

Kasson-Mantorville Middle School



Student Handbook 2024-2025

Middle School Mission:

Inspire excellence through meaningful relationships.

Middle School Belief: No significant learning happens without significant relationships.

The Kasson-Mantorville Middle School commitments to inspiring excellence are:

- Motivating students to explore & build upon their strengths
- Developing confident students to think critically & behave ethically
- Creating innovative, rigorous & relevant learning opportunities
- Celebrating student achievements
- Instilling a passion for lifelong learning

District Mission:

The Kasson-Mantorville School District is “Committed to Excellence” in all that we do.

To achieve this, we will:

- Nurture, respect, and value each person through a safe and welcoming environment
- Stimulate extraordinary achievement by embracing creativity and innovation
- Cultivate and model meaningful relationships
- Personalize the learning environment by offering students a choice and voice in their education
- Enrich the learning experience with a rigorous, relevant and engaging curriculum
- Ensure and support a successful pathway to college and career readiness
- Inspire lifelong and independent learners in an ever-changing world
- Unify and strengthen our partnerships with families and community
- Instill a culture of integrity

District Vision

Kasson-Mantorville will be recognized as a premier school district, in which to learn and teach. We will create an atmosphere of excellence to empower and inspire all to become prosperous, responsible citizens in a global society.

Please Note: Handbooks are printed at the beginning of each school year. If updates occur during the school year, they will be reflected in the handbook on our website. Please visit www.komets.k12.mn.us for most current, up-to-date handbook.

Welcome to Kasson-Mantorville Middle School where every student plays a key role in the success of every school day. This handbook is a general guide to the activities and expectations in the Middle School. For specific Kasson-Mantorville School Board policies and regulations, please refer to District Policies on the KoMet website (www.komets.k12.mn.us).

ACADEMICS & PARENT/TEACHER CONFERENCES

Report Cards & Progress Reports

Academic progress is reported mid-way through each quarter and the Progress Report is posted on the Parent/Student Portal. Report Cards are posted on the Parent/Student Portal at the end of each quarter. If a parent does not have internet access, he or she should contact the office and the student will receive a paper copy of Progress Reports and Report Cards to take home.

Parent/Teacher Conferences

The Middle School Parent/Teacher Conference schedule will be:

- Thursday, October 10, 2024, from 3:30-6:30 p.m. - Open House Conferences for All Students
- Thursday, November 21, 2024, from 3:30-6:30 p.m. - Teacher Scheduled Conferences for Selected Students
- Thursday, February 13, 2025, from 3:30-6:30 p.m. - Open House Style Conferences for All Students

At the open-house style conferences parents may choose what time and date they attend according to their family's schedule and availability. We strongly encourage students to attend these conferences with their parents and we always look forward to seeing as many parents as possible during these evenings.

Continuous Progress (CP)

The Continuous Progress Program (CP) is designed to help students who have been absent, are falling behind, have failed to reach specified outcomes or wish to obtain additional help with their homework. This is a positive program to help students achieve success in school. It is not used as a detention room or to discipline students. CP meets Monday through Thursday from 3:00 - 4:00 p.m.

Honor Roll

The academic honor roll is based on an average of all quarter classes for Grade 7 and 8 students. A grade point average of 3.000-3.665 qualifies for the Honor Roll and 3.666 and above qualifies for the High Honor Roll.

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.

AFTER SCHOOL EXPECTATIONS

Students are expected to board the buses or walk home immediately after school is out unless they are involved in a supervised after-school activity. Students who need to wait for an activity to begin may wait in the Middle School lobby, commons or near the exit where they will board their activity bus. Students who are in the building unsupervised or who refuse to comply with directives of school employees will be asked to leave immediately.

ANNOUNCEMENTS

Student announcements are shown weekly. For sports related announcements, please go to the KM district webpage. All sporting events grades 7-8 are found on the school calendar located at the bottom of the webpage. In addition, parents will receive monthly Middle School newsletters.

ATTENDANCE

School start time at the Middle School is 7:50 AM. There will be no supervision of students until 7:30 AM when teacher's arrive.

A student's success in school is greatly dependent upon 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 see that their children are in school unless there is a medical reason (running a temperature or other illness) for not being in attendance. The success of your child in school depends on regular attendance.

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 in the office contact.
- When a student returns to school, they need to sign back into school in 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 pre-approved family vacations.

Unexcused absences

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

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 at the time class is scheduled to begin. Students who need to go to lockers or to the lavatory should report to class first and obtain the teacher's permission and a pass.

- Students who are late for school in the morning should report to the office for a pass. The office personnel will determine if the tardy is excused or unexcused and record the tardiness in the student file. After 3 unexcused tardies, detention will be assigned. If you arrive at school after 8:10 am with an unexcused absent, it is an automatic lunch detention. If the tardies continue, the principal has the discretion to require before or after school detention as well as Saturday School.
- A student who is detained by a teacher 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 H.S. level extracurricular activity, students must be in school by 8:35 a.m. 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 principal or office staff and sign out in the office. Students should not leave by any other door during the school day unless they are with a staff member.

Students Who Become Ill During the School

A student who becomes ill during the day should inform his/her teacher and obtain a pass to the School Nurse or the office. The school nurse or office secretary will conduct an assessment to determine whether a parent should be contacted to take the student home. Students are not allowed to make a call home to parents without nurse's permission.

Extracurricular Activities & Absences

Any student who comes to school after 8:30 a.m. for any reason except pre-excused medical or dental appointments will automatically be ineligible to participate in any extracurricular activities that evening, including 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.

Credit will be given for make-up work for excused absences only.

Absences Due to School Activities

Students who are excused to go on a field trip or similar school activity that necessitates missing one or more classes are to make up work ahead of time unless excused by the teacher. Students are responsible for tests and other work immediately upon returning to class.

Truancy

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

DODGE COUNTY TRUANCY/EDUCATIONAL NEGLECT PROCEDURE

LEVEL 1 TRUANCY (up to 3 unexcused absences)

1. School sends notification home each of the three days the student is absent.
2. The formal 3-day letter is sent to parents after 3 unexcused absences.
 - a. An in-school meeting is set up with the student and/or parents/guardians.
 - b. Intervention is put in place which may include one or more of the following:
 - i. Referral to other school staff for assistance (i.e., social worker, counselors, psychologist, school administration, teachers, nurse)
 - ii. Weekly meetings with counselor or school administration to track attendance.
 - iii. Attendance agreement is set up between parent/student and the school.
 - iv. Lunch detention as a consequence.
 - v. Outside agency support (if needed and agreed upon with family).
 - vi. Communication with teaching staff as needed to provide additional support.
 - vii. Review of academic and behavior needs (make accommodations as needed).

LEVEL 2 TRUANCY (7 unexcused absences)

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

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

1. School will refer students to the Dodge County Attorney's Office and MN Prairie and/or DFO Community Corrections (if the juvenile is already on probation).
2. The County Attorney's Office will review the case to determine one or more of the following next steps:
 - a. Filing an Educational Neglect CHIPS petition or Truancy petition under Minn. Stat. §260C.007.
 - i. As a part of an Ed Neglect or Truancy Petition, Kasson Police Department/Dodge County Sheriff's Office staff assigned to local schools as well as School District staff may assist in supervising students who are subject to a Petition, to include:
 1. Follow up on a written attendance contract.
 2. Follow-up home/community visits if the child is absent from school without a valid excuse. Peace officers are authorized to transport a truant student pursuant to Minn. Stat. §260C.143, subd. 4.
 3. Sharing information with school, MN Prairie, DFO Community Corrections (if the juvenile is already on probation), court, and the County Attorney's office
 - b. Issue a petty misdemeanor citation charging the parent(s) under Minn. Stat. §120A.34
 - c. Issue a misdemeanor complaint charging the parent(s) under Minn. Stat. §120A.26
 - d. Issue a gross misdemeanor complaint charging the parent(s) under Minn. Stat. §260C.425

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

BACKPACK/BAG EXPECTATIONS

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 books to all classes.

BELL SCHEDULE

KMMS Bell Schedule 2024-2025

Grade 5			Grade 6			Grade 7/8		
1	8:00-8:32	Elective time #1	1	8:00-8:50	Core class	1	8:00-8:50	Core class
2	8:36-9:08	Elective time #2	2	8:54-9:44	Core class	2	8:54-9:44	Core class
3	9:12-9:44	Elective time #3	3	9:48-10:20	Elective time #1	3	9:48-10:38	Core class
4	9:48-10:38	Core class	4	10:24-10:56	Elective time #2	4	10:42-11:32	Core class
5	10:42-11:32	Core class	5	11:00-11:32	Elective time #3	L	11:32-12:02	Lunch
6	11:36-12:26	Core class	6	11:36-12:26	Core class	5	12:04-12:30	Flex
L/R	12:26-1:08	Lunch/Recess	L/R	12:26-1:08	Lunch/Recess	6	12:33-1:12	Elective time #1
7	1:10-1:42	Flex	7	1:10-1:42	Flex	7	1:15-1:54	Elective time #2
8	1:46-2:36	Core class	8	1:46-2:36	Core class	8	1:57-2:36	Elective time #3
9	2:40-3:00	KoMet Time	9	2:40-3:00	KoMet Time	9	2:40-3:00	KoMet Time

BICYCLES

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

It is recommended that bicycles be locked and that all safety rules be obeyed.

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 exposed, repeatedly and over time, to negative action on the part of one or more persons.

BULLYING PREVENTION

Our school district adopted and all staff have been trained in the Olweus Bully Prevention Program. As part of our prevention efforts students are surveyed twice a year, results are analyzed, and student programming is enhanced based on results. Students recite the "Bully Promise" weekly. 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. Refer to "Policy 514 "Bullying Prohibition" found on the District website or in the Appendix below.

BUS BEHAVIOR EXPECTATIONS

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 is 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 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 stops completely 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.

Rules on the Bus

- Be Safe
- Be Respectful
- Be Responsible
- Be Engaged

Bus Consequences

- 1st Offense - Students warned by driver/parent notification
- 2nd Offense - Student assigned seat by driver/parent notification or conference, detention.
- 3rd Offense - 3 school day suspension from riding the bus and meeting with parents.
- Further Offenses: Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

CELL PHONES, IPODS, ELECTRONIC DEVICES AND OTHER ITEMS

We promote technology use within the classroom as a means to enhance learning, however, there are times when cell phones, headphones, electronic items, and other electronic items distract from learning. Student devices may be used before or after school. All Middle School students are expected to put their devices in their lockers for the entire school day. Any student seen with a device during the school day, will have their device taken to the office. Our highest priority

is promoting the use of technology 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.

1st Offense: Student may pick up the item at the end of the school day.

2nd Offense: Parent must pick up the item at the end of the school day.

Additional Offenses: Student will hand phone into the office for an extended period of time as well as be assigned additional consequences.

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, submitting material downloaded from the internet as one's own and plagiarism of any kind, will be considered stealing. Parents will be contacted and consequences will be determined at the teacher's and principal's discretion.

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.

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, lunch or Saturday morning and must make arrangements 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. 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 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 extracurricular 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's 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.

ISS (In-School Suspension)

Students that have been assigned In-School Suspension will be provided school work to complete. It is the expectation that all work is completed in a satisfactory manner before being allowed back into the classroom. Students will not be allowed to participate in practices but are expected to attend as a part of the team. Students that receive ISS will not be involved in any after-school activities.

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.

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

DATA PRIVACY

All school information regarding a student is considered private and confidential except "Directory Information." The Kasson-Mantorville Board of Education has defined "Directory Information" as information contained in an education record of a student which 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 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 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.

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 when the first signal is given that 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 in the school district in order 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 do background checks of other volunteers, independent contractors, and student employees in the school district.

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

EXTRACURRICULAR FEE AND ELIGIBILITY

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 turn 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 Fs on their report card will not be eligible to participate for 25% of any extracurricular performance period. In order to participate after the 25% time period has passed, students must complete weekly proof of academic improvement following the extracurricular guidelines. Questions regarding eligibility should be directed to the Activities Director, 634-1179. For more information regarding extracurricular activities go to the Activities tab on the Middle School homepage of the KoMet website (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 which 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 makes a person feel uncomfortable, embarasses, 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 educational goals of the school district and are prohibited at all times.

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

INTERNET ACCEPTABLE USE

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 student or visitor injuries 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.

LOCKERS

Each student is assigned a locker for storage of school supplies and jackets. It is the student's responsibility to see that his/her locker is kept 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 within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

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 a la carte items from their pre-paid account should notify Taher food service at 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

All students are expected to be courteous and neat in the lunchroom. When finished eating, each student is responsible for picking up his/her area by returning trays and discarding garbage in the appropriate bins.

PARENTS OUT OF TOWN/EMERGENCY CONTACTS

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) and School Discipline

Kasson-Mantorville Middle School is committed to excellence by developing meaningful relationships, teaching and encouraging positive behaviors, fostering the academic potential of each student, 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.

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 confiscation of said device, the possibility of disciplinary actions and/or the involvement of police intervention.

PLEDGE OF ALLEGIANCE

The State of Minnesota mandates that schools will recite the Pledge of Allegiance. In the Kasson-Mantorville Middle 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.

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 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 School Messenger.

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 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 Individuals with Disabilities Education Act. Consultation, assessment, 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) which 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 team or the 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.

STATEWIDE TESTING

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

[Parent/Guardian Participation Guide and Refusal 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

TECHNOLOGY PILOT PROGRAM FOR 7/8

The focus of this Pilot Program is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of devices is a way to empower students to learn at their full potential, to prepare them for the real world, and to practice responsibility. Devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

[2024-2025 7/8 Technology Pilot Program Handbook DRAFT](#)

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 and 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 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 is not responsible for any stolen or damaged personal property of students left in lockers and locker rooms. School personnel will not view cameras for lost or stolen items in which the locker was not locked.

VISITORS AND STUDENT GUESTS

The school welcomes guests and visitors who have legitimate business at the school. Guests and visitors must sign in the office. Parents are always welcome, and should register in the office and get a visitor's badge. Each building's office will scan visitor's driver's licenses prior to issuing a visitor's badge. The computer will save license 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 cause a disruption to the normal classroom routine and the process of learning. Families new to our school may request a tour and have the opportunity to eat lunch at school if they wish.

WEBSITE

The Kasson-Mantorville School District has a website containing a wide variety of information, including daily student announcements concerning the school day and extracurricular activities. Each day these announcements will be posted to our website. www.komets.k12.mn.us

APPENDIX

[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](#)

[503 - STUDENT ATTENDANCE](#)

[506 - STUDENT DISCIPLINE](#)

[514 - BULLYING PROHIBITION](#)

[515 - STUDENT RECORDS](#)

[520 - STUDENT SURVEYS](#)

[524 - INTERNET RESPONSIBLE USE AND SAFETY](#)

[526 - HAZING PROHIBITION](#)

[534 - SCHOOL MEALS](#)

[614 - PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING](#)

[904 - DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENT AND EMPLOYEES](#)

[STUDENT CRISIS/EMERGENCY NUMBERS:](#)

**National Suicide Prevention Lifeline
1-800-273-TALK (8255) or 988**

**Crisis Text Line
Text HOPELINE to 741741**

**Dodge County Crisis Services
1-844-274-7472**