

# Kasson-Mantorville Middle School Student Handbook 2026–2027



Welcome to KMMS! You play a vital role in making every school day successful, engaging, and welcoming for everyone.

Use this handbook as your quick guide to middle school life, expectations, and activities. For [detailed school board policies](#) and full district guidelines, all other important information please visit the [District website](#). ([komets.k12.mn.us](http://komets.k12.mn.us))

## Administrative & Staff Directory

- **Principal:** Josh Larsen
- **Teaching and Learning Coordinator:** Sarah Simon
- **Social Worker:** Jesse Torres
- **School Counselor:** Brianna Kirchner
- **Nurse:** Ashley Greer
- **Office Staff:** Emily Mehling (Office Secretary), Sally Smith (Principal's Secretary)
- **School Website:** [www.komets.k12.mn.us](http://www.komets.k12.mn.us)
- **Middle School Office Phone:** (507) 634-4030

## Mission, Beliefs, & Vision

### Middle School Mission & Belief

- **Mission:** Inspire excellence through meaningful relationships.
- **Belief:** No significant learning happens without significant relationships.

### District Mission, Values, and Vision

- **District Mission:** The Mission of Kasson-Mantorville School District is to teach and

inspire every student through a commitment to excellence.

- **District Core Values:**
  - **Student Excellence:** We put students first.
    - **Collaboration:** We work together with students, staff, families, and the community.
    - **Innovation:** We encourage creativity and new ideas.
    - **Inclusion:** We provide opportunities for all.
    - **Relationships:** We build strong, respectful relationships.
- **District Vision:** Kasson-Mantorville Schools is the premier district – where students excel and staff thrive. Rooted in strong relationships, engaging in innovative learning, promoting opportunities for all, honoring community partnerships, and empowering every student to achieve their potential.

## 2026–2027 School Calendar Highlights

### First Quarter

- **Tuesday, September 1:** First Day of School
- **Tuesday, September 22:** Early Release - 1:00 PM
- **October 14–16:** No School
- **Thursday, October 22:** Parent/Teacher Conferences (3:30–6:30 PM)
- **Thursday, November 5:** End of Quarter
- **Friday, November 6:** No School - Teacher Work Day

### Second Quarter

- **Monday, November 9:** Late Start - 10:00 AM
- **November 25–27:** No School (Thanksgiving Break)
- **Wednesday, December 9:** Late Start - 10:00 AM
- **Wednesday, December 23:** Early Release - 1:00 PM
- **Monday, January 4:** School Resumes
- **Tuesday, January 12:** Parent/Teacher Conferences (3:30–6:30 PM)
- **Monday, January 18:** No School
- **Friday, January 22:** End of Quarter
- **Monday, January 25:** No School - Teacher Work Day

### Third Quarter

- **Monday, February 5:** No School

- **Thursday, March 9:** Parent/Teacher Conferences (3:30–6:30 PM)
- **Thursday, March 25:** End of Quarter
- **Friday, March 26:** No School - Teacher Work Day
- **Monday, March 29:** No School
- **Tuesday, March 30:** Late Start - 10:00 AM

## Fourth Quarter

- **Monday, April 26:** Early Release - 1:00 PM
- **Thursday, May 27:** Last Day of School
- **Friday, May 28:** Teacher Work Day

## Middle School Staff

### 5th Grade

Jazmine Arentz  
Ryan Christensen  
Paul Mann  
Tim Mulrine  
Ashley Peterson  
Jen Schimek - ADSIS  
Danica Thornburg

### STEAM/Electives

Jon Buchanan  
Erika Erlandson  
Liz Harwood  
Tyler Isbell  
Luke Kaplan  
Tanner Miller  
John Scheevel  
Jenna Smith-Welch  
Tomi Swanson  
Sarah Vinzant

### 6th Grade

Matt Erredge  
Matt Nelson  
Michelle Pearson - ADSIS  
Travis Robertson

Chris Soderberg  
Halle Strunk  
Slone Suess

### Special Education

Tony Gierok  
Heather Hindal  
Kiara Laganieri  
Sammie Dinse  
Kelly Raymond  
Abbie Root  
Jodi Smith  
Abby Bense

### 7th/8th Grade

Dillon Denter  
Jeff Fague  
Maddie Hansen  
Sam McMillin  
Chris Merrigan  
Sammy Pederson  
Amy Prestholt  
Sarah Rothfork  
Jamie Skala  
Ashley Von Arx  
Aaron Wilke

Isaac Ydstie

### Office Staff

Ashley Greer - Nurse  
Josh Larsen - Principal  
Emily Mehling - Office Secretary  
Sarah Simon - TLC  
Sally Smith - Principal's Secretary

### Paraprofessionals

Kami Anderson  
Caleb Bemel  
Missy Broskoff  
Adrian Chavez  
Angie Herber  
Tammy Laganieri  
Krissie Poffenberger  
Kelly Ware  
Mya Suess

### Custodial

Asa Miller  
David Packer  
Jon Riedel

Gary Steffen  
Mitchell Thompson

For the complete staff directory and contact information, please visit the [District Website](#).

## Academics & Operations

### Report Cards & Progress Reports

Academic progress is reported mid-way through each quarter on Infinite Campus. Report Cards are posted at the end of each quarter. Paper copies are available upon request if internet access is unavailable.

### Parent/Teacher Conferences

Conferences are held in an open-house format from 3:30 to 6:30 p.m. on the following dates:

- Thursday, October 22, 2026
- Tuesday, January 12, 2027
- Thursday, March 9, 2027

Please choose the date and time that best fits your family's schedule. We strongly encourage students to attend alongside their parents or guardians, and we look forward to connecting with you!

### The Learning Lab

Designed to help students who have been absent, are falling behind, or need extra help with homework. Meets Monday through Thursday from 3:00–4:00 p.m.

### Honor Roll (Grades 7 & 8)

- **Honor Roll:** GPA of 3.000 – 3.665
- **High Honor Roll:** GPA of 3.666 and above

### Incomplete Grades

When a student receives an Incomplete grade, all incomplete work needs to be made up within two weeks of the end of the quarter, or the grade will turn to an "F." Students are ineligible for participation in extracurricular activities until all incomplete work is

finished and the teacher has submitted a grade change to the office. Incompletes are not permitted at the end of the school year, unless the principal has granted permission.

## Bell Schedule

| Grade 5 |             |              |
|---------|-------------|--------------|
| Period  | Time        | Course       |
| 1       | 8:00-8:12   | Homeroom     |
| 2       | 8:16-9:16   | Cora         |
| 3       | 9:20-10:20  | Core         |
| 4       | 10:24-11:24 | Core         |
| 5       | 11:28-12:03 | Elective     |
| 6       | 12:04-12:42 | Elective     |
| Lunch   | 12:26-1:16  | Lunch/Recess |
| 7       | 1:16-2:16   | Core         |
| 8       | 2:20-2:36   | Homeroom     |
| KT      | 2:40-3:00   | Komet Time   |

| Grade 6 |             |              |
|---------|-------------|--------------|
| Period  | Time        | Course       |
| 1       | 8:00-9:00   | Core         |
| 2       | 9:04-10:04  | Core         |
| 3       | 10:08-11:08 | Core         |
| 4       | 11:12-12:12 | Core         |
| Lunch   | 12:14-12:44 | Lunch/Recess |
| 5       | 12:46-1:18  | FLEX         |
| 6       | 1:22-1:57   | Elective     |
| 7       | 2:01-2:36   | Elective     |
| 8       | 2:40-3:00   | Komet Time   |

| Grade 7 |             |            |
|---------|-------------|------------|
| Period  | Time        | Course     |
| 1       | 8:00-9:00   | Core       |
| 2       | 9:04-10:04  | Core       |
| 3       | 10:05-10:44 | Elective   |
| 4       | 10:49-11:24 | Elective   |
| Lunch   | 11:26-11:56 | Lunch      |
| 5       | 11:58-12:58 | Core       |
| 6       | 1:02-2:02   | Core       |
| 7       | 2:06-2:36   | FLEX       |
| 8       | 2:40-3:00   | Komet Time |

| Grade 8 |             |            |
|---------|-------------|------------|
| Period  | Time        | Course     |
| 1       | 8:00-8:35   | Elective   |
| 2       | 8:40-9:15   | Elective   |
| 3       | 9:20-10:20  | Core       |
| 4       | 10:24-11:24 | Core       |
| Lunch   | 11:26-11:56 | Lunch      |
| 5       | 11:58-11:58 | Core       |
| 6       | 1:02-2:02   | Core       |
| 7       | 2:06-2:36   | FLEX       |
| 8       | 2:40-3:00   | Komet Time |

## Attendance & Truancy Policy

School starts at 8:00 AM. Student supervision begins at 7:30 AM. Call the office (507-634-4030) before 7:50 a.m. to report an absence.

### Attendance

A student's success in school greatly depends on his/her attendance. One of the first indicators of student failure is poor attendance. The Minnesota Mandatory Attendance Law was written to help ensure that students have consistent exposure to the educational process. Parents have an obligation to ensure their children attend school unless there is a medical reason (such as a fever or other illness) for not attending. The success of your child in school depends on regular attendance. While parents may excuse their child's absence, school administrators will make the final determination of whether credit is given for the absence and whether consequences are warranted. A doctor's note can be requested for any absence.

### Absence Procedures

- When it is necessary for the student to be absent due to illness or other reasons,

please call the Middle School Office (634-4030) before 7:50 a.m. and state the reason for the absence and when you think the student will return to school.

- If you have not called the office, and we have not been able to reach you, the student's absence will be marked "unexcused."
- If a student needs to leave school during the school day, please call, email the office, or send a written note with your child to excuse them. If someone else is picking up the student, the parent/guardian should indicate that person to the office.
- When a student returns to school, they need to sign back in at the office.

## **Absences**

In an effort to clarify the parameters for excused and unexcused absences, the following is recommended for consideration:

### **Excused absences**

- Examples of excused absences or tardies may include: personal illness, a death in the student's family, medical or dental treatment, religious holidays, or family vacations.

### **Unexcused absences**

- Examples of unexcused absences or tardies may include: oversleeping, babysitting, refusing to go to school, missing your ride/bus, car trouble, shopping, and others that the administrator may deem unexcused.

### **Students in Activities/Sports**

- Students may leave throughout the school day for excused absences. Students who are gone for more than 2 hours may not be able to participate in their activity or sport unless approved by the building administration.

## **Tardiness**

All students should be on time for school in the morning and for all subsequent class periods. "On time" means in the assigned room and seated when class is scheduled to begin. Students who need to go to lockers or to the bathroom should report to class first and obtain the teacher's permission.

- Students who arrive late to school in the morning should report to the office to obtain a pass. The building administrators will determine if the tardy is excused or unexcused.

After 3 unexcused tardies, detention will be assigned. If the tardies continue, the principal has the discretion to require before- or after-school detention, as well as Saturday School.

- A student asked by a teacher to stay after class should get a pass from that teacher to present to the next teacher.
- A student who is tardy for a class should report directly to that class, and the teacher will determine whether the tardy is excused or unexcused.
- In order to qualify for participation in high school-level extracurricular activity, students must be in school by 8:35 am unless they have reported a pre-planned absence, such as a doctor's appointment.

### **Leaving the Building During the School Day**

Any student who leaves the school during school hours for any reason must first obtain permission from the building administrators, who will work with the family to ensure the student gets home safely.

### **Students Who Become Ill During the School Day**

A student who becomes ill during the day should inform his/her teacher and obtain a pass to the school nurse. The school nurse or office staff will assess whether a parent should be contacted to take the student home. We encourage all students to inform the nurse if they are ill.

### **Extracurricular Activities & Absences**

Any student who comes to school after 8:30 am for any reason except pre-excused medical or dental appointments will automatically be ineligible to participate in any extracurricular activities that evening, including fun nights, dances, games, practices, and clubs.

### **Making Up Work**

Students are responsible for getting assignments from teachers prior to leaving for a vacation or other pre-planned absence. For all absences, students have 2 days for each day absent to make up missed assignments.

### **Absences Due to School Activities**

Students who are excused to attend a field trip or similar school activity that requires missing one or more classes must make up the work in advance unless excused by the teacher. Students are responsible for tests and other work immediately upon returning

to class.

## Dodge County Truancy Procedure

- **Level 1 Truancy (Up to 3 unexcused absences):** Daily home notification, formal 3-day letter sent, in-school meeting, and interventions (attendance agreement, lunch detention, counseling).
- **Level 2 Truancy (7 unexcused absences):** Attendance Review Board (ARB) letter sent via certified mail, referral to Dodge County Attorney's Office, ARB meeting, and attendance contract.
- **Level 3 Truancy (Continued absences post-ARB):** Referral to County Attorney's Office and MN Prairie/DFO Community Corrections; possible CHIPS/Truancy petition, driver's license suspension, or criminal sanctions for parents.

## Student Guidelines & Policies

### Backpacks & Bags

For safety reasons, Middle School students should not carry backpacks, duffle bags, handbags, purses, belt bags, cross-body bags, or cinch sacks with them during the school day. Students may bring backpacks/bags to school; however, the backpacks/bags must be stored in the student lockers during the school day. Classrooms, hallways, and offices are not acceptable storage places. Students are allowed time between classes to stop at their lockers to collect the books they need for each class. It is not necessary for students to carry all their books to all classes. Athletic bags must be stored in the locker room. Golf clubs may be stored in Room 211.

### Cell Phones & Electronics

Student personal devices—including cell phones and Bluetooth headphones—may be used before and after school. During the school day, all middle school students must keep these devices turned off and stored in their lockers. If a student is seen with a prohibited device during school hours, it will be brought to the office.

Smartwatches are permitted in class provided they do not cause distractions. Cell phones and other electronics are strictly prohibited in bathrooms and locker rooms. Any use of cell phones or other electronic devices will result in disciplinary action.

Our goal is to balance the beneficial use of educational technology with a safe, focused

learning environment. We appreciate our students' cooperation in protecting privacy, maintaining academic integrity, and respecting classroom expectations.

- 1st Offense: Student picks up device at end of day.
- 2nd Offense: Parent must pick up device or student turns device in daily.
- Additional Offenses: Extended turn-in requirement and additional consequences.

## **Bicycles & Scooters**

Students may ride bicycles and scooters to school and store them in the provided bike racks. Students assume responsibility for their own property. For safety reasons, the following rules shall be enforced:

- All bicycles and scooters must be parked in the bike racks.
- Students may not ride their bicycles or scooters during the school day.
- Students may not ride a bicycle or scooter belonging to another student.
- Bicycles and scooters may not be ridden on the playground blacktop area.

It is recommended that bicycles and scooters be locked and that all local safety rules be obeyed. Motorized scooters, e-bikes, and motorized bicycles are strictly prohibited and not allowed on school grounds. Students who do not comply with these expectations will face disciplinary actions.

## **Bullying**

Bullying definition:

- A pattern of repeated behavior that is meant to hurt someone (physically, emotionally, or socially) and usually involves an imbalance of power.
- A person is being bullied when he/she is repeatedly exposed, over time, to negative actions by one or more people.

## **Bullying Prevention**

Our school district has adopted the Olweus Bully Prevention Program, and all staff have been trained in it. As part of our prevention efforts, students are surveyed twice a year, results are analyzed, and student programming is enhanced based on results. Students also participate in character education throughout the school year.

## **General Statement of Policy**

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. Please refer to "Policy 514, Bullying Prohibition" found on the District website or in the Appendix below.

## **Cheating, Plagiarism, and other Academic Dishonesty**

Academic honesty is expected in Kasson-Mantorville Schools. Any acts of academic dishonesty, including copying another's work, allowing another to copy work, inappropriate use of artificial intelligence, or submitting material downloaded from the internet as one's own work, are considered cheating or plagiarism. Parents will be contacted, and consequences will be determined at the teacher's and building administrator's discretion.

## **Code of Student Conduct**

The following are examples of unacceptable behavior that may result in 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 outside the school if it has a direct effect on the school's welfare.
- Using an ignition device, including butane or a 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 off school grounds if the act directly affects the school's welfare.
- 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 outside of school if such conduct directly affects 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 that 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 the 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 should report them to teachers or 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 the students 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 the 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.

## **School Discipline**

It is the utmost priority at KMMS to ensure a safe and welcoming environment for all. Students who display behaviors that impact their learning and the learning of others will be assigned consequences.

Students will be assigned detention before school, after school, during lunch, or Saturday morning, and must make arrangements if they have detentions to serve. Students must agree upon the assigned detention time within a two-day period. If a student is absent, he/she will make up detention time the next day he/she is in school, where the detention is held. 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. The Internet may be used only if teachers deem it necessary. Students will not be permitted to leave the room for any reason.

After a detention is given, parent(s) will be notified, and a conference may be held with the parent(s), student, and building administrator, if needed. Students will be allowed to participate in extracurricular activities on the days they are serving detention if their assigned detention time ends before the activity starts. **Detention takes precedence over activities.** Students must provide their own transportation home, with students given at least one day's notice of what day they are to serve detention so they can let parents know. Students have the option to serve detention on the same night if one is assigned.

## **ISS (In-School Suspension)**

Students who have been assigned In-School Suspension will be provided with schoolwork to complete. It is expected that all work is completed satisfactorily before being allowed back into the classroom. Students will not be allowed to participate in practices or contests, but are expected to attend as a part of the team.

## **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.

NOTE: The Pupil Fair Dismissal Act will be followed for all out-of-school suspensions, exclusions, and expulsions.

Refer to Policy 506 - "Student Discipline" found on the District website or in the Appendix below.

## **Data Privacy**

All school information about a student is considered private and confidential, except

for "Directory Information." The Kasson-Mantorville Board of Education has defined "Directory Information" as information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, parent's name, address, photograph, dates of attendance, grade level, enrollment status, and the most recent educational agency or institution attended.

## **Dress and Appearance Policy**

Students are encouraged to dress 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 sent home for the day. A parent or guardian will be notified.

Refer to Policy 504 - "Student Dress and Appearance" found on the District website or in the Appendix below.

## **Emergency Drills**

Fire, severe weather, and run, hide, fight drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone silently clears the building by the teacher-designated routes as quickly as possible. Teachers will give instructions in each classroom at the beginning of the year.

## **Employment Background Checks**

The purpose of this policy is to maintain a safe and healthful environment within the school district to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to conduct background checks on other volunteers, independent contractors, and student employees in the district.

Refer to complete Policy 404 - "Employment Background Checks" found on the District

website.

## **Extracurricular Ineligibility**

If a student receives an incomplete grade, all incomplete work must be made up within two weeks of the end of the term, or the grade will be changed to an "F." Incompletes are not permitted at the end of the school year unless the principal has granted permission. A student with an Incomplete grade is ineligible to participate in extracurricular activities until the incomplete work is made up and a grade change has been submitted to the office.

## **Middle School Ineligibility**

Students who have a current quarter GPA below 1.666 or who have any F's on their report card will not be eligible to participate for 25% of any extracurricular performance period. To participate after the 25% period has passed, students must submit weekly proof of academic improvement in accordance with the extracurricular guidelines. Questions regarding eligibility should be directed to the Activities Director, 507-634-1179. For more information regarding extracurricular activities, go to the [Activities tab](#) of the [District website](http://www.komets.k12.mn.us) (www.komets.k12.mn.us).

## **Harassment**

The Kasson-Mantorville School District has a tradition of maintaining an environment that nourishes respect for the dignity and worth of each individual. As part of this tradition, the Kasson-Mantorville Middle School will confront any instances of harassment reported or observed in the school building, on school grounds, in school vehicles, or as part of school activities. Any action or verbal statement that is meant to demean, intimidate, offend, or cause another person to feel threatened or discriminated against will not be tolerated. Students who engage in such behavior will be subject to immediate and the most significant consequences the school can apply consistent with the facts in the case. This may include referral to local authorities.

## **Racial, Religious, Verbal, Physical, or Sexual Harassment Policy**

Everyone at Kasson-Mantorville School has a right to feel respected and safe. We want to know that discrimination and harassment are not allowed in our school. This includes, specifically, but is not limited to, racial, religious, physical, or sexual harassment. Any form of negative behavior will not be tolerated. A harasser may be a student or an adult. Harassment specifically may include, but is not limited to:

- Name-calling, jokes, or rumors;
- Graffiti, notes, or cartoons;
- Hurtful words about weight, height, or ability;
- Unwelcome touching of a person or clothing;
- Any words or actions that make a person feel uncomfortable, embarrassed, hurt, or feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher,

Counselor, social worker, or principal. All measures will be taken to respect your rights to privacy. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. Consequences for any of these incidents in these areas will be dealt with by the building principal, and parents will be notified.

Refer to Policy 413 - “Harassment and Violence” found on the District website or in the Appendix below.

## **Hazing**

Hazing activities of any type are inconsistent with the school district’s educational goals and are prohibited at all times.

Refer to Policy 526 - “Hazing Prohibition” found on the District website or in the Appendix below.

## **Health Services**

Licensed nurses are employed by the school district. Feel free to contact them regarding any existing or new health concerns. Always report changes in employment or telephone numbers to the office in case of student illness/injury.

## **Medication**

Since administration of medication to students presents some potential problems, it is preferred that medication be given outside of school hours, for example: medication ordered three times a day can be given in the morning, after school, and at bedtime. Medication should never be sent with a student to school. Parents should bring medication in the original prescription or nonprescription container.

- A [Medication Request and Authorization Form](#) (available in the school office or on the [District Health Services website](#)) must be completed and accompany the medication, or it will not be administered by school personnel.
- Medication should never be sent with the student. All medication needs to be

delivered to the nurse by an adult.

- Medications must not be expired. This includes over-the-counter medications.
- District policy states that any student identified as having active head lice must be excluded from school until treated. A student will not be readmitted without being checked by the school nurse or their designees.
- Students diagnosed with strep throat should be on medication for 24 hours before returning to school.

### **When your Student is Ill**

Parents/guardians are often faced with the decision of whether to keep their student at home or send him/her to school. Staying home and resting allows the body to combat the illness more quickly and prevents the spread of infection to others. It is recommended that students remain at home if the following occurs:

- Severe colds, coughs, or sore throats
- Vomiting, diarrhea, nausea, or abdominal pain
- Temperature of 100 degrees or more, with or without other symptoms
- Eye infections, especially if discharge is present
- New skin rashes, especially if a discharge is present, unless medical opinion states the rash is non-communicable A
- Any other signs of acute illness\* Unless throat culture results are known

Students may return to school when:

- It has been 24 hours since your child had nausea, vomiting, or diarrhea
- It has been 24 hours since your child had severe cough, cold, or sore throat symptoms
- Temperature remains normal for a 24-hour period without medication.
- On antibiotics for at least 24 hours
- Advised by a physician to do so

Hopefully, these guidelines will help you decide whether it is necessary to keep your student at home. Call your family doctor or the school nurse with any questions.

### **Vision Screenings**

Vision screenings will be conducted in the fall according to the Minnesota State-recommended guidelines. The guidelines do not include all grade levels. Parents or guardians will be contacted if there is a concern.

### **Immunizations**

It is the responsibility of the parents to provide the school district with documentation that a child has received adequate immunizations against diphtheria, tetanus, and

pertussis (DPT), MMR, Polio, Hepatitis B, and Varicella (Chickenpox). This information is required prior to the start of Kindergarten. The following are the required immunizations to attend school in Minnesota. If you have any questions about these immunizations, contact the school nurse or see the [District Health Services website](#) for complete information.

## **Internet Acceptable Use Policy**

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system, servers or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws. Refer to Policy 524 - "Internet Responsible Use and Safety" found on the District website and in the Appendix below.

## **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. Refer to Policy 419 - "Tobacco-Free Environment" found on the District website or in the Appendix below.

## **Injuries**

All injuries to students or visitors should be reported to a staff member, school nurse, or coach as soon as possible.

## **KoMet Time Program**

The KoMet Time program provides each student with a home base that meets daily and focuses on character development, leadership, literacy, community service, and team-building. We teach students the importance of community service and giving back. This is highlighted through our all-day Community Service Advisory day in the fall of each year.

## **Lockers**

Each student is assigned a locker for the storage of school supplies and belongings. It

is the student's responsibility to keep his/her locker in order.

According to Minnesota Statute: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers for the convenience of the 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 in school lockers may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of the law or school rules. As soon as practicable after the search of students' 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."

## **Lunch**

Each student may have a pre-paid lunch account for lunches and a la carte items. Students may also pay cash for lunch and/or a la carte items. Parents who do not want their child to have access to à la carte items from their prepaid account should notify Taher food service at 507-634-4462. Each student is provided a free breakfast and a free lunch daily. Students cannot receive two free lunches if they do not eat breakfast.

## **Lunchroom Expectations**

All students are expected to be courteous and neat in the lunchroom. When finished eating, each student is responsible for picking up their area by returning their tray and disposing of their garbage in the appropriate bin.

## **Parents out of town/Emergency Contacts**

If parents will be out of town, it is helpful to notify the school office of where you can be reached in case of an emergency, as well as the name and phone number of a local contact the school might reach if necessary.

## **Positive Behavioral Interventions and Supports (PBIS)**

Kasson-Mantorville Middle School is committed to excellence by developing meaningful relationships, teaching and encouraging positive behaviors, fostering each student's academic potential, and preparing students for global citizenship.

The four Be's are:

- Be Safe

- Be Respectful
- Be Responsible
- Be Engaged

## **Pet Policy**

Due to health and safety concerns, animals are not allowed in school unless approved by building administrators.

## **Pictures/Videos of Classmates and Staff**

No students are allowed to photograph or video another student or staff member with an electronic device without that person's knowledge or permission. Doing so may result in the confiscation of said device, disciplinary action, and/or police intervention.

## **Pledge of Allegiance**

The State of Minnesota mandates that schools recite the Pledge of Allegiance. At Kasson-Mantorville Middle School, this will be recited every Monday (or the first day of the week) at 2:40 PM 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.

## **Recess**

Students in grades 5 and 6 are provided with supervised recess time each day. The decision to participate in an outside recess during cold weather depends on the temperature and wind-chill factor. Students will go outdoors at recess unless the temperature or wind chill is below 0. Always dress your child for outside recess. Only students with medical excuses from a physician will be allowed to remain in the building during scheduled outside breaks.

## **School Closing, Late Start, or Early Out Announcements**

In the event of severely inclement weather, mechanical breakdowns, or other unforeseen circumstances, school may be closed, delayed, or dismissed early. Parents are encouraged to listen to the radio stations WCCO and KROC. Information regarding closings will also be televised on KAAL, WCCO, KARE, and KTTC. Information will also be posted on Twitter.

Notification will also be sent out to parents/guardians via text messaging.

## **School Security**

Local law enforcement checks external door security daily. KMMS custodians check external doors daily and follow up with our Grounds and Maintenance Director, who oversees the plan to address and resolve concerns.

## **School Store**

The School Store, located in the Media Center, is open from 7:30–7:50 a.m. each day. The supplies in the School Store include: sketch pads, calculators, stretchable book covers, report covers, notebooks, folders, poster board, index cards, pens, pencils, erasers, lead, glue sticks, highlighters, and other miscellaneous items.

## **Special Education Services**

Special Education services at Kasson Mantorville Public Schools provide inclusive and comprehensive educational programs for students with disabilities, from birth through 22 years of age, in compliance with the Individuals with Disabilities Education Act. Consultation, assessment, and direct and indirect instructional programming in all disability areas are

available based upon the student's individual needs. Each student who receives special education services must meet State of Minnesota mandated eligibility criteria and have an Individual Education Program (IEP) that describes the student's present level of performance, special education needs, goals, objectives, and services.

All referrals for a special education evaluation must go through the Kasson Mantorville special education director and then the Student Support Team. The purpose of the process is to ensure that the student has been involved in two documented interventions of change to the classroom environment to help the student succeed.

This process is called the PST, or Potential Seeking Team. The team is a student-and-staff assistance "process". The purpose of the team is to provide a knowledgeable, student-focused group of professionals to consider the unique needs of any student in our school who may require special assistance. This may include tutorial, social-emotional needs, Title I or ADSIS services, crisis intervention, services for students with limited English proficiency, and other special services of either a temporary or permanent nature.

When interventions are not successful and or student growth is not meeting the goals, the Student Support Team contacts families to discuss the special education evaluation process in a referral review meeting. For more information see the [District Special Education website](#).

## **Statewide Testing**

If you prefer your student not to participate in statewide testing, please find the [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#) for further information.

## **Student Sex Nondiscrimination**

The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. Please refer to “Policy 522 - Student Sex Nondiscrimination” found on the District website or in the Appendix below.

## **Textbooks**

Textbooks furnished by the school district are to be returned in the condition in which they were received. Students are encouraged to cover their books to prevent any water or other damage to them. Students who lose or damage a book will be expected to pay for it.

## **Valuables**

Students are cautioned not to bring large amounts of money or other valuable items to school unless absolutely necessary. Valuable items, if brought to school, should be kept in a locked locker or in the office. The school is not responsible for any stolen or damaged students' personal property left in lockers and locker rooms. School personnel will not view cameras for lost or stolen items in lockers that were not locked.

## **Visitor and Student Guests**

The school welcomes guests and visitors with legitimate business. Guests and visitors must sign in at the office. Parents are welcome for special events, conferences and volunteering opportunities. Visitors should register in the office and get a visitor's badge. Each building's office will scan visitors' photo identification prior to issuing a visitor's badge. The computer will save that information for future visits. Students are not allowed to bring other students to visit the classroom. We do not allow this type of visit, as it may disrupt the normal classroom routine and the learning process. Families new to our school may

request a tour and, if they wish, have the opportunity to eat lunch at school. Parents or family members who choose to eat lunch with their student may do so at a designated guest table.

Visiting opportunities will be limited and discouraged during standardized testing due to disruptions and changes in schedules.

## **Weapons**

Our goal is to ensure a safe school environment for students, staff, and the public. No student or non-student, including adults, and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in the school district's policy. The school district will enforce this policy and discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates it. A weapon is any object, device, or instrument designed as a weapon or, through its use, is capable of threatening or producing bodily harm, or which may be used to inflict self-injury. Please refer to "Policy 501 - School Weapons" found on the District website or in the Appendix below.

## **Website**

The Kasson-Mantorville School District has a website with a wide range of information, including daily student announcements about the school day and extracurricular activities. Each day, these announcements will be posted to [the District website](http://www.komets.k12.mn.us).  
([www.komets.k12.mn.us](http://www.komets.k12.mn.us))

# **Transportation**

## **Bus Safety**

**Riding the school bus is a privilege, not a right.** The safety of all bus riders, the ability of the driver to drive without distractions, and the safety of everyone on the road are of primary importance. Therefore, students are expected to follow all school behavior expectations while riding the school bus for any reason, including field trips and other activities. Students who violate school/district rules will be subject to disciplinary action.

Discipline may include being placed in an assigned seat for a designated time period, being suspended from the bus, and/or having field trip, athletic, or activity privileges

revoked. Students who damage a bus will be expected to make restitution. If you have any concerns about your child's bus situation, please call the Transportation Director at 507-634-1177.

### 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 has stopped completely before approaching it.
- 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 and 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.

### Bus Consequences

- 1st offense – Warning and parent notification (principal discretion)
- 2nd offense - Five school-day suspension from riding the bus (principal discretion)
- 3rd offense – Ten school-day suspension from riding the bus (principal discretion)
- 4th offense – Twenty school-day suspension from riding the bus/meeting with parent (principal discretion)
- 5th offense – Suspended from riding the bus for the remainder of the school year (principal discretion)

Please refer to “Policy 709 - Student Transportation Safety” found on the District website or in the Appendix below.

## Crisis & Emergency Numbers

- **National Suicide Prevention Lifeline:** 988 or 1-800-273-TALK (8255)
- **Crisis Text Line:** Text HOPELINE to 741741
- **Dodge County Crisis Services:** 1-844-274-7472

# Appendices

- 413 - [Harassment And Violence Prohibition](#)
- 419 - [Tobacco-free Environment, Possession And Use Of Tobacco, Tobacco-related Devices,](#)  
[Electronic Delivery Devices, Vaping Awareness And Prevention Instruction](#)
- 501 - [School Weapons](#)
- 503 - [Student Attendance](#)
- 504 - [Student Dress And Appearance](#)
- 506 - [Student Discipline](#)
- 514 - [Bullying Prohibition](#)
- 515 - [Student Records](#)
- 520 - [Student Surveys](#)
- 522 - [Title IX Sex Nondiscrimination](#)
- 524 - [Internet Responsible Use And Safety](#)
- 526 - [Hazing Prohibition](#)
- 531 - [Pledge Of Allegiance](#)
- 534 - [School Meals](#)
- 614 - [Parent/Guardian Refusal For Student Participation In Statewide Testing](#)
- 709 - [Student Transportation Safety Policy](#)
- 904 - [Distribution Of Non School-sponsored Materials On School Premises By Student And Employees](#)