug, tobacco, marijuana, alcoholic beverage or intoxicant of any kind. 1) On school property. 2) Off school property at a school activity, function or event.

Any student who shall knowingly possess, use, transmit or be under the influence of tobacco, narcotics, alcoholic beverages or stimulant drugs of any kind shall be referred to parents and may also be referred to local authorities. The student will be suspended from school, and a parent conference will be held with the principal and other personnel designated by the principal before reinstatement.

State High School League rules apply to all students participating in extra-curricular activities.

Profane Language and Gestures

The use of profane, vulgar or obscene language and gestures by students is forbidden. If a student chooses to speak or act in this way, they may be assigned detention or suspension and their parents will be notified. Consistent use of vulgar language or mannerisms will result in more severe punishment.

Damage to School Property

Any individual, who through acts of vandalism or carelessness, damages or destroys school property beyond normal usage will be held responsible for the satisfactory repair or replacement of the damaged property. Disciplinary actions will also occur.

Stealing of School or Personal Property

Stealing of school property or school employee's property is a crime and will be reported to legal authorities in addition to school consequences.

Cell Phone/Electronic Devices

Cell phones and electronic devices are an increasing distraction from learning at school. In the 21st Century, we realize that the use of personal communication technology is a growing part of our society. It is important to teach our students to use technology responsibly, maturely with self-discipline. In order for students to learn to be responsible in their use of technology, the following rules and consequences will guide their use at school and keep them focused on learning. As cell phones are the most common form of personal technology, the term cell phone will refer to all personal technology devices including, but not limited to: Smart phones, tablets, laptops, and smart watches.

General Cell Phone/Device Rule

- **KMS students are expected to NOT have their cell phones, smart watches, ear buds, or other devices in the classrooms during class time, including study halls.**
- Cell phones must be kept in their locker or put into a teacher provided holder as they enter the room.
- No cellphones or earbuds in the halls during class time
- No earbuds during school hours except during lunch
- Students are not to be in possession of a cell phone or device during all class times. Students may not use their personal cell phones or device during class time for any reason. Students may not use cell phones in the bathrooms or locker rooms for any reason.
- It is suggested that students put a lock on their locker to lock cell phones up during class. A lock can be obtained through the school for a cost of \$10 or a lock can be brought from home. All lock combinations must be registered in the office.
- Students may use their cell phones and devices, appropriately, before and after school and during lunch.
- Parents and students should not text or call during the day. In an emergency, students can bring their phone to the office and get permission to call their parents. If parents need to contact their student, they can call the office.
- Phones may be reviewed by administration at any time if they are suspected of being involved in misuse. Also see privacy policy.

Cell Phone Misuse Consequences

If a student's is in possession of a cell phone or device during class time, the device will be confiscated. After turning off the device, the student must immediately relinquish the device with sim card and battery intact. **Students that refuse to give up their device immediately upon request will lose cellphone privileges for the rest of the year and may have additional consequences.** Below are the consequences for violating this policy:

1st offense: Student's cell phone/device will be confiscated and brought to the office for the rest of the day. The parent will be notified and the student may pick up the device at the end of the day. For students that have their cell phone/device taken after 4th hour, they may have to additionally turn in their phone the next morning for part of the day.

2nd offense: Student's cell phone/device will be confiscated and brought to the office for the rest of the day. One hour detention will be issued, a parent will be notified and a parent will pick up the electronic device after the detention has been served.

3rd offense: Student's cell phone/device will be confiscated and brought to the office for the rest of the day. Two-one hour detentions will be issued, a parent will be notified and a parent will pick up the electronic device after the first detention has been served

4th offense: Student's cell phone/device will be confiscated and brought to the office for the rest of the day. Two-one hour detentions will be issued, a parent will be notified and a parent will pick up the electronic device after the first detention has been served. Student, parent, and principal will meet to discuss further consequences up to and including losing all cell privileges for the rest of the year.

Public Displays of Affection

Students shall refrain from displays of affections on school property. Violation of this will result in a call to parents and may result in a disciplinary referral.

Physical Contact/Inappropriate touching

(Exclusive of sexual harassment)

Students are expected to 'keep their hands and feet' off of other people. This includes but not limited to pinching, poking, kicking, pushing, and tripping.

False Emergencies

Persons creating a false emergency or committing acts of disturbance which disrupt all or part of the school program and endanger the health and welfare of individuals in the building will be suspended. It is a misdemeanor to create a false fire alarm and the student will be referred to local or state authorities for disciplinary action.

SCHOOL WEAPONS POLICY

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon, or a look-alike, when in a school location except as provided in the KMS weapons policy (501) accessible on the KMS website.

- School locations include, but are not limited to any school building, locations of school activities, school buses or school 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.
- If a student or adult finds a weapon on the way to school or in a school location or who discovers that he or she accidentally has a weapon in his or her possession will not be considered in possession of a weapon if the weapon is taken immediately to the principal's office.

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. To see the full policy go to the KMS website- Policy (501)

BULLYING PROHIBITION POLICY

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 to have violated this policy.

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.

GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 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 reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental 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

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, 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.

Harassment and Violence Policy

Everyone in KMS Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include, but not limited to the following when related to religion, race, sex, or gender: Name calling, jokes, or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, and any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

Harassment and Violence Policy – Continued

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, school social worker, the principal or Human Rights Officer. You may also make a written report, which should be given to a teacher, school social worker, principal, or counselor. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any school district action taken pursuant to this policy will be consistent with requirements of Minnesota statutes and School District Policies. The school district will take such disciplinary action it deems necessary and appropriate to end harassment and violence and prevent its recurrence.

Any person who believes he or she has been the victim of harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to the building principal by filling out the religious, racial or sexual harassment and violence report form. These forms are available at the high school office.

NONDISCRIMINATION NOTICE

Kerkhoven-Murdock-Sunburg Public Schools does not discriminate on the basis of race, color, national origin, sex or disability.

NOTICE OF NONDISCRIMINATION IN VOCATIONAL PROGRAM

1. Kerkhoven-Murdock-Sunburg (KMS) Public Schools offers vocational education programs in Business, Computers, Agriculture, Industrial Technology Education, and Family and Consumer Science.
2. It is the policy of ISD #775 KMS not to discriminate on the basis of race, color, national origin, sex or disability in its vocational programs, services or activities as required by Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.
3. For information about your rights or grievance procedures, contact the Title IX/Section 504 Coordinator at 302 North 15th Street, Kerkhoven, MN 56252, telephone 320-264-1412.

