

KASSON-MANTORVILLE HIGH SCHOOL

2023-2024

STUDENT HANDBOOK



HIGH SCHOOL MISSION

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

HIGH SCHOOL DAILY SCHEDULE

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

EARLY RELEASE SCHEDULE

NO BRIDGE ON EARLY OUT DAYS

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

DELAYED START SCHEDULE

NO BRIDGE ON LATE START DAYS

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

KASSON-MANTORVILLE STUDENT HANDBOOK 2023-24

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 Family death Family emergency Medical appointment Family travel plans Driving exam Court Appearances/any extenuating circumstances specified in school policy	Oversleeping Parent oversleeping Shopping Work Haircut Babysitting Car trouble* Skipping class Leaving school without permission from the office Absent without the consent of a parent/guardian 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 8:35 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

[KM Schools and Dodge County Truancy Procedures](#)

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.

BULLYING PROHIBITION POLICY: [Bullying Prohibition Policy 514](#)

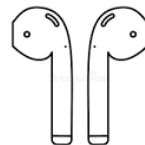
STATEMENT OF POLICY

- 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.

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.

[KMHS Phone Procedures 23-24](#)



INFRACTION	CONSEQUENCE
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<p>Cell Phones/Airpods</p>	<p><u>First Offense:</u> 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><u>Second Offense:</u> 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><u>Third Offense:</u> Same as second offense, except student is given a 4-hour Saturday School.</p> <p><u>Fourth Offense and above:</u> 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>
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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 2023-24 handbooks together.

- 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.

[Student Discipline Policy 506](#)

DISCIPLINE CHART

INFRACTION	CONSEQUENCE
Cheating	Parent contact by the teacher. Teacher discretion as to credit and opportunity for retakes and assignment completion. Other consequences as determined by principal/designee.
Failure to follow student driving/parking rules	A conference with the principal/designee, parents contacted, law enforcement officials contacted (ticket), and/or loss of driving and parking privileges on school property.
Failure to serve detention	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).
Failure to serve 4-hour Saturday School	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.

Failure to sign out in the Attendance Office, obtain parental permission and administrator's approval	Office detention/suspension or other disciplinary action as deemed appropriate by the principal.
Inappropriate appearance, grooming or mode of dress	Student to make modifications or be sent home for the day and parents are notified.
Inappropriate Language	Office detention or other disciplinary action as deemed appropriate by the principal.
Leave school without permission	Truancy rules apply.
Possession, use or student admits to being under the influence of illegal drugs on school property	First Offense: Suspension from school for 2-3 days or expulsion; principal may suspend more than three days if offense warrants. Repeat Offenses: 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.
Possession/use of tobacco (includes any nicotine product, vapes, e-cigarettes etc.) MSBA/MASA Model Policy 413	First Offense: Notify law enforcement, Activities Director and MSHSL and given a 4-hour Saturday School (8:00-12:00). Second Offense: Same as above, except student to be suspended from school for two (2) days. Third/Fourth Offense: Same as above, except student to be suspended from school for 3 - 5 days and/or other consequences as determined by an administrator.
Possession/wearing a hat or hoods during the school day	First Offense: Staff member takes hat from student for the remainder of the day. Repeat Offense: Principal's discretion.
Removal from class for disciplinary reason	Teacher discretion as to credit for work. Office detention to be served within one week.
Late to school (after 8:35 a.m.)	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.
Missed BRIDGE for unexcused reason (oversleep, etc.)	2 Detentions

Late to school (after 1st Block)	Morning, lunch or after-school detention – if student misses entire block they will be given a 2-hour Saturday School.
3 unexcused tardies (per quarter/per class)	Morning, lunch or after-school detention, to be served within one week.
More than 3 unexcused tardies (per quarter/per class)	Morning, lunch or after-school detention for each additional offense Principal may assign Saturday School beginning with 5th tardy to any class.
Truancy	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.
Truancy Pattern/Habitual Truancy	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 [Student Dress and Appearance Policy 504](#)

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

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.

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 buses 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 the Guidance Office 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 In School or 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..

[Credit for Learning Policy 620](#)

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.

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.

[MSHSL Handbook and Bylaws](#)

[MN Pupil Fair Dismissal Act](#)

[Harassment and Violence Policy 413](#)

[School Weapons Policy 501](#)

[Hazing Prohibition 526](#)

[Student Crisis/Emergency #'s](#)

