



Kimball Area High School Student Handbook 2025-2026

Visit our school website at:
www.kimball.k12.mn.us

Kimball Area High School
100 Highway 55 West
P.O. Box 368
Kimball, MN 55353-0368

Phone: 320-398-7700

Mission Statement:
Empowering Students to Achieve Life-long Success

Note: All District 739 policies are located on the school website.

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
Rah rah rah for blue and gold
Rah rah rah rah
Rah for the K H S

Daily Class Schedule: 2025-2026

Daily Schedule

Hour 1: 8:10-8:56

Hour 2: 9:00-9:46

Advisory: 9:50-10:09

Hour 3: 10:13-10:59

Hour 4: 10:59-12:24

Grade 10-12

Lunch: 10:59-11:25

Class: 11:29-12:24

Grade 7

Class 11:03-11:28 & 11:58-12:24

Lunch 11:28-11:54

Grade 6

Lunch: 11:34-11:54

Recess: 11:54-12:24

Grade 8-9

Class: 11:03-11:58

Lunch: 11:58-12:24

Hour 5: 12:28-1:14

Hour 6: 1:18-2:04

Hour 7: 2:08-2:54

Two-hour Late Start

Hour 1: 10:10-10:43

Hour 2: 10:47-11:20

Hour 4: 11:24-12:26

6 lunch: 10:47-11:13

6 recess: 11:13-11:43

10-12 lunch: 11:20-11:46

10-12 class: 11:50-12:26

7-9 class: 11:24-12:00

7-9 lunch: 12:00-12:26

Hour 3: 12:30-1:03

Hour 5: 1:07-1:40

Hour 6: 1:44-2:17

Hour 7: 2:21-2:54

**No Advisory on 2-Hr Late Start

Table of Contents

Annual Data Privacy Notice.....	5
Activities.....	5
Activity Fees.....	5
Advisory.....	6
Attendance Policy.....	6
Bullying Prohibition Policy.....	8
Buses.....	12
Cheating/Academic Dishonesty/Plagiarism.....	12
Closed Campus—Locked doors.....	12
Counseling and Guidance.....	12
Credit Recovery.....	13
Dances & Prom.....	13
Discipline Policy.....	13
Discipline Complaint Procedure.....	17
Distance Learning.....	17
Dress Code.....	18
Electronic Devices, Chromebooks & Cellphones.....	18
Employment Background Checks.....	20
Fan or Spectator Buses.....	21
Food and Beverages.....	21
Food Service.....	21
Fund Raising.....	21
Grading, Weighted Grading, and Honor Students.....	21
Graduation Credits and Standards.....	22
Graduation.....	22
Hall Passes.....	23
Health and Nursing Services.....	23
Homeless Policy.....	23
Independent Studies.....	23
Internet Access.....	24
Latex.....	24

Lockers and Searches.....	24
Loitering.....	24
Lost or Found Property.....	24
Media Services.....	25
Noon Recreation.....	25
Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing.....	25
Parental Rights.....	25
Parking.....	25
Pesticide Notification.....	26
Pets.....	26
Pledge of Allegiance.....	26
Posters and Advertisement Procedures.....	26
Private Data.....	26
Report Cards & Incomplete Grades.....	26
Schedule Changes.....	26
Snowmobiles.....	27
Special Note to 18-Year-Old Students.....	27
Study Hall/Senior Square.....	27
Suicide Prevention.....	27
Student Surveys.....	27
Teacher Assistants.....	27
Telephone Access.....	27
Testing.....	28
Visitors.....	28
Waivers.....	28
Wellness.....	28
APPENDIX.....	29
Code of Student Conduct.....	29
Minnesota State High School League Summary.....	33

Annual Data Privacy Notice

Kimball Area Public Schools use a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have a Data Inventory of our curriculum, testing, and assessment tools that collect student information available on our website. Please reach out directly to your child's teacher or the District Curriculum and Assessment Coordinator for additional questions regarding specific digital tools used in classrooms.

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 which 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. 1311.

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. Fees are listed on the Activities page of the school website.

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 posted to the school website.

Summary of Fees:

- Robotics, Knowledge Bowl, Speech \$80
 - Musical & Spring Plan \$60
 - 7-8 Grade Activities \$95
 - 7-8 Grade 3rd Activity \$60
 - Note: Family Maximum applies to students in Gr 7-12 only and does not include: Trap Shooting, Gymnastics, Alpine Skiing, and Community Education activities
 - 9-12 Grade Activities \$110
 - 9-12 Grade 3rd Activity \$70
 - Family Maximum \$450
- If fees inhibit student participation, please contact the Activities Director or Principal.

Seasonal Activities Include:

Fall	Winter	Spring	Other
Football	Boys' Basketball	Baseball	FFA
Cross Country	Girls' Basketball	Golf	Knowledge Bowl
Volleyball	Wrestling	Softball	Speech
Girls Swimming	Girls' Gymnastics	Track	Equestrian
Fall Musical	Alpine Skiing	Trap Shooting	Robotics
		Spring Play	

*activity start dates posted on school website, Activities page

Advisory

Advisory is a scheduled 19-minute class each day and will be used for

- 1) academic accountability
- 2) allowing Students to receive extra help from teachers
- 3) student organization meeting time

There will be no advisory when following the late start schedule.

Attendance Policy

(as adopted by The Board of Education)

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 a 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:

Excused Absences: Examples of an excused absence include:

- student illness or injury
- medical, dental or counseling appointments – must provide school with doctors note
- religious attendance/holiday
- court appearance
- preapproved vacation
- family emergency or a death in the family
- in-school or out-of-school suspension
- college visit (seniors are allowed two days per school year; noted as an excused absence if these are arranged in cooperation with the school counselor)
- special cases where there is an agreement between home, school, and the student

The school reserves the right to refuse excusing an absence when requests become excessive. If student absences are excessive and exceed 10% of school days, all of the above absences will be considered unexcused unless medical documentation signed by a health care provider is presented to the school. School activities do not count toward excessive absences.

Make-Up Work Following Excused Absence: When students have an excused absence and 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 but generally a student has a two day extension for a one day absence. Students should follow the syllabus for how to receive information about work to complete.

Unexcused Absences: Examples of an unexcused absence may include:

- oversleeping
- running late
- car trouble
- missed the bus
- shopping, hunting, fishing
- work that is not part of the work experience program
- needed at home
- other absences not listed as an excused absence

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.

Unexcused absences determined to be skipping school may receive consequences on a 1:1 basis as determined by the principal or principal designee. 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 In School Suspension or equivalent consequence.

An unexcused absence, after 10 school days, may not be excused by a parent. It will remain an unexcused absence in the attendance system.

Excessive absences (excused and unexcused totaled) will negatively affect student performance and may prohibit the issuance of course credit.

- Students who miss one class more than ten (10) times 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 attendance 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 may also be made.

Four ways to Excuse an Absence:

1. Parents must call the high school office attendance line (398-7700 ext. 1304) on the date of the absence. Messages may be left on this line at any time, as it is available 24 hours a day.
2. Parent provides a written note to the office noting reason for the excused absence.
3. Student submits a Dr Note to the office.
4. Parents may enter absences on the JMC Family app.

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 attorney's office when a student becomes a *continuing truant* (missing three or more class periods unexcused on three or more days) or a *habitual truant* (missing seven or more class periods 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 class 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. 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 absent unexcused.

Trips: All trips must be approved at least three days in advance by written notice to the office and by picking up a pre-excused make up sheet from office or individual teacher. Pre-excused make up slips should be used for absences including 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).

Bullying Prohibition Policy

(as adopted by The Board of Education)

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior,

is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student’s property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building, from the school district office, or on the school website, but oral reports shall be considered complaints as well.

C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school

district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education); Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence); Minn. Stat. § 121A.0695

(School Board Policy; Prohibiting Intimidation and Bullying); Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

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. All school rules apply to all buses at all times. Students in grades 6-10 participate in 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 manager of the bus company immediately. The safety of all riders is important. Drivers have been instructed not to allow more than one friend 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 ensure that parents are aware of where their children are going and drivers are aware of the change in ridership.

Cheating/Academic Dishonesty/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 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.

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 for safety and security purposes. Entrance to the school during the day is limited for the protection of students and staff.

Counseling and Guidance

The high school guidance office is located next to the high school office. Students can meet with the Chemical Dependency Counselor, or School Guidance Counselor in the guidance office. The School Psychologist also works on a part-time basis and is in the high school 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 x1320 or jay.klein@kimball.k12.mn.us.

Credit Recovery

Credit recovery is available for students who fail a class, yet earn at least 40%. Students earning less than 40% in the class will need to retake the course. Credit recovery is available in two forms: Night School (meets throughout the school year) and Summer School (meets in June).

Dances & Prom

Dances are a fun student activity in a safe environment with the following expectations:

- The school discipline policy is in effect
 - No outside beverages or containers allowed; this includes water bottles
 - No backpacks/purses or unapproved bags
 - All personal items are subject to search by school officials if there is reasonable suspicion that the search will uncover a violation of law or school rules
 - If a student chooses to leave the event early, they will not be readmitted
 - A guest contract must be completed by all non-Kimball students (available in office); guests may not be older than 20 years old
-

Discipline Policy

(as adopted by The Board of Education)

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 or during a student's scheduled lunch 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.

In School Suspension

Students held on In School Suspension (ISS) are assigned to such by the principal or designee. Students in ISS are working in the Reset Room away from other students for all or part of a school day. They are expected to complete school-work and are supervised by school employees. A report is made in accordance to state law for students on ISS.

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. All school work assigned during the period of the suspension is eligible for full credit (2 day extension for each 1 day missed). Parents must attend a readmission meeting with the principal or designee upon the student's return to school where a behavior plan is discussed and agreed upon. 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 may be 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:

Weapons: No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. All acts of weapons will be referred to law enforcement for review and possible criminal charges. Any student in possession of a dangerous weapon will be suspended for five days and may be expelled. A complete copy of the School Weapons Policy No 501 is available on the Kimball Schools website.

Assault: Assault is an act done with the intent to cause fear in another of immediate bodily harm or death, or the intentional infliction of, or attempt to inflict bodily harm upon another. A student will be removed from class immediately if the student engages in assault or violent behavior. The removal shall be for a period of time deemed appropriate by the principal or principal's designee. Acts of assault may be referred to law enforcement for review and possible criminal charges. Students involved in assaults, including 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.

Bus Behavior: The Kimball Public School Board of Education has adopted a discipline policy which includes buses. Students riding buses to and from school or events are expected to follow the rules as stated by the bus driver. Students should not move from seat to seat, tease others, spit, throw objects, harass others, fight, hang out of a window, use or possess

tobacco/vapes/drugs, vandalize property, threaten the safety of self or others, or refuse to obey bus personnel. Violations of rules are consequence by a warning, lunch detention, detention/ISS, or a bus suspension.

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;
- Taking papers from other students, publications, or the Internet
- Using Artificial Intelligence to generate student work without proper notification to teacher

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 detention or suspension. A second violation will result in a parent conference held at school with administration.

Harassment & Hazing: Harassment is an unwelcome act that interferes with a person's ability to work or learn. It is illegal discrimination toward others based on an individual's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Harassment 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.

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose.

Examples may include:

- 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 are violations of District Policy No. 413 and No. 526 and should be reported to a teacher, counselor or principal for investigation. All complaints will be investigated.

Health: Any student who jeopardizes the safety or health of a student or staff member will be subject to disciplinary action and/or removal of in-person learning. (Example spitting, biting, intentionally coughing, intentionally sneezing, refusing to practice hand-washing hygiene, etc.)

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 In School Suspension. 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. The first offense will result in a verbal warning documented in the office and possible 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/Nicotine/Marijuana Products (including e-cigarettes): Students at KAHS shall not possess, purchase, sell or use tobacco or marijuana products/paraphernalia while on school property, including buses, or while attending school-sponsored functions. A student found in possession of tobacco or marijuana 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) sessions with the chemical health counselor, and may be 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 chemical health 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 counselor and to law enforcement. A fourth offense will

be grounds for expulsion. Tobacco and marijuana offenses also bring separate Minnesota High School League penalties upon participating students.

Trespassing: Individuals asked by a staff member to leave the building and who 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.

Discipline Complaint Procedure

It is the goal of Independent School District 739 to maintain a learning and working environment that is safe for students and staff. All students have the right to an education and the right to learn.

The discipline policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district.

Students, parents and other guardians, and school staff may file a Discipline Complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

When submitting a complaint, please follow the procedures listed below;

1. Please submit any additional information related to the discipline complaint.
2. Kimball Public Schools will begin an investigation into the complaint within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record.
3. After the investigation is completed, we will provide a written determination to the complainant that addresses each allegation and contains findings and conclusions.
4. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future;
5. and prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

Please submit the complaint form to: Erik Widvey – Superintendent,
erik.widvey@kimball.k12.mn.us, 320-398-7700 x1332

Distance Learning

If the District moves students to an online learning model, students will participate in Distance Learning. On those days, students will engage in academic lessons provided by teachers on

Google Classroom. Students should contact their teachers using Google Classroom with questions. Students are responsible for submitting work by due dates assigned.

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 innuendos, promoting violence, or with profanity will be permitted. Shoes are to be worn at all times in the school building. Specific definitions of “modest” include but are not limited to: straps on tops, midriff covered while standing, necklines that are modest, and no short shorts or skirts. 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, Snow Daze, etc.

Electronic Devices, Chromebooks & Cellphones

Electronic devices create a convenience for family and student communication, however at times they are distracting to the educational process. For that reason, some restrictions to the use of 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 brought to school.

Bring Your Own Device & Acceptable Devices

Kimball School District recognizes the challenges of Post-Secondary plus other needs for students needing to bring in their own device. Students who need to bring their own devices and access school wi-fi must get permission from the school building principal.

- If permission is granted for BYOD, a student is required to provide the Technology Director with information such as device address.
- Kimball school district is not responsible for any damage to a student owned device.
- The student is responsible for their own devices.
- Kimball school district is not responsible for loss/stolen BYOD devices.
- Kimball school district personnel is not responsible for management, troubleshooting, technical support, or repair of student devices.
- Students’ access to the Internet will go through the district’s filtering system.
- Student are required to comply with teachers’ request to turn off their devices, close their laptop, or turn over their smartphone, tablet, etc.
- Students are not to bring any viruses, Trojan, malware, or programs that will damage, alter, destroy, or provide unauthorized data or information on their device.
- Access to the student server while using a student device is not possible. It is recommended that students save files to their Google Drive.
- Kimball District reserves the right to seize or inspect any student device when there are reasonable grounds for suspecting that a search will turn up evidence that the student is in violation or has violated the Kimball policies. Violation will be loss of access privileges.
- Hotspots are not allowed in the school.

Chromebooks: Students are responsible for the general care of the device that they have been issued by the District. Devices that are broken or fail to work properly must be taken to the Media Center or Technology Office. If a loaner Device is needed, one will be issued to the student until the device can be repaired or replaced.

- No food or drink should be next to the device.
- Cords, Cables, and removable storage devices can be fragile and must be inserted carefully in the Device. Please be aware that cords can become a tripping hazard.
- Devices must remain free of writing, drawing, stickers, or labels.
- Devices should be shut down when not in use to conserve battery life.
- No heavy objects should be placed on the device.
- Extreme heat or cold may cause damage to the device.
- Devices should never be shoved into a locker or wedged into a carrying case as this will cause damage to the Device.

Transporting or carrying Devices

- Never lift Chromebook/Laptop by the screen
- Never carry the Chromebook/Laptop while it is open

Screen Care

- Use a microfiber cloth with a little water to clean the screen
- Screens will break if the Chromebook/Laptop is open and it is grabbed by the corner.
- Screens will break if heavy objects are put on top of the Chromebook/Laptop.

Battery Charging

- Students are responsible to bring their assigned Chromebook/Laptop to school each day with a full charge.
- If a student loses the charger, he/she may purchase one through the Technology department/Media Center.

District insurance covers theft and accidental damage to Chromebooks but does not cover deliberate or negligent damage. Insurance allows up to **two repairs per school year**. On the **third repair**, the student/family must pay the full replacement cost (**\$250–\$325**). Deliberate or negligent damage will be billed in full to the family.

For **stolen devices**, families must file a **police report** and submit a copy to school administration **within five days** for coverage. Lost devices require a reasonable recovery effort by both the student and the district. If not recovered, the family must pay the replacement cost.

Insurance **does not** cover cases, cords, or chargers. Families must purchase replacements through the district.

Printing

- Chromebooks/Laptops will not be set up for direct printing at school.
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- If printing is necessary, students may log-in at a computer lab to print

Device Support and Repair

1. The first point of contact should be the student's teacher for initial basic troubleshooting.
2. If necessary, the teacher will refer the student to the Media Center.
3. The Media Center will determine what needs to be done to repair.
4. The Technology Office will determine what needs to be done to repair the Chromebook/Laptop.
 - a. Fix it at school
 - b. Ship the Chromebook/Laptop for warranty repair.
 - c. If accidental or loss access the cost.
5. Repair costs
 - a. Screen
 - b. Keyboard/Touchpad
 - c. Power Cord
 - d. Device Case
6. Technology Department provides additional services.
 - a. Student account passwords
 - b. Operating system issues
 - c. Wireless or network issues

Cell phones must not be used for any reason during the class period unless permission is granted by the teacher. Students may not leave class to use cell phones. Students misusing cell phones will have the phone taken away and a parent meeting or pickup may be scheduled. Cell phones are not to be used in the locker rooms or bathrooms due to privacy reasons. Parents needing to contact their son/daughter are urged to call the office and have a message delivered to the student. **Posting of any photo, video or audio content on the internet from any classroom or school activity is prohibited** unless written consent has been obtained from an authorized school official. Severe disciplinary action will take place for violations including possible legal ramification.

Cell phones are not to be used during class.

1st Offense: Phone is taken to the office for the day; student may pick it up after 2:54

2nd Offense: Student choice of

1-Parent may pick up the phone from the HS office

2-Student may pick it up from the office before school the next day

3rd Offense: Phone must be picked up by a parent/guardian from the HS Office

Parents may receive a JMC notification if their child's phone has been confiscated.

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.

Employment Background Checks

Kimball Schools will complete background checks for all applicants who receive an offer of employment with the school district. The school district also will complete background checks for all individuals, except enrolled student volunteers, who provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

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 or designated school official 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 when 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, unless permission has been granted. Food stored in lockers must be in sealed containers or appropriate packaging. Beverages are to be in sealed, non-glass containers. 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.

Food Service

Students needing a special diet due to physician's orders must submit a Special Diet Statement to the Food Service Director. The Special Diet Statement is available on the school webpage > Documents > Food Service.

Three student lunch shifts are scheduled each day (two shifts when following the late start schedule). Students are not allowed to order food delivery to the school unless approval has been granted to a student organization.

One free breakfast and one free lunch is provided to each on-site/in-person academic learning student daily. If a student chooses to consume extra food, the following cash only option applies:

- Extra HS Breakfast: \$2.40; extra breakfast entrée: \$2.00
- Extra HS Lunch \$5.00; extra lunch entrée: \$3.00
- Extra milk: \$.75
- Adult meals: \$5.00

Please note: extras are not included in the MN Free Meals Program. Extras are considered A la Carte purchases. We will not allow extras or adult meals to be charged to a meals account, it will be a cash only opportunity. Direct questions to Sergio Cortes, Food Service Manager at sergio.cortes@kimball.k12.mn.us

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. In alignment with our Wellness Policy, candy and pop sales are not allowed during the school day.

Grading, Weighted Grading, and Honor Students

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: Concurrent Enrollment (college) classes, Honors classes, and Post-Secondary classes. The scale for grades is noted below.

Group	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	
F												
I	4.250	3.916	3.583	3.250	2.916	2.583	2.250	1.916	1.583	1.250	0.916	0
II	4.000	3.666	3.333	3.000	2.666	2.333	2.000	1.666	1.333	1.000	0.666	0

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 each semester in grades 9-12. Students graduating with honors will be given Honor Cords to wear during the graduation ceremony.

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

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 graduating must earn a total of 25 credits to graduate. Minnesota Academic Standards requirements are embedded into coursework.

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.

Graduation

KAHS dress code for participation in the graduation ceremony applies. Participating students must wear the approved graduation cap and gown. Students may decorate their graduation cap; however, the decoration **MUST** be appropriate for school and no decoration should be visible from the front. Students in violation of the graduation dress code may be given a replacement cap/gown. Students in violation of the KAHS dress code may not be allowed to participate in the graduation ceremony.

Cords and stoles worn are to highlight academics. These will be recognized in the graduation program and include Honor cords for a GPA of 3.66+ and NHS membership. Additional cords/stoles representing organizations supporting service to the school may be considered if students present these requests to the high school principal and senior class advisor for consideration. If the request is approved, students are responsible for acquiring the cords/stoles; these cords/stoles will not be recognized in the graduation program.

Student speakers may be selected for the graduation ceremony. Student speakers are voted upon by the senior class with final selection approved by the High School Principal and Sr. Class Advisor. Speeches must be approved prior to the ceremony by the High School Principal or designee.

Hall Passes

Teachers are expected to limit student time out of class to ensure students are being provided adequate time for instruction and work. This is done to maintain an orderly and safe environment. Loitering in the hall during class or misuse of a hall pass may result in loss of hall pass privileges for a designated period of time. Students with an emergency who 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 2:45 and 2:54. 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.

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. Students in Gr 9-12 may carry on their person over-the-counter medications in a labeled container and use responsibly as needed. Gr 6-8 students must have a doctors note with parent signature on file in the Health Office for health office administration of the over-the-counter medication.

Vision, hearing, and scoliosis screening is administered routinely per MN Dept of Health guidelines for all students. To opt-out of this screening, parents should notify the Health Office in writing.

Additional health and nursing service information may be found on the Health and Wellness section of the school website. Additionally, medication forms, vaccination forms, and health fact sheets are available on the website.

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.

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

KAHS allows all students 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. A full copy of the district's Internet Acceptable Use policy is available on the school website.

Latex

Due to 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 to prevent 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.

Students in Gr 6-8 are required to use their assigned school locker to store their school supplies, backpack, and cell phone during the school day.

Students in Gr 9-12 are encouraged to use their assigned school locker.

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. All items not claimed by the end of the quarter will be donated to local charities. The school will charge an appropriate

replacement fee for textbooks, workbooks, or library books lost, destroyed, or damaged by students.

Media Services

The library/media center, as-well-as the computing centers, are designed to be used for research, reading, computer lab space, and 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.

Due to staffing needs, the Media Center is closed daily from 10:10-10:25, 11:58-12:24 and 2:05-2:20. Times are subject to change.

Noon Recreation

Noon recreation is provided in the gym as an opportunity for students to exercise and socialize with their friends. No food or beverages are allowed in the gym or shoes that cause marks on the gym floor. Students are expected to take care of the equipment provided and will be excused from the gym for horseplay or abuse of equipment.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at <https://education.mn.gov/MDE/fam/tests/>. When completed, it must be returned to your student's district; your student's district may require additional information. A hard-copy of the refusal form may be requested from the school office.

[Link: Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#)

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. Spaces are available in the north lot for students who arrive at school after 8:10 AM. Emergency driving lanes must remain open at all times. 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.

Pesticide Notification

Kimball Schools occasionally uses pesticides, insecticide, and/or fertilizer on school property. State law requires districts to notify families that the long-term health effects on children from the application of such pesticides or the class of chemical to which they belong may not be fully understood. An estimated schedule of application is available in the District Office.

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.

Pledge of Allegiance

Kimball Area High School recites the Pledge of Allegiance at the start of each school day. As stated in Policy 531, anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

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 or group advisor. 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. Clear packaging tape or painters 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 Articulated College Credit courses do require some private data for the purpose of issuing credit and to help measure effectiveness of the program.

Report Cards & Incomplete Grades

Grading and earned 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. A student with UNIQUE circumstances as approved by the Principal or Guidance Counselor (extended illness, family death, etc) will receive a grade of "I" to indicate that work has not been completed. In that situation, 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.

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 to KAHS and park snowmobiles on the property as a means of getting to and from school. Students must abide by all traffic laws related to snowmobiles. Snowmobile parking is outside Door 6, away from sidewalks.

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.

Suicide Prevention

Anyone can dial or text 988 24 hours a day, seven days a week, to reach suicide and crisis support. Help is available – speak with someone today!

At school, stop by the Student Support Center and speak with the Guidance Counselor or Social Worker. Nobody should struggle alone. Confidential and safe help is available.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information about student surveys, refer to Student Surveys Policy No. 520 available on the school website.

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. Classroom phones are not to be answered or used by any student during the school day unless the teacher has given permission.

Testing

KAHS offers a comprehensive testing program to its students, including Minnesota state testing. The District Assessment Coordinator is available to answer questioning regarding the Minnesota state tests (MCAs). The guidance counselor provides information and opportunities for additional testing programs, including ACT 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 without approval by the principal. It may not always 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, high school principal, and a licensed teacher when appropriate.

Wellness

Wellness resources are available on the Kimball Wellness webpage. The wellness committee meets (4) four times each year to discuss changes to the wellness program. Students should contact the school nurse for meeting information if interested in joining the committee.

APPENDIX

Code of Student Conduct

Taken from: ISD 739 Student Discipline Policy 506

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 or property immediately adjacent to school grounds; 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, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. 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.

1. **Violations against property** including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The **use of profanity** or obscene language, or the possession of obscene materials;
3. **Gambling**, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's **Hazing** Prohibition Policy;
5. **Attendance problems** including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. **Opposition to authority using physical force** or violence;
8. Using, possessing, or distributing **tobacco**, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of **alcohol** or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, **drugs**, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. 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;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a 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;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's **Search** of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's **Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches** Policy;
28. Possession or distribution of slanderous, libelous, or **pornographic materials**;
29. Violation of the school district's **Bullying** Prohibition Policy;
30. **Student attire** or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. **Criminal activity**;
32. **Falsification of any records**, documents, notes, or signatures;
33. Tampering with, changing, or **altering records** or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, **cheating** on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or **disrespectful** words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's **Harassment and Violence** Policy;
37. Actions, including **fighting** or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing **an act which inflicts great bodily harm upon another person**, even though accidental or a result of poor judgment;
39. **Violations against persons**, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-

alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. **Verbal assaults** or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. **Physical or verbal threats** including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or **demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation**;

43. Violation of the school district's **Distribution of Nonschool-Sponsored Materials on School Premises** by Students and Employees Policy;

44. Violation of the school district's **one-to-one device rules and regulations**;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. **Other acts**, as determined by the school district, **which are disruptive of the educational process or dangerous** or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.



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.

ACADEMIC ELIGIBILITY POLICY

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Fall:	Cross Country	Football	Volleyball	Fall Musical
Winter:	Boys' Basketball	Girls' Basketball	Wrestling	Alpine Skiing
Spring:	Baseball	Spring Play	Softball	Track Golf
Others:	Equestrian	Knowledge Bowl	Speech	Robotics
	Solo & Ensemble	FFA	Trap Shooting	

GENERAL STATEMENT OF POLICY

- A. It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Kimball Area Schools. The Activities Director will inform the high/middle school staff, coaches, and director of students that are ineligible.
- B. The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will improve our students and give much needed credibility to our programs.

STANDARDS

- A. Standards of academic eligibility to participate in extracurricular activities will be measured by:
1. Students (Grades 7-12) must have no incomplete grades or F's in any class.
 2. Four grading periods – most current grading period is used to determine eligibility.
1st Quarter 2nd Quarter 3rd Quarter 4th Quarter
 3. Fourth quarter grades will roll over to the following school year.

CONSEQUENCES

- A. Athletics (Category I Activities)
1. Students that fail to meet these standards will miss two weeks or two contests (whichever is longer).
 2. If after two weeks/two contests (whichever is longer), the student is passing all their classes, he/she will regain their eligibility.
 3. If at any time a student makes up work for the previous quarters failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.
- B. Activities/Fine Arts (Category II Activities)
1. Students shall miss the next one event/contest he/she participates in.
 2. If after the event/contest, the student is meeting expectations by passing all his/her classes, he/she will regain their eligibility.
 3. If at any time a student makes up work for the previous quarters failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.
- C. Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc. cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.
- D. Study Time – Students in activities are expected to make adequate progress toward graduation. To achieve this, teachers may require students, whom are falling behind, to Study Time.
- Study Time is awarded by an instructor at the end of a particular week.
 - Potential Study Time Schedule:
 1. Monday-Friday by arrangement with the instructor.
 2. Before School or After School
 3. Advisory time
 4. Other times by arrangement
 - Study Time is for assignments from a class that the student is not making adequate progress in, preferably while supervised by the instructor of that class.
 - If a student fails to attend Study Time, that student could be declared ineligible by the coach, Activities Director or Principal.
 - Grades may be accessed through JMC. Parents are encouraged to monitor student progress online through JMC.

Coaches are encouraged to work with teachers through Study Time to assure their athletes are making satisfactory progress towards graduation and not failing any classes.

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

PARTICIPATING STUDENT ATTENDANCE

1. Students involved in activities must be in attendance at school no later than the start of 3rd period to practice or play in a contest. Excused and/or pre-approved absences require a written excuse from a student's parent or guardian. If a student must be absent beyond 3rd period, they must get approval from the principal or activities director to participate.
2. 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.
3. Excessive tardiness or absences may result in consequences at the coach's/advisors discretion, based upon guidelines the coach/advisor has set forth.