



# Kimball Area High School

## Student Handbook 2011-2012

Visit our school website at:

[www.kimball.k12.mn.us](http://www.kimball.k12.mn.us)

Kimball Area High School

100 Highway 55 West

P. O. Box 368

Kimball, MN 55353-0368

320-398-7700 320-398-7733 Fax

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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***Mission Statement***

*Empowering students to achieve life-long learning*

**Three important things to remember in all you do:**

- Respect yourself••**
- Respect others••**
- Respect property••**

**School Song**

**Kimball High School hats off to thee**

**To our colors true we will ever be**

**Firm and strong united are we**

**Ra ra ra for blue and gold**

**Ra ra ra ra**

**Ra for the K H S**

### **Daily Schedule**

Hour 1	8:25-9:12
Hour 2	9:16-10:03
READING TIME	10:07-10:23
Hour 3	10:27-11:14
Hour 4	7-9 lunch 11:14-11:40
	7-9 class 11:44-12:31
	10-12 class 11:18-12:05
	10-12 lunch 12:05-12:31
Hour 5	12:35-1:22
Hour 6	1:26-2:13
Hour 7	2:17-3:04

### **Late Start Schedule**

Hour 1	10:25-11:00
Hour 4	7-9 lunch 11:00 -11:27
	7-9 class 11:31-12:03
	10-12 class 11:04-11:36
	10-12 lunch 11:36-12:03
Hour 2	12:07-12:39
Hour 3	12:43-1:15
Hour 5	1:19-1:51
Hour 6	1:55-2:27
Hour 7	2:31-3:04

***\*\*No Reading Days on Two-Hour Late Start Days***

The high school office is open from 7:30 to 4:00 on school days and most days during the summer. Students should not be dropped off to school before 7:45 or left at school after 3:15 unless they are supervised by a staff member or activity leader scheduled through Community Education. Please help us keep your children safe.

**Activities**

Athletics and activities provide experiences for students to engage in activities for personal improvement, contribution to the school and community, self-realization of potential, and the education of the student. Student eligibility will be governed by the rules of the Minnesota State High School League and Kimball Area High School. A complete handbook will be provided to participating students. This handbook outlines guidelines students are expected to follow. Students should watch the television bulletin announcements for events and start dates. The school activities director can be reached at ext. 311.

**Activity Fees**

The Kimball Public School Board has established participation fees for athletics and other MSHSL activities. The fee’s basic purpose is to help cover equipment costs and uniform cleaning, repair, and replacement costs. All student participants in the designated programs must pay the fee. If you and your family find the fees prohibitive to your participation, please see the activities director or the principal. Options to cash payment do exist.

The fee is not refundable to a student who is removed from a program due to a training violation. Any student who drops from a squad five (5) days after the first practice, or any student who is injured within the first thirty (30) days at the senior high level or the first twenty (20) days at the junior high level and cannot complete the season will have the fee refunded.

Parents/guardians will be notified of the distribution of the policies to the students at a fall meeting to be held in August and which is advertised through *Tri-County News* and *Cub Prints*.

Seasonal activities include:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Other</b>
Football	Boys’ Basketball	Baseball	FFA
Girls’ Cross Country	Girls’ Basketball	Golf-	Knowledge Bowl
Volleyball	Wrestling	Softball	Speech
Cheerleading	Cheerleading	Track	One-Act Play

**Buses**

Students have the privilege of utilizing the transportation services contracted by KAHS. A student who fails to maintain appropriate conduct when on a bus, waiting for a bus, or walking to or from a bus stop may be suspended from riding the bus or may be subject to other necessary action as outlined in the district policy, which is available in the school district office. All school rules apply to all buses at all times. Students in grades 7-10 participate in annual bus safety training every fall.

The driver of any school bus deserves everyone’s respect and attention. No food or drink may be consumed on school buses without permission of the driver.

If you or your parents have concerns about the buses, please contact the principal or the owner of the bus immediately. The safety of all riders is important. Drivers have been instructed not to allow more than two friends to ride home with you on your bus. Make other transportation arrangements if you’re taking home a group of friends. Notes from home and signed by both a parent and an office staff member must accompany students who ride alternate buses to help insure that parents are aware of where their children are going and drivers are aware of the change in ridership.

**Cheating/Academic Dishonesty**

See page 19 in the discipline policy portion of this handbook.

### **Closed campus—Locked doors**

KAHS maintains a closed campus. This means students who leave the building without adult supervision or permission are in violation of school policy and are subject to school consequence. This includes student lunch-time. Students who leave for any reason must sign out through the office before they leave. **Notes to excuse an absence when a student leaves without checking out through the office will not be accepted.** Entrance to the school during the day is limited for the protection of students and staff. After 8:30 the only doors remaining unlocked will be those nearest the high school and district offices.

### **Counseling and Guidance**

The high school guidance office is located next to the high school office. Students can meet with the Chemical Dependency (CD) Counselor, School Psychologist, or School Guidance Counselor in the guidance office. The CD Counselor works on a part-time basis two days per week in the district. The School Psychologist also works on a part-time basis and is in the high school one day per week and at the elementary one day per week.

The school guidance counselor meets with students for a variety of reasons including the following: academic counseling, career counseling, group counseling, class scheduling and registration, counseling in areas related to physical, psychological, social and emotional health, state testing, career testing, college entrance testing and a number of other areas. Please feel free to contact the school counselor at any time if you have concerns about your son or daughter. The counselor can be reached at 320-398-7700 x320 or jay.klein@kimball.k12.mn.us.

### **Dress Code**

All clothing must be modest and appropriate for an educational setting. Student dress or appearance must not be hazardous to the health or safety of anyone in the school community, nor shall it have a negative effect on or be disruptive to the educational process. Clothing may not cause damage to school property. Messages printed on clothing must be in good taste. No clothing advertising alcohol, illegal substances, containing sexual innuendo or with profanity will be permitted. Shoes are to be worn at all times in the school buildings to prevent possible injury. **Hats, hoods and bandanas shall not be worn in the building except on special dress days as approved by school organizations and the principal.** Specific definitions of “modest” include but are not limited to two-inch straps on sleeveless tops, midriff covered while standing, necklines that remain modest and no short shorts. Shorts, skorts and skirts must extend to at least mid-thigh. Parents are asked to assist in having their children dress in a manner appropriate for learning.

Students in violation of this code will be isolated from other students until appropriate clothing is provided from home. In addition, the dress code also applies to special dress up days such as Halloween, etc.

### **Electronic Devices**

Over the past few years, electronic devices have become affordable to students. While many of these create a convenience for family and student communication, they are also distracting to the educational process. For that reason some restriction to the use of some electronic devices are noted below. With documented need some exceptions to these rules may exist. Contact the school principal if you wish to make an exception. The school is not responsible for the loss of personal property you bring to school. To avoid loss or theft it is best to keep these items at home whenever possible. Please note that laser pens are confiscated on first offense and not returned to students.

**Cell phones** and pagers must not be used for any reason during the class period unless permission is granted by the teacher. (This includes the Media center.) Students may not leave class to use cell phones and students misusing cell phones will result in having the phone taken away and a parent meeting may be scheduled. **Cell phones are not to be used in the locker rooms or bathrooms for any reason.** Parents needing to contact their son/daughter are urged to call the office and a message will be delivered to the student. Posting of any video or audio content on the internet from any classroom or school activity is prohibited unless written

consent has been obtain from an authorized school official. Severe disciplinary action will take place for violations including possible legal ramification.

**iPods or MP3 players** may be used at the discretion of the classroom teacher.

**Personal Computers/PDA's** are allowed for educational purposes only. When such items are brought to school students should check them in with a teacher or the office. Picture taking devices are not to be used in restrooms or locker rooms.

**Laser pens**, because of their potential danger and misinterpretation of intent of use, are not to be used by students at school or school events. Any such item brought to school will be confiscated and returned only to a parent or law enforcement.

### **Fan or Spectator Buses**

A spectator bus may be provided for occasional team sporting events held away from Kimball, provided enough riders sign up for the event trip. There will be a fee for this bus transportation. All school rules will apply on spectator buses. Students riding the spectator bus must return on the same bus unless permission not to return on the bus has been given by the principal, in advance. Students can be released only to their parents in such an event. The student's parent must personally contact the chaperone or bus driver at the event before departing with his or her child.

### **Food and Beverages**

Food and drink are not allowed in classrooms except in special circumstances as approved by the supervising staff member. Furthermore, food and drink are not allowed in the gyms, computer labs, or media center during the school day.

Food stored in lockers must be in sealed containers or appropriate packaging. Beverages are to be in sealed, non-glass containers. Open pop or beverages, other than water, are not allowed by in carpeted areas. Candy and gum will be allowed only if students maintain an acceptable practice of keeping used gum and wrappers in the trash.

Students bringing items not allowed will have them confiscated.

### **Fund-Raising**

Fund raising activities (concessions, button sales, candy sales, dances, etc.) will need the permission of the principal and, on occasion, permission of the Board of Education. Plan these activities in conjunction with your advisor and the principal.

Candy and pop sales are not allowed during lunch.

### **Grading and Weighted Grading**

Grades for courses are assigned by teachers as outlined in course information shared at the start of the semester. Each semester course successfully passed earns one-half (.5) credit. Teaching assistant positions earn one-quarter (.25) per semester. Certain classes are weighted in grading to give advantage to the academic rigor of their content. These Group I classes include Accounting, Anatomy, Algebra II, All college classes, Chemistry, Spanish, and Physics. The scale for grades is noted on the next page.

<i>Group</i>	<i>A</i>	<i>A-</i>	<i>B+</i>	<i>B</i>	<i>B-</i>	<i>C+</i>	<i>C</i>
<i>I</i>	4.250	3.916	3.583	3.250	2.916	2.583	2.250
<i>II</i>	4.000	3.666	3.333	3.000	2.666	2.333	2.000

<i>Group</i>	<i>C-</i>	<i>D+</i>	<i>D</i>	<i>D-</i>	<i>F</i>
<i>I</i>	1.916	1.583	1.250	0.916	0
<i>II</i>	1.666	1.333	1.000	0.666	0

### **Graduation Credits and Standards**

Graduation at the end of the senior year is dependent upon credit being earned in all required classes, standards, and appropriate electives. Students must earn a total of 23.5 credits in order to graduate. Minnesota Academic Standards requirements are embedded into coursework. Students must also pass state required tests in mathematics, reading, and written composition.

Each spring students receive a complete listing of graduation requirements as we prepare registration for the following school year. That information is available from the counselor upon request. Juniors and seniors should meet with the counselor several times to determine whether progress toward graduation is satisfactory.

### **Hacky Sack**

The playing of hacky sack is allowed only in the gym when approved by supervising staff. Students engaging in the play of the game or in other ways misusing a sack will have the item confiscated.

### **Hall Passes**

Teachers are expected to limit student access from class to insure students are being provided adequate time for instruction and work. In the event a student needs to leave the room for any reason, he or she must carry this book, intact, with valid staff signature, time, and destination marked. This is done to maintain an orderly and safe environment. Loitering in the hall during class or misuse of the passbook may result in loss of passbook privileges for a designated period of time.

Students with an emergency need to leave the classroom are asked to report to the nurse's office so parents can be notified when necessary.

Only in an emergency are hall passes to be issued to students between 2:55 and 3:05. During the last minutes of classes all students are expected to be in classrooms.

### **Health and Nursing Services**

**A student who feels ill during the school day should report to the office.** Students may rest or may be sent home, provided the parent or designated adult can be reached. Parents will be contacted whenever possible. No ill student can be released from school without the knowledge and consent of the parent/guardian as submitted annually on the emergency form. **For documentation purposes, students calling home to be picked due to illness need to call from the high school office for absence to be excused. Cell phone calls may not be excused.**

Students must inform the office of any need to consume prescription or over-the-counter medications. **No prescription or over-the-counter medication can be administered unless ordered by a physician and accompanied by the physician's order and accompanied by a parent permission slip. These must be kept in the office in properly labeled and sealed prescription drug or factory containers. A parent permit slip and Doctor's order must accompany prescription medication, as stated in Minnesota law. All prescription medications must be in a labeled container from a pharmacist with the patient's name, doctor's name, the name of the medication, and directions for administration. Under Minnesota law, only trained school personnel may administer prescription medications in the absence of the school nurse.**

Parents should report to the school nurse or office staff any communicable illness a student contracts. Chronic illnesses such as diabetes or injuries should be reported to the school at the beginning of each school year and as often as the student's condition changes. A school nurse is available for vision, hearing and scoliosis screenings.

### **Homeless Policy**

The Kimball School District will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act. It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as *homeless*; it will instead use the term *children and youth in transition*. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

### **Homerooms**

Homerooms will be used for Reading Time. There will be no Reading Time on Late Start Days.

### **Honor Students**

A student can graduate with "honors" by earning a cumulative grade point average of 3.666 or better for his/her 9-12 grade years. To be eligible for this honor students must be enrolled in at least four academic classes.

An honor roll containing the names of those students who have earned a 3.666 or better average for the preceding semester is posted at the conclusion of each semester. Award programs will be held to recognize students who have earned this status.

### **Independent Studies**

An application for independent study classes is available in the high school guidance office. Independent Study courses are available to students who have exhibited outstanding scholastic performance (3.500 average or above) and/or who need a particular focus for post-high school education preparation. All completed applications for independent study options must be approved by the Independent Study/Waiver Committee comprised of the high school counselor, high school principal and instructor with whom the student is looking to work with.

### **Internet Access**

The use of the Internet as a valid research tool has become widely accepted in schools. KAHS allows all students limited access to the Internet for educational purposes. This use is monitored and filtered with a commercial block of many inappropriate sites. Parents who wish their child to be denied access to the Internet must contact the school office or media center. For a full copy of the district's Internet policy, contact the school district office.

### **Latex**

Due to an increasing number of allergies to latex, this product is not allowed in the high school. Local florists have been advised that latex balloons cannot be delivered into school. Students likewise are not allowed to bring latex balloons into the building.

## **Lockers and Searches**

Each student will be issued a locker to be used to store outerwear and school items. It is each student's responsibility to keep that locker clean and orderly. For the safety and protection of all students lockers must be kept locked and in working order. Jamming the locker preventing the lock from operating is not acceptable and may result in charges of damage to school property. No stickers or marks are to be placed on the inside or outside of the locker. Students are responsible for removing all notes, pictures, and marks at the conclusion of the school year.

Minn. Stat 121A.72 reads: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of student 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 a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

Students are asked to keep items of great value at home. If these items must be brought to school, they should be checked in at the office or with a teacher to secure them. The school is not responsible for lost or stolen items.

Periodic locker checks may be conducted by homeroom teachers as the lockers of property of Kimball Area High School. Canine searches of the locker areas and other areas around school may be conducted on a random basis and within regulations of applicable laws.

Doors to the locker areas will be locked at 3:30 P.M. for evening cleaning. Student athletes here for practice or events should plan accordingly.

## **Loitering**

Students are not allowed to loiter in the halls, locker areas or other parts of the school without adult supervision. This is true during the day and before and after school. Students are expected to leave school by 3:15 unless they are part of a supervised activity. For their own safety students should have transportation arranged for evening events prior to the event.

## **Lost or Found Property**

There is a box in the High School office for lost and found items. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost, destroyed, or damaged by students.

## **Lunches**

Two student lunch groups are held each day. The first lunch is for students in grades 7-9 and the second lunch for grades 10-12. Kimball Schools contract with Taher to provide a nutritious lunch program. Payments may be made directly to Taher staff at times designated by the food service company. The standard hot lunch costs \$1.95, milk costs 40¢. Ala carte items are sold at various prices on a cash basis. Information on free and reduced cost lunches is available through the district office.

## **Media Services**

The library/media center as-well-as the computing centers are designed to be used for research, reading, computing, and limited study. Fiction and nonfiction books may be checked out for a three-week period while reference materials may be checked out overnight only. Fines may be assessed at the discretion of the media staff.

Library and computing center privileges may be lost due to inappropriate use of materials, including the inappropriate use of the internet, or if property is not properly cared for.

**Parental Rights**

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers.

**Parking**

Students with a valid driver's license are allowed to drive and park at school. Parking for students is provided in designated spaces of the south lot without permit. Spaces are available in the north lot for students who arrive at school after 8:30 AM. Emergency driving lanes must be maintained at all times. Parking along the football fence is not allowed. To avoid tickets or towing, everyone must park in appropriately marked spaces. Safe driving and the following of all school rules are expected in parking lots. Violators may be denied parking lot access.

**Pets**

At certain times during the year students may wish to bring a pet to school as part of a class project or speech. This is acceptable only if the teacher notifies the office staff of this need and the pet is here only for the minimum time needed.

**Posters and Advertisement Procedures**

All posters and advertisements posted on school property must have the prior permission and stamp of approval from the building principal. Posters will be reviewed as to the relevance to the school program. The building principal will also establish the place or places where information may be posted. This policy is in effect for both school and non-school groups. Masking tape should be used when bulletin boards or strips are not available. Those individuals hanging posters are responsible for taking them down as soon as possible after an event is over.

**Private Data**

Kimball Area High School does not release private data to organizations or individuals unless permitted by district policy or state/federal law. Military recruiters are allowed to gather names and addresses from school unless parents specifically request such information not be released. Concurrent Enrollment (College classes) and Tech Prep courses do require some private data for the purpose of issuing credit and to help measure effectiveness of the program.

**Report Cards and Progress Reports**

Grading and credit at KAHS is based on two semesters of course work that are further broken into two quarters each. Report cards are issued after each quarter. The second quarter and fourth quarter reports contain semester grades and are recorded on student transcripts. Progress reports are issued at mid points of each quarter. Grades of incomplete "I" indicate that work has not been completed. Students will have two weeks from the issuing of grades to complete any necessary work to change an incomplete grade. Unfinished incomplete grades will become failing marks that cannot be changed without administrative approval.

Parents can expect reports one week past the following dates:

Mid-quarter 1	October 7
Quarter 1	November 4
Mid-quarter 2	December 9
Quarter 2, Sem. 1	January 20
Mid-quarter 3	February 24
Quarter 3	March 23
Mid-quarter 4	April 27
Quarter 4, Sem. 2	May 31

### **Schedule Changes**

Students needing or wishing to change their class schedule (either the class period or the subject) must see the counselor. A class change form must be signed by all teachers and parents before changes will be made to a student's schedule. Schedule changes **MUST** occur during the first week of each semester. Withdrawal from a course after the first week of the semester may result in the student receiving a grade of "F" which is then added to the student's transcript.

### **Snowmobiles**

As a convenience to students and families, students are allowed to drive and park snowmobiles to KAHS as a means of getting to and from school. A list of rules and designated parking places will be shared with drivers in the fall of each school year.

### **Special Note to 18-Year-Old Students**

At age 18 students reach majority age and become legal adults. State law requires schools, however, to enforce the same rules on all students, regardless of age, with very few exceptions. This law does not affect the authority of school boards, school administrators and teachers to make reasonable rules and regulations. Students who are 18 or older must still have a note from parents excusing them from school. Students not living at home should make arrangements with the principal regarding attendance and excuses.

### **Study Hall/Senior -Square**

Study halls are to be used to work on homework and make up exams/quizzes as needed. Students must maintain a "C" average to check out of study hall to go to the media center or senior-square. Students not meeting the "C" average requirement may go to the media center with a pre-signed pass from another teacher to complete an assignment, project, etc.

### **Teacher Assistants**

Teacher assistants are students who assist teachers and office staff for high school credit. Credit will be awarded for teacher assistant positions at half the regular class rate (.25 per semester).

### **Telephone Access**

School telephone service is intended for business use only. Students will not be called to a telephone unless an emergency exists. A courtesy phone is available for student use in the office when permission from their teacher and the office staff is given. Students are expected to keep phone conversations brief. Room phones are not to be answered or used by any student during the school day unless the teacher has given permission for a single use.

**Testing**

KAHS offers a comprehensive testing program to its students, including the Minnesota Graduation Rule testing sequence. Curriculum-area testing occurs as per guidelines established by the district's Systems Accountability Committee (S.A.C.). The guidance counselor provides information and opportunities for additional testing programs, including: PSAT, ACT, and SAT, and ASVAB. Students and parents may view test results by contacting the guidance counselor.

**Visitors**

All visitors must register in the high school office upon entering school. School-aged visitors are not allowed at KAHS unless they have a specific appointment with a staff member or are invited by the principal. Please do not invite guests, including friends, cousins and other relatives to attend school with you. It will not be possible to honor your request. Parents and grandparents are welcome to visit classes at KAHS but need to arrange these visits ahead of time whenever possible.

**Waivers**

Students with parental permission may apply for a waiver for a credit requirement only when getting a required class is out of the student's control. An application form for the waiver is available in the high school guidance office. Appeals should be requested at the time of registration or when schedules are published. Each appeal will be considered independently by the Independent Study/Waiver committee comprised of: the high school counselor and high school principal.

**Wednesday Evenings**

Wednesday evenings are reserved for church services and religious instruction, and the school buildings are cleared of students no later than 6:30 p.m. Any variation to this Wednesday schedule will require the permission of the principal and the cooperation of the local church pastors.

## **Minnesota State High School League Summary**

Below are important sections from the MSHSL Rule Book. Students should be familiar with these rules. Further information will be supplied to players and parents from individual coaches and the activities director.

**Student Code of Responsibility**

BYLAW 206.02 of the Official Handbook of the Minnesota State High School League lists the Student Code of Responsibilities. Kimball Area High School and the Minnesota State High School League believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

- A student will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- A student will be fully responsible for their own actions and the consequences of their actions.
- A student will respect the rights and property of others.
- A student will respect and obey the rules of Kimball Area High School and the laws of their community, state and country.
- A student will show respect to those who are responsible for enforcing the rules of Kimball Area High School and the laws of their community, state and country.

• Assault on any person will not be condoned by the MSHSL or Kimball Area High School and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, and religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

### **Kimball Athletic Scholastic Eligibility Requirements**

- 7<sup>th</sup> Grade:** Come in with “clean slate.”  
@ semester must be passing all classes to be eligible to continue winter or spring activities.
- 8<sup>th</sup> Grade:** Must be passing all classes at end of 7<sup>th</sup> grade to be eligible for fall activities  
@ semester must be passing all classes to be eligible to continue winter or spring activities.
- 9<sup>th</sup> Grade:** Must be passing all classes at end of 8<sup>th</sup> grade to be eligible for fall activities.  
@ semester must have minimum of 3 credits in addition to passing core courses of English, Math, Science, and Social Studies to be eligible to continue winter or spring activities.
- 10<sup>th</sup> Grade:** Must have a minimum of 6 credits at the end of 9<sup>th</sup> grade year in addition to passing all core courses.  
@ semester must have a minimum of 9 credits in addition to passing all core courses to be eligible to continue winter or spring activities.
- 11<sup>th</sup> Grade:** Must have a minimum of 12 credits at the end of 10 grade year in addition to passing all core courses.  
@ semester must have a minimum of 15 credits in addition to passing all core courses to be eligible to continue winter or spring activities.
- 12<sup>th</sup> Grade:** Must have a minimum of 17.5 credits at the end of 11<sup>th</sup> grade year in addition to passing all core courses.  
@ semester must have a minimum 20.5 credits in addition to passing English to be eligible to continue winter or spring activities.

If a student is not academically eligible at the end of the school year he/she may regain eligibility by attending summer school to make up lost credits.

If a student is not academically eligible at the end of the semester, he/she may attend after school program to make up credit and at the discretion of his/her coach/advisor may participate while on a contract to be implemented and monitored by the coach/advisor.

Students not passing at the end of the quarter are subject to a contract at the discretion of his/her coach/advisor as a condition of continued participation.

Failure to fulfill contract will result in academic ineligibility based upon agreement made with the coach/advisor of the activity.

Parent and student notification will be sent from the activity director's office or from the coach of the activity the student is participating in.

\*Extenuating circumstances, such as scheduling conflicts will be taken into consideration regarding student eligibility.

### **STUDENT ATTENDANCE**

1. Students involved in activities are expected to be in full attendance (seven periods and lunch) during the course of the school day. Excused and/or pre-approved absences require a written excuse from a student's parent or guardian.
2. Students involved in activities are expected to be in full attendance the following school day. Excused or pre-approved absence requires a written excuse from a student's parent or guardian.
3. Students involved in activities must participate in physical education classes to participate in practice or games. Extenuating circumstances may be approved by a teacher, the activities director, or the principal.
4. Excessive tardiness or absences may result in consequences at the coach's/advisors discretion, based upon guidelines the coach/advisor has set forth.

### **Activities Starting Dates and Fees**

<b><u>Activity</u></b>	<b><u>7-8 Start Date</u></b>	<b><u>9-12 Start Date</u></b>
Girls' Cross Country	August 15	August 15
Football	August 29	August 15
Volleyball	September 6	August 15
Boys' Basketball	October 31	November 21
Girls' Basketball	January 2	November 14
Wrestling	November 21	November 21
One Act Play	December 5	December 5
Speech	December 5	December 5
Baseball	April 2	March 19
Golf, Boys and Girls	April 2	March 19
Softball	April 2	March 12
Track, Boys and Girls	April 2	March 12

**Other activities include:**

FFA, Knowledge Bowl, Student Council, and Yearbook. Contact the high school office for advisor information and start dates.

**Activity Fees:**

Junior High activity fees are \$55 per activity (third activity \$45).

Senior High activity fees are \$60 per activity (third activity \$50)

Family maximum is \$220

Knowledge Bowl and One Act Play fee is \$40.00 per activity

If fees inhibit student participation, please contact any school administrator.

## **Attendance and Discipline Policies As adopted by The Board of Education**

### **Attendance Policy**

Many studies draw a strong correlation between good attendance at school and future success in a career. Also, the State of Minnesota requires attendance of all students ages 7-18. Minnesota Statute 120A.22—Minnesota Compulsory Instruction Law. To those ends, the Kimball Public Schools have established a policy regulating school attendance.

**Students are responsible for making sure that they are in attendance each and every hour unless verified by their parents and/or the school.**

**Parents are responsible for making sure their children are in attendance and only attempt to excuse absences that are necessary. Failure to report excuses for absences in a timely manner may result in school consequence and/or a truancy report (see “Truancy” below for more details).**

The following guidelines are set forth to govern school attendance so that students are afforded every opportunity to learn.

Excessive absences (both excused and unexcused totaled) will negatively affect student performance and may prohibit the issuance of school credit. **Students who miss one class more than ten (10) time per semester without documented extenuating circumstances may be denied credit in that class.** Students and parents have the opportunity to appeal that decision by requesting such to the principal and scheduling a meeting with the faculty review panel within one calendar week (7 days) of receiving the Credit Loss and Attendance Notification. This panel will determine continued eligibility for school credit in any class(s) and extra-curricular activity where absences have exceeded ten. In an appeal hearing parents and students have the opportunity to explain circumstances they believe warrant adherence to this district policy. In the event of denial of credit a meeting will be held with the guidance counselor to discuss ways for the student to earn high school credit toward a diploma. A two-week follow-up contact will also be made.

**To Excuse an Absence:** Parents must call the high school office (398-7700 ext. 304) on the date of the absence. Messages may be left on this line at anytime, as it is available 24 hours a day. A written note with the reason for the absence needs to be sent with the student upon return to school so that when the student stops in the office for an admit slip it may be noted whether the absence was excused or unexcused. This slip is then to be shown to teachers so missed work may be assigned. Notes or messages not received in the office within one school day may result in unexcused absences. An admit slip will be issued to the student marked either excused or unexcused; this slip is to be taken to each class by the student.

**Excused Absences:** Absences due to student illness, injury, medical or dental appointments (request a note from the office with times noted) funeral, church attendance, and any merited cases where there is agreement between home, school and student as to the purpose and validity of the absence, and where prior arrangements have been made with the principal will be considered excused absences. The principal or designee retains the right to excuse or not excuse any student absence. Seniors will be allowed two college visits per school year. If these are arranged in cooperation with the school counselor, they will not be counted toward the accumulation of the ten allowed semester absences. School activities do not count in the accumulation of the ten allowed absences.

**Make-Up Work:** When students miss school it should be expected that they will have work to complete. The classroom teacher(s) will work with each student to determine a reasonable time line for submission of late schoolwork. A classroom teacher will indicate a due date on any schoolwork assigned upon a receipt of a make up slip prior to the absence whenever possible. Parents should call to collect work whenever a student is absent.

**Unexcused Absences:** Any absence not listed in the excused absence paragraph will be considered unexcused. Credit for work missed for unexcused absences will not be given. Students involved in sports or activities will not be allowed to participate in a game on a date when there is an unexcused absence. Examples of unexcused absences will include but not be limited to:

**Shopping, oversleeping, non-medical appointments, bank errands, repeated car trouble, senior photo sessions, vacations not prearranged, driver education practice (tests must be prearranged) and leaving school before the end of the day without checking in the office.**

Unexcused absences will receive consequences on a 1:1 basis. In other words, one hour missed equals one hour of detention, a full day or a partial day of more than three hours may result in one Saturday School.

**Tardiness:** Any student late to class (within the first 15 minutes of first hour or within the first 5 minutes of hours 2-7) will be considered tardy. Students may be excused if they have a valid note from a parent or a staff member. Teachers who need to hold a student from a class for more than 5 minutes must arrange this with the receiving teacher.

All teachers will assign a reasonable consequence for the first through fourth tardy. One hour of detention will be assigned for each fifth through tenth tardy. A student who is tardy 10 or more times may lose credit in that class. Students who wish to retain credit after the tenth tardy must make appeal to the attendance review panel within one calendar week (7 days) after the Credit Loss and Attendance Appeal Notification is received. The student is expected to be in attendance for class until the panel has made a decision.

**Truancy:** Absence without valid excuse is considered truancy for all students under the age of eighteen. Minnesota Compulsory Instruction Law 120A.22 and Minnesota Statute, Chapter 260 require that the principal or designee make referral to the county attorneys office when a student becomes a continuing truant (missing three or more hours unexcused on three or more days) or a habitual truant (missing seven or more hours on seven or more days) as defined by Minnesota Statutes, Chapter 260. Students and/or parents can be charged in court for truancy and/or educational neglect if students miss without valid reason being given to the high school office. Parents or guardians may be charged under Minnesota Statute 120A.34 for failure to compel their child to attend school. Under the provisions of Minnesota Statute 260A.03, Sub. 8 students may have driving privileges delayed for truancy from school.

**Illness once at school:** A student who becomes ill while at school must report to the high school office. Student's calling home need to do so from a school phone in the high school office. Students may rest or may be sent home, provided a parent or designated adult can be reached. Students leaving school without approval from office staff will be considered unexcused. Students spending more than 10 minutes in the nurse's office from any class hour will be considered absent from that class.

**Trips:** All trips must be approved at least three days in advance by written notice to the office. This includes all hunting, fishing, tournament, retreats, vacations etc. Excused absences will be given provided the student makes ample notice and has maintained attendance within district guidelines (no more than ten absences or tardies in the present and previous semester.).

## Discipline Policy

All student behavior at Kimball Area Public Schools is to be based on respect and consideration for the rights of others. The rules of the school are intended to ensure a safe and satisfactory experience for all students and staff. Students have the responsibility to demonstrate good school and community citizenship everywhere, at all times.

Any behavior that disrupts the orderly operation of school is grounds for disciplinary action as determined by the principal or designee. Such events will be reviewed on a case-by-case basis. The following guidelines will be used when students do not meet requirements under the code of conduct. The district reserves the right to review all discipline matters on a case-by-case basis. In cases of severe violations the district may alter or move beyond the consequences outlined in this policy.

### Consequences

Consequences for violations of school rules and guidelines may include:

**Detention:** Detention is held outside of a student's regular day in a room supervised by a school employee. Dates and times will be set by a teacher, the principal or the principal's designee. Students are expected to work quietly on school assignments the entire detention time or additional time or another consequence will be assigned.

**Saturday School Detention (SSD):** Students assigned Saturday School Detention are expected to report on the first scheduled Saturday. Work schedules will not be an excuse to miss SSD. Students must be brought to the high school between 8:00 and 8:15 a.m. and be picked between 11:45 a.m. and noon. Students will be expected to work quietly on school work while serving SSD. Parents will be notified of dates and times their child is expected when assigned.

**In School Suspension:** Students held on In School Suspension (ISS) are assigned to such by the principal or designee. Students in ISS are held in isolation from other students for all or part of a school day. They are expected to complete school-work and are supervised by school employees. In many cases students will be assigned to successfully complete behavior learning packets as part of their ISS assignment.

**Out of School Suspension:** Students are assigned Out of School Suspension (OSS) by a school administrator for violations of conduct. While on OSS students are not allowed to be at school or school events. Showing up at school during an OSS may result in a trespassing violation. Parents must attend a meeting with the principal or designee upon the student's return to school. A report is made in accordance to state law for students on OSS.

**Expulsion:** Expulsion is an action taken by the I.S.D. #739 Board of Education to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student was expelled within the Kimball Area Public School system.

### **Violation Categories**

**Alcohol, Narcotics, and Illegal Drugs:** Alcohol and other drugs are both illegal for students and dangerous. The use of these products will not be accepted. Students shall not possess, purchase, sell or be under the influence of alcohol, narcotics, illegal drugs, or drug paraphernalia while on school property, including buses, or while attending school-sponsored events, both home and away. A student found in possession of alcohol or drug products will be asked to surrender same to the staff member making the request. Failure to comply with such a request will result in further disciplinary action. A student found in violation of this policy will be released to the care of his/her parent or guardian or law enforcement officials. Our student assistance counselor and law enforcement officials will be notified upon all violations. The student will be suspended from school for three days and assigned to meet with the school Student Assistance Counselor for four (4) hours for a first offense. A second violation will result in a five-day suspension as well as second referral to law enforcement and Student Assistance Counselor. A parent/guardian conference in the school will be mandatory before reinstatement after any violation. A third violation is grounds for expulsion. Alcohol and drug offenses also bring separate Minnesota High School League penalties upon participating students.

**Assault and Weapons:** A complete copy of the Board policy JH and GBT on assault and weapons is available in the high school or district office. All acts of assault, fighting and weapons will be referred to law enforcement for review and possible criminal charges. Students involved in making threats or fighting will be suspended for one to five days depending on the severity of the incident. A second offense will result in a five-day suspension and is grounds for expulsion. Any student in possession of a dangerous weapon will be suspended for five days and may be expelled.

**Bus Behavior:** The Kimball Public School Board of Education has adopted a policy which consequences students who do not follow bus rules. A complete copy of this policy is available in the high school or district office. Students riding buses to and from school or events are not allowed to eat on the bus, move from seat to seat, tease others, spit, throw objects, bother others. Violations of these "Class I" rules are consequence first by warning. "Class II" offenses which include fighting, lighting matches/lighters, hanging out of window, use or possession of tobacco, or other drugs, vandalism, refusing to obey bus personnel, and any behavior that threatens the safety of self or others will result in bus suspensions.

**Cheating:** Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism (copying work that was done by another) are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others during class time on projects meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or the Internet.

**Plagiarism:** Plagiarism is the intentional or unintentional use and presentation of another person's **words or ideas** as one's own. When a student fails to acknowledge his/her sources, the sources' ideas, and the sources' words, the student has committed plagiarism.

*Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.*

**Fire Emergencies:** Causing a false fire alarm or the sounding of a bell on an emergency exit door is a violation of school rules and a criminal offense by Minnesota law. The school will report the individual to the police and the individual will be suspended immediately. A person responsible for a false fire alarm may be subject to repayment of monetary losses to the City of Kimball (fire department expenses) or to other Stearns County emergency services. Striking a match, attempting to strike a match, igniting a lighter, or starting a fire of any kind—in school, on school property, or on a school bus—will be grounds for immediate suspension from school as well as police notification.

**Forgery:** Any attempt by a student to make a false signature of a parent or a school employee will be considered forgery. This includes: false representation by phone call, form, note, or other item. The first violation may result in Saturday School Detention or suspension. A second violation will result in a parent conference held at school with administration

**Harassment/Hazing:** A complete copy of the Kimball Area Public School District Board Policies prohibiting harassment, hazing and violence are available in the high school and district offices. Harassment is an unwelcome act that interferes with a person's ability to work or learn. It is illegal discrimination toward others based on race/ethnic origin, gender, sex and/or sexual orientation. Hazing is an act of intimidating or coercing someone into doing an act as an initiation into an organization. All acts of violence or intimidation are a violations of District Policy. Harassment and/or hazing may include:

- Offensive or degrading words, actions, or deeds (including but not limited to: name calling, swearing, pushing, shoving, hitting)
- Creating an intimidating, hostile or offensive environment
- Behavior that is not welcomed, is personally offensive, or negatively affects the morale or the student's ability to perform.
- Sexual harassment may include: verbal abuse, pressure for sexual activity, inappropriate touch, patting/pinching or unwelcome touching, sexual violence.
- Any type of physical brutality including exposure to extreme conditions or unreasonable deprivation of physical needs
- Consumption of products that creates a risk to the mental or physical health or safety of the individual
- Mental or physical embarrassment, shame, humiliation, impacting a student's desire to be in or perform at school

**All harassment or forms of hazing should be reported to a teacher, counselor or principal for investigation. All complaints will be investigated.**

**Insubordination:** Teachers and other staff members are in charge of every classroom and all school spaces. Reasonable requests or directives toward students will be made when the need arises. Refusal to comply is considered insubordination. Staff members have been assigned the responsibility for supervision of students in the school building or on school grounds and at school-sponsored events. Disciplinary action for insubordination may include: a warning, parent notification, detention or Saturday School. Severe infractions may result in suspension.

**Public Displays of Affection:** Students observed kissing or displaying other forms of intimate affection will be reminded by peers or staff that these matters are private and have no place in school. Students and staff may report violators to the principal or designee. Forms are available in the office or from teachers. The first offense will result in a verbal warning documented in the office and parent notification. The second offense will result in a student/principal conference, parent notification, and detention. A third offense will result in a parent conference with the principal and detention. Fourth and subsequent offenses will result in a one to three day suspension.

**Theft:** Property that belongs to the school or other persons at school must be respected and cared for properly. Students found in possession of materials that have not been properly loaned will be considered in violation of this policy. A first violation will result in a 1-3 day suspension and referral to law enforcement. A second violation will result in a 3-5 day suspension and a referral to law enforcement. A third violation will be grounds for expulsion. In all cases, the student found in violation will be expected to make restitution for lost or damaged items.

**Tobacco:** Students at KAHS shall not possess, purchase, sell or use tobacco products/paraphernalia while on school property, including buses, or while attending school-sponsored functions. A student found in possession of tobacco products/paraphernalia will be asked to surrender same to the staff member making the request. Failure to comply with such a request will result in further disciplinary action. A student found in violation of this policy for the first time will be assigned to ½ day of in school suspension, four (4) hours with the student assistance counselor, and referred to law enforcement for violation of Minnesota law. Parents will be notified of all violations. A repeat offense will call for a two (2) day In School Suspension as well as a referral to the student assistance counselor and law enforcement agencies. A third offense will result in a three (3) day Out of School Suspension and referrals to our chemical health specialist and to law enforcement. A fourth offense will be grounds for expulsion. Tobacco offenses also bring separate Minnesota High School League penalties upon participating students.

**Trespassing:** Individuals who are asked by a staff member to leave the building and refuse to do so may be cited for trespassing. Students on campus during an out of school suspension will be considered trespassing and may be referred to law enforcement.

**Vandalism:** Students involved in acts that deface or damage school property will be expected to reimburse the school district for the amount of the repair or replacement. A minimum fee of \$25.00 per hour (plus equipment/item replacement) will be assessed for damage to school property that can be repaired by school custodians. Deliberate acts of vandalism toward school property or another's personal property will result in the same consequences listed under Theft.