

Kingsland PK-12 Student Handbook 2024-2025

**The most updated version of the Student Handbook
can be found on the District Website.**

www.kingsland.k12.mn.us

Board Approved:
07-15-24

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Kingsland Public Schools

Strategic Plan

2021-2026

Belief Statements

1. All students should receive a high-quality education in a safe, caring, and secure learning environment.
2. Integrity, trust, compassion, and open communication are hallmarks of an excellent education community.
3. Collaboration and communication between family, school, and community is essential to a positive school culture and high student achievement.
4. All students are unique and deserve a relevant, challenging education that meets their individual academic and social needs for success.
5. Our families, staff, and community hold a responsibility to promote high standards in students who are the future members of the community and world.
6. All students should be prepared to become lifelong learners and responsible citizens who are ready to meet the challenges of the future.

Mission Statement

Instill lifelong passion for learning and community through opportunities and experiences.

Vision Statement

Kingsland - Forging Learning, Growth, Future

Focus Area

1.0 Student Achievement

Goals

1.1 Achieve the goals of the World's Best Workforce [WBWF] for all students in the school district.

Objectives

We will annually evaluate the success of meeting the five goals of the WBWF:

1.1.1 All students are Kindergarten ready: By June 1, 2025, all 4-year-old preschool students will achieve 80% kindergarten readiness on 60 skill sets as measured on the Teaching Strategies Gold Child Assessment Portfolio.

1.1.2 All students are reading at grade level by third grade: By June 1, 2025, 70% or more of the students in grade 3 will be meeting grade-level proficiency standards in Reading as measured by the Minnesota Comprehensive Assessment (MCA-III for Reading).

1.1.3 Closing the achievement gap for identified student group:

(All Students – Math) The percentage of all students at Kingsland Public Schools, enrolled by October 1, will increase proficiency on the Math Accountability Testing from 47.5% (2019) to 70% by June 1, 2025.

(All Students – Reading) The percentage of all students at Kingsland Public Schools, enrolled by October 1, will increase proficiency on the Reading Accountability Testing from 62.3% (2019) to 70% by June 1, 2025.

		<p>(All Special Education Students – Math) The percentage of all special education students at Kingsland Public Schools, enrolled by October 1, will increase proficiency on the Math Accountability Testing from 15.2% (2019) to 35% by June 1, 2025.</p> <p>(All Special Education Students – Reading) The percentage of all special education students at Kingsland Public Schools, enrolled by October 1, will increase proficiency on the Reading Accountability Testing from 26.3% (2019) to 40% by June 1, 2025.</p> <p>(All Free & Reduced Meal Students – Math) The percentage of all free and reduced meal students at Kingsland Public Schools, enrolled by October 1, will increase proficiency on the Math Accountability Testing from 32.9% (2019) to 55% by June 1, 2025.</p> <p>(All Free & Reduced Meal Students – Reading) The percentage of all free and reduced meal students at Kingsland Public Schools, enrolled by October 1, will increase proficiency on the Reading Accountability Testing from 40.0% (2019) to 60% by June 1, 2025.</p> <p>1.1.4 All students graduating career and college ready: The percentage of all students at Kingsland High School, enrolled by October 1, will increase proficiency on the Math Accountability Testing from 57.1% (2019) to 70% by June 1, 2024.</p> <p>1.1.5 All students graduating on time: All Kingsland students will maintain or exceed a graduation rate of 90% through June 2024.</p>
	<p>1.2 Design and implement a comprehensive, standards-based K-12 curriculum.</p>	<p>1.2.1 By September 2023, Kingsland Public Schools will map all PK-12 courses/curriculum to align with state and/or national standards using Build Your Own Curriculum (BYOC) software.</p> <p>1.2.2 By June 1, 2023, math and reading curriculum will be vertically and horizontally aligned.</p> <p>1.2.3 By June 1, 2023, common assessments for math and reading will be created and implemented at each grade level.</p> <p>1.2.4 By June 1, 2023, course syllabi for each course to document course content and resources to ensure consistent implementation will be created.</p>
	<p>1.3 Expose all students to post-secondary education/employment opportunities (college/vocational, workforce or military).</p>	<p>1.3.1 By June 1, 2022, Kingsland will have all advisory teachers (7-12), including grade 6 teachers, using the Ramp-Up to Readiness (RUTR) curriculum. In addition, the high-school guidance counselor, industrial/agriculture teachers, transition teacher, Southeast Services Cooperative (SSC) and Southern Minnesota Education Consortium (SMEC) will work in coordination to increase career exposure opportunities for students.</p>
Focus Area	Goals	Objectives
2.0 Student Support	<p>2.1 Strengthen student engagement and academic programming.</p>	<p>2.1.1 By June 2026, concurrent enrollment courses will be offered to expand course offerings for college pathway students or replace existing CIS courses with insufficient enrollment.</p> <p>2.1.2 By June 2026, trades education will expand programming opportunities in industrial technology and agricultural areas. In addition, the programming opportunities will include community outreach in the form of projects, products, and relationships with governmental, civic, and business organizations.</p>
	<p>2.2 Monitor, advocate and support the mental</p>	<p>2.2.1 Beginning SY2021-2022, all students will be surveyed four times per year to track mental health status using FastBridge SAEBRS (social,</p>

3.0 Communication, Outreach and Marketing	Focus Area	health of students and staff.	academic and Emotional Behavior Risk Screener) self-assessment or locally created surveys. 2.2.2 Beginning SY2023-2024, after assembling and analyzing two years of data collected from the various surveys, current Social Emotional Learning programs will be reviewed and modified to meet identified local student needs.
	Goals	Objectives	
		3.1 Increase effective communication with all stakeholders.	3.1.1 By September 2021, designate an individual or team to lead district communication efforts via the district's website and social media platforms and monitor two-way communications. Develop centralized and uniform communication to increase accuracy of messaging. 3.1.2 By September 2022, the district notification system will be fully transitioned from Blackboard Connect to Infinite Campus Messaging System, allowing stakeholders to choose between multiple communication methods (portal, phone, text messaging, and/or email). In addition, all stakeholder contacts will be eliminated and updated during the transition process.
		3.2 Build community support through collaborative efforts between governmental, civic, and business entities.	3.2.1 By December 2022, teachers, support staff, advisors and coaches will provide the administration with potential opportunities for community collaboration. By May 2023, administration (working with staff) will evaluate the feasibility of the proposed collaborative efforts. By October 2023, the administration and select staff will initiate planning to develop and employ collaborative efforts deemed feasible.
4.0 Financial Stewardship	Focus Area	Goals	Objectives
		4.1 Maximize facility/campus upgrades, enhancements, appearance, and maintenance.	4.1.1 By September 2021, develop a 7-to-10-year plan of facility/campus to maintain and improve the current system of operation (e.g., roof replacement, gym floor replacement, athletic areas, etc.)
		4.2 Ensure technology readiness.	4.2.1 By June 2022, develop a three-to-five-year plan outlining upgrades and replacement schedules for all technology support systems (e.g. servers, switches, iPads/laptops, telephones, etc.). Explore the latest technology to support learning and operations.
		4.3 Practice and preserve fiscal responsibility.	4.3.1 Yearly, the district will ensure it maintains, at a minimum, the board approved fund balance of 8.5%. 4.3.2 By June 2026, the district will have aligned its expenditures to the goals of the strategic plan, board policies, and federal/state regulations.

Kingsland Public Schools

Welcome

Welcome to Kingsland Public Schools (KPS), home of the Knights. This is your school. We want to work with you to make it a place where all persons are respected and trusted. Our shared goal is to make Kingsland an environment where every person is treated with dignity. To achieve and maintain an excellent school environment, cooperation is essential. This handbook contains general policies and guidelines, which govern the organization and administration of Kingsland Public Schools. It is your responsibility to read the handbook and to know and follow the policies and guidelines.

Some of policies and procedures contained within this handbook have been shortened due to space constraints. Complete copies of policies are available on the district website (www.kingsland.k12.mn.us) or in the offices. The administration will deal with items or situations not covered in this handbook. Changes and/or amendments to this handbook may be made during the school year. Changes will be posted on our website and in the offices. Please contact the principal if you have any questions regarding this handbook.

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I. General Parent Information

KPS maintains a website at www.kingsland.k12.mn.us. A wealth of information is available to parents, students, and the public. Our website can be used to access teacher webpages, forms, announcements, calendars, menus and so much more. If you cannot locate what you are seeking, please notify us.

KPS uses *Infinite Campus* as our student information system. *Infinite Campus* provides a parent component, *Parent Portal*, allowing easy access to current student information. Parents can update household information right from the Parent Portal, such as phone numbers, email and mailing addresses. Attendance Reports, Progress Reports including current grades and assignment scores are available on the Kingsland website under *Parent Portal*. Students are encouraged to check on their academic progress using the access provided through *Student Portal*.

Conferences

Parent-Teacher Conferences are scheduled at each school during the late fall, typically November. Teachers are required to make the attempt to conference with every parent. Please consult your school calendar for conference dates and times. Parents do not have to wait for scheduled conferences to meet with teachers. Please call ahead to make an appointment to meet with your child's teacher. Keep the lines of communication open to ensure a successful year.

Data Privacy

The Kingsland School District recognizes its responsibility regarding the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statute. Student name, address, telephone number and birth date directories will be sent to educational and student institutions, companies for school-related interests upon student request. The military will be provided the student information based upon federal law. Student pictures and personal data will be printed in school publications and given to the media for dissemination on occasions that warrant publication as news items. Parents/guardians and/or students must notify the school within the first five (5) school days if they want the information to remain private. **A complete copy of Kingsland Public School District Policy No. 515, "Protection and Privacy of Pupil Records"** is available upon request in the principal's office, or it may be viewed on the Kingsland website.

Divorce

Divorce impacts a great number of our children. For the most part, divorces end in mutual agreement and respect between parties involved. It is unfortunate, however, that some end with a lack of consensus leaving the child(ren) caught in the middle of the disagreements. Kingsland Public School District is committed to providing the best possible learning environment for our children. We are not in the position, nor will we place ourselves in the position of marital mediation. If there is information concerning the child(ren) of which the school should have knowledge due to the outcome of the divorce, it is your responsibility to notify the school. We can only enforce

legal orders and decrees for which we have received notification. These include restraining orders, court orders, and divorce decrees. Please provide the school with necessary copies.

It is the responsibility of both divorced parents to keep lines of communication open concerning the welfare of their child(ren) attending Kingsland Public Schools. Under Minnesota Statute 120A.22, the non-custodial parent, upon request, has the right of access to, and to receive copies of, school records and information, to attend conferences, and to be informed about the child's welfare, educational progress, and status. Kingsland Public Schools will only provide the custodial parent the aforementioned information unless the non-custodial parent makes a written request. In addition, the school is not required to hold a separate conference for each parent.

Emergencies

The Kingsland Public School District has a comprehensive crisis management plan that is reviewed and updated annually.

Fire, tornado and intruder response drills: Fire, tornado and intruder response drills will be held regularly during the school year. Procedures for these drills will be reviewed with students so they are aware of what action is necessary. Kingsland Public Schools has adopted procedures as its means of responding to dangerous or armed intruders entering the facility (Alert, Lockdown, Inform, Counter, Evacuate). The proactive strategies increase chances of survival during an active shooter event. The procedures are not a progressive series of steps. Decisions are made moment-to-moment depending upon information received through announcements, sounds and activities.

School closings (Before School): The following media platforms will announce closing information on Kingsland Public Schools:

Infinite Campus Messenger
KTTC (TV) - Channel 10

Kingsland Public Schools Facebook Page

School Closings (During School): When serious weather strikes or other emergencies arise requiring the school to be closed early, announcements will be made over the media platforms listed above. It is crucial that your child know where to go if this situation arises, so we are not sending him/her to a locked or empty house. If the weather looks threatening and no one is home, call the school to let us know where your child should go. *Discuss with your child ahead of time a safe alternative if no one is at home.*

Student Information System – Infinite Campus: Kingsland uses Infinite Campus for its student management system. Infinite Campus also includes student portal and a parent portal access options that can be used to monitor student grades, fees, and other important notifications throughout the school year. Parents can also elect to receive alerts instantly via email or phone. Keep your Infinite Campus information current by going into your Parent Portal and updating phone numbers, email addresses, and alert preferences.

Family Night

Wednesday nights have been reserved for "Family Night;" therefore, students or teachers will schedule no school events on Wednesday evening after 6:00 P.M. Exceptions must be approved by the superintendent and will only be considered for unique circumstances (i.e. rescheduling, staffing shortage)

Lost and Found

The schools maintain lost and found areas. Check with the appropriate office for the location. We encourage labeling (full name) of all personal articles brought to school. Encourage your son/daughter to check lost and found. Items will be on display for parents at the fall conferences (KES). Items are donated at the conclusion of each month.

Parental Concern Procedures

Parents with concerns are asked not to interrupt the school day by unexpectedly visiting the school, but to call the office and arrange an appointment with our staff members. **A complete copy of Kingsland Public School District Policy No. 103, "Complaints – Students, Employees, Parents, Other Persons"** is available upon request in the principal's office or it may be viewed on the Kingsland Website.

Visitors

Adult Visitors

Safety is our number one concern at Kingsland Public Schools. All persons, other than employees of the school district, will be required to sign-in as visitors in the building office. Visitors to the school will be given a "Visitor" label to wear while in the building or on the property. Persons found without the "Visitor" label will be stopped, questioned, and escorted to the office to register. Parents and guests are considered visitors during the school day.

Parents are welcome to have lunch at school and should call the office in advance to notify the building admin assistant. Reservations for lunch should be made by 9:30 AM. Parents are also welcomed to visit their child's classroom. Parents wishing to do so should schedule a meeting with the principal prior to your classroom visit. Visitors must check in to the office to receive a nametag before visiting any classroom.

Student Visitors

Students will not be allowed to bring student visitors to school. If students do bring visitors with them, they will be sent back home.

II. Attendance Information

Attendance Policy

The school board believes that regular school attendance directly relates to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administration. This policy will assist students in attending class. ***A complete copy of Kingsland Public School District Policy 503, "Student Attendance," is available upon request or it may be viewed on the Kingsland Website.***

Absence Reporting Procedures

1. Parents are to call the school (507) 346-7276 before 8:00 a.m. the day of the absence or the night before. Messages can be left on the voicemail system at any time. Be sure to state your child's name, grade, and reason for absence.
2. Parents unable to call the school must confirm the absence by sending a note the day that the child returns to school explaining the reason for the absence.
3. It is the parents' responsibility to contact the school. Failure to contact the school by telephone or written note will result in an unexcused absence. Parent contact must be made within one school day after the student returns to school.
4. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
5. Work missed because of excused absences must be made up within two (2) days from the date of the student's return to school. Any work not completed within this period shall result in reduced credit for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Classification of Absences

All absences and tardiness will be classified by the school administration as "Excused" or "Unexcused."

Excused: The following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, orthodontic, or counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.

Note: Consent from a parent/guardian is NOT sufficient for an absence to be excused. The school must deem the reason acceptable in accordance with the Attendance Policy to excuse the absence. This would include any type of "skip" day as well.

Unexcused:

The reason for the absence is unacceptable. Reasons may include, but are not limited to the following:

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Work at home

4. Work at a business, except under school-sponsored work release program.
5. Vacations with family over a 5-day limit
6. Absences resulting from cumulated unexcused tardiness.
7. Any other absence not included under the attendance procedures set out in KPS Policy 503 – Student Attendance.

Consequences of Unexcused Absences:

1. Reduced credit for work assigned or due on the day(s) of unexcused absence.
2. Counts toward truancy.
3. Disciplinary action will be taken according to the student discipline policy.

Tardiness:

1. It is the parent and student’s responsibility to be on time for school and class. On rare occasions, there are emergency reasons for being late (Excused Tardy). Missing the bus and oversleeping are examples of reasons found to be unacceptable (Unexcused Tardy). Students tardy to school in the morning must report to the office before attending class.
2. **KHS** - Any tardy (10 minutes or greater) arrivals in a class will be marked unexcused for the entire period. To be marked as present, and not tardy, students will have to be through the threshold of the classroom door by the end of the final bell tone. See Attendance Consequence Program.
3. **KES** - K-6 Students will be considered tardy within the first hour of the beginning of the school day and beyond that it will be considered a half-day or full-day absence (8-9 tardy—8-11:30 AM ½ day 11:30-3pm PM ½ half day).

Consequences for Tardiness:

1. For every 3 unexcused tardies, a 30-minute detention will be assigned (KHS).
2. After 6 unexcused tardies, a parent meeting will be scheduled to discuss tardiness.
3. Tardies will be reset at mid-semester and semester time (start-over).

Excessive Absences

The parent of a student absent from school for four (4) or more consecutive days or ten (10) or more cumulative days due to an excused reason may be required to provide an official statement (e.g., doctor’s notice, court notice, etc.). The official statement must be recorded on an official letterhead excusing the days absent from school. Unverified absences above the four (4) consecutive and ten (10) cumulative days will be coded as unexcused. A notice will be mailed to the parent/ guardian once the above limits have been reached. Half-day absences will accumulate and count towards the total number of excused absences (K-6). Attendance corrections must be made within 2-weeks of the absence(s). The school will not change any attendance coding after the 2-week period unless an official statement (see above) is provided.

Make-up of Missed Assignments

Advance Make-up

A student who knows s/he will be missing classes should bring a note from home to the office, or the parent/guardian should call the school at least 1 day prior to the absence. A student missing all or part of the school day due to school-sponsored activities (e.g., field trips, academic meets, etc.) is expected to make arrangements with the individual teachers for the work missed during the absence. It is the student’s/parent’s responsibility to request work from their teachers.

Regular Make-up

A student is granted at least 2-days to complete missed work. Make-up of missed work is not granted on a per day basis when a student missed more than one consecutive day. Teachers will communicate their procedures for make-up work due to absences at the beginning of the year. A request for schoolwork to be sent home can only be made on the second consecutive day of a student’s absence. Please request this when you call the student’s absence in to guarantee work will be ready for pick-up. Work can be picked up in the office at the end of the school day or sent home with a neighbor or sibling.

Extended Absences (Family Trips/Vacations)

The school recognizes the right of parents to take their students on trips/vacations during the school year and the educational value of family trips/vacations. Parents planning family trips/vacations must meet the following criteria:

1. The school office must be notified in advance of the trip/vacation.
2. Arrangements must be made by the parent and/or the student with the individual teacher(s) prior to the absence to complete schoolwork *in advance* of the trip/vacation or make-up upon return.
3. The school will grant excused absences for up to a maximum of 5 school days.
4. Parents requesting absences more than 5 days per school year are highly discouraged; however, we understand special circumstances. Please contact the building principal in advance to discuss extensions.

Absences for Appointments

A student may be excused for medical/dental/legal appointments, but it is recommended that appointments be scheduled at times least disruptive to the student's school schedule. The absence will be coded as excused with written verification provided by the professional. Students who leave the school and return during the day must report to the office before leaving and upon their return. Students leaving the building without authorization will result in an unexcused absence from each class missed. Parent contact (telephone or note) must be made within one school day after the student returns to school.

College Visits

Juniors and seniors may be allowed excused absences for college visits by notifying the KHS office in advance. The college's admissions office must verify college visits to be considered excused.

Leaving School

Kingsland operates a closed campus and students are expected to remain on school grounds during the school day. If it is necessary for a student to leave school during the day, written or verbal permission from the parent/guardian must be given to the office prior to the student leaving the building. All students must sign out in the office before leaving school. Leaving the building without authorization will result in an unexcused absence from each class missed. No excuse after the fact will be accepted and no credit will be given for work missed.

KHS offers a High Academic Rigor Open Campus Program to those who qualify. For more details see High Academic Rigor Open Campus in this handbook.

Organized Skip Days

Kingsland does not endorse an organized skipping of school, such as Senior Skip Day. Students enjoy plenty of non-academic activities throughout the school year (e.g., homecoming, snow week, etc.), so the need for an additional unauthorized day is unnecessary. It sends the wrong message to students regarding personal responsibility to accomplish their job, attending school. Kingsland asks each parent/guardian to convey the message of ethical decision-making, and the importance of responsibility, which is necessary in the working world. Consequences may be given to those students choosing to participate in organized skipping of school.

Sign-in/Sign-out Procedures

A student leaving early or arriving late to school due to illness or appointment must be signed-in or signed-out by the parent/guardian on the sheets provided in the office. High School students may sign themselves in or out with notification from the parent/guardian in advance. High School students leaving the building without authorization will result in an unexcused absence from each class missed. No excuse after the fact will be accepted and no credit will be given for work missed.

Compulsory Attendance (Minnesota Statute 120A.22)

Under Minnesota State Law, you, as parent or guardian, are obligated to compel the attendance of your child at school. The law states that a parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. Once a pupil under the age of seven is enrolled in kindergarten or a higher grade in a public school, the pupil is subject to the compulsory attendance provisions found in Minnesota State Law.

Truancy

Continuing Truant (Minnesota Statute 260A.02, Subdivision 3)

"Continuing Truant" means a child who is subject to the compulsory instruction requirements and is absent from instruction in a school without valid excuse within a single school year for:

- (1) three days if the child is in elementary school (K-6); or
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school (7-12).

Habitually Truant (Minnesota Statute 260C.007, Subdivision 19)

"Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school (K-6) or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school (7-12), or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section **Minnesota Statute 120A.22, Subdivision 8**. Students classified as Habitually Truant will be referred to Fillmore County Court Services for juvenile court proceedings.

III. Conduct Information

Bullying/Cyberbullying

The Safe and Supportive Schools Act (MS 121A.031) prohibits bullying/cyberbullying. To qualify as "bullying/cyberbullying," the conduct must:

- Be student-to-student.
- Occur in a location/forum identified by the statute.
- Consist of "intimidation, threatening, abusive or harming" conduct.
- Be "objectively offensive;" and
- Meet either the "imbalance of power" and pattern standard or the "material disruption" standard.

The conduct listed above is defined as follows:

Student-to-student: The Act only applies to student-to-student contact. It applies to public school students and school aged children who voluntarily participate in public school activities such as co-curricular or extracurricular activity.

Location/forum: The Act applies to student conduct occurring:

- On school premises, at school functions or activities or on school transportation.
- By use of electronic technology and communications on school premises, during school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists; and
- By use of electronic technology and communications off school premises, if such use substantially and materially disrupts student learning or the school environment.

Intimidating, threatening, abusive or harming: The Act prohibits "intimidating, threatening, abusive or harming" conduct. This includes, but is not limited to, conduct that:

- Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property.
- Under Minnesota Common Law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
- Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status about public assistance, age or any additional characteristics defined on chapter 363A.

Objectively offensive: The Act only prohibits conduct that is "objectively offensive." The Act does not define the term, "objectively offensive." One common law definition of an "objectively and subjectively offensive" act is "one that a reasonable person would find hostile or abusive, and one that the victim in fact did perceive to be so." *Faragher v. Boca Raton*, 524 U.S. 775, 787 (1998). This indicates that objectively offensive conduct is conduct that a "reasonable person would find hostile or offensive."

Imbalance of power/material disruption: The Act prohibits conduct when:

- There is "an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern;" or
- The conduct "materially and substantially interferes with a student's educational opportunities, performance, and ability to participate in school functions or activities, or receive school benefits, services or privileges."

What is cyberbullying? The Act defines cyberbullying as "bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet Website or forum, transmitted through a computer, cell phone or other electronic device." Because cyberbullying is a form of "bullying," the conduct still meets the definition of "bullying," as discussed above. The prohibition on general "bullying" only includes electronic technology or communication occurring:

- On school premises, during school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists; or
- Off school premises to the extent such use substantially and materially disrupts student learning or the school environment.

What other conduct is prohibited by the Act? Retaliation for asserting, alleging, reporting, or providing information about prohibited conduct. The Act does not define the term "retaliation." The Act also does not limit retaliation to acts by the alleged wrongdoer. Any student, who takes an adverse action against a student who asserted, alleged, reported, or provided information about bullying, potentially engaged in prohibited retaliation. It is not a violation of the Act to file a report that is unsubstantiated or make a mistake in that report. With that stated, knowingly making a false report about bullying is a violation.

You can find the district's policy on bullying/cyberbullying at:

Kingsland Public Schools uses a bullying reporting application entitled, STOP it. This app allows all students to anonymously report incidents to the administration.

Discipline

It is the general policy of the school district 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. At a minimum, violation of school district rules, regulations, policies and procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct. For a more comprehensive list of possible consequences, see Consequences of Discipline Violation in this handbook. Basic student expectations are:

Expectations

- Be prompt and prepared.
- Respect authority
- Respect rights of others
- Respect Property
- Display a concern for learning
- Display appropriate social skills

Students may be disciplined for conduct at any time or in any place 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. Each classroom teacher has a discipline plan. The plan outlines clear expectations, consequences and a parent notification/conference component. A complete copy of Kingsland Public School District Policy No. 506, "Student Discipline," is available upon request in the principal's office or it may be viewed on the Kingsland Website.

Responsibilities

Parent/Guardian Responsibility

The Kingsland Public School District believes the ultimate responsibility for a student's behavior rests with his/her parents/guardians. Students are to respect constituted authority, which includes obedience to school rules, regulations, and procedures. The district anticipates that parents/guardians will be concerned and cooperative in dealing with any behavioral problems, which may arise and hopes that this cooperation will be made apparent to the child. Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his/her rights judiciously. To realize this objective, the school reserves the right to hold parental conferences, guidance conferences, or conferences with the court and the right to request schedule changes or psychological examinations and/or treatment.

Student Responsibility

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

School Responsibility

It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers, and others connected with Kingsland Public Schools shall provide positive models that are observable as good examples for students to follow.

Responsibility Centered Discipline

Kingsland Elementary and High Schools implement the Responsibility Centered Discipline (RCD) program. RCD encourages students to take responsibility for their actions and to create their own plans for improvement and growth when school expectations are not followed.

Authority of Staff

The principal, teachers and staff of this school district are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct.

Classroom Procedures

It is a teacher's responsibility to promote the best learning environment possible for all students. Each classroom teacher has developed a plan for expected behavior and structure in his or her classroom. This will be communicated to students. Behavior which interferes with learning or denies other students their right to learn, cannot be allowed. Teachers have the obligation and the right to use appropriate consequences as they deem necessary to assure good behavior. This may include but not be limited to required time spent in a teacher's classroom outside of the regular class time. Students who are unwilling to cooperate with the teacher's discipline

plan will be referred to the principal. A teacher, school employee, bus driver, or agent of the district may use reasonable force in compliance with MN Statute 121A.582 and other laws.

Provisions and Consequences

KES exists to provide the best possible learning environment for your child. Individuals found not meeting an expectation will be informed to stop the behavior (warning) and counseled on what appropriate behavior should be. A repeat or severe violation will result in a behavior referral. The building principal and/or referring teacher will also try to call the parents/guardians to discuss the incident in detail. We ask parents/guardians to discuss the situation with their child and positively support the school. Only through the cooperative efforts of the home and school can we help a child reach the goal of self-discipline. All behavior referrals will be entered in the *Infinite Campus Student Information System*.

KHS is the final leg of the journey to adulthood and independence in society. Our Kingsland High School students are expected to have developed self-discipline and to conduct themselves within the accepted norms of school, the community and society in general. Consequences will be imposed based upon the violations committed.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the Kingsland Public 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 Kingsland Public School District Policy No. 506, "Student Discipline." This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

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 or tobacco paraphernalia;
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, or look-alike substances, except as prescribed by a physician, including 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 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. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;
23. Violation of school bus or transportation rules or the school bus 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' 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 language toward 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 language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
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 school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. 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.

Consequences of Discipline Violation

Severe and/or habitual abuse of the rules and policies, and/or excessive disciplinary referrals, which hinder the smooth operation of the school, and/or jeopardize the welfare of other students or adversely impede the learning environment, may result in one or more of the following consequences:

- Disciplinary conference with the student, parent, and administration
- Detention

- Extended Detention
- Loss of Privileges
- Behavior Intervention Plan
- Suspension – Out of School (Suspensions made by the administration are not appealable)
- Suspension – In School (Suspensions made by the administration are not appealable)
- Dismissal from any activity or school sponsored program
- Referral to the School Board for possible change of educational placement or exclusion/expulsion proceedings

Recording Without Permission:

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This applies to students during the school day, instructional and non-instructional time, or while participating in school events. This also applies to media recorded outside of school distributed during school or school events.

Law Enforcement Referral - Serious behavior violations, such as those listed below, may be referred to law enforcement.

Physical/sexual assault of student/staff	False alarms	Arson
Use of smoke bombs or explosives	Possession of weapons	Extortion
Possession/use/selling of alcohol/drugs	Willful vandalism	Forgery
Possession/use of tobacco	Threatening staff/students	Disorderly conduct
Possession/distribution of nude pics/video		

Students Reaching 18 Years Old

An 18-year-old and older student must comply with all school regulations even though the law grants adult privileges. A student who is 18-years and older, and under the direct care of their parents/guardians, is required to have parent/guardian permission and/or excuse for absences, field trips or other decisions required by a student under the age of 18-years.

Detention (KHS)

Student may be placed on detention by any staff member for truancy, tardiness, or failure to comply with school rules. The detention will be considered complete when the student has an adult-approved plan to change the behavior that resulted in detention. If a student does not attend an assigned detention period, they will be given a reminder to attend the following day. Failure to attend detention a second day will result in a suspension. No electronic devices are allowed during detention.

School Bus Conduct

General Statement of Conduct

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or is at the bus stop. The building principal or the principal’s designee will impose consequences for school bus/bus stop misconduct. In addition, all school bus/bus stop misconduct will be reported to the district’s Transportation Safety Director. Serious misconduct may be reported to local law enforcement.

Rules and Consequences

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district’s discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver’s responsibility to report unacceptable behavior to the school district’s Transportation Office/School Office.

Rules at the Bus Stop

- Get to your bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

- All rules and behavior expectations during the school day also apply at the school bus stop.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the school bus.
- Ride only your assigned bus and do not exit the bus unless at your assigned destination.
- All rules and behavior expectations during the school day also apply on the school bus.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Elementary School (K-6)

- 1st offense — warning, and possible assigned seating
- 2nd offense — 1-3 school-day suspension from riding the bus and assigned seating.
- 3rd offense — 3-5 school-day suspension from riding the bus/meeting with parent
- 4th offense — 10-20 school-day suspension from riding the bus.
- 5th offense — suspended from riding the bus for the remainder of the school year.

Offenses will be individually considered. Students may be suspended for longer periods, including the remainder of the school year. Note: When a student goes 60 calendar days without a report, the student’s consequences may start over at the first offense.

Junior/Senior High School (7-12)

- 1st offense — warning
- 2nd offense — 5 school-day suspension from riding the bus.
- 3rd offense — 10 school-day suspension from riding the bus/meeting with parent.
- 4th offense — 20 school-day suspension from riding the bus.
- 5th offense — suspended from riding the bus for the remainder of the school year.

Note: When a student goes 60 calendar days without a report, the student’s consequences may start over at the first offense.

The administration and/or the Director of Transportation reserve the right at any time to assign seating to students based upon conduct and safety.

Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

IV. Student and Support Services Programs

Social Worker

The social worker is available daily to address personal/family concerns. Arrangements can be made directly through the office. Student confidentiality is considered vital. The social worker, who is also available to work with families on a limited basis, is in the elementary office.

Guidance Counselor

The guidance counselor aids students with such concerns as suitable course selection, vocational choices, course or schedule changes, personal concerns, college information, scholarship applications and other problems, which might be solved through discussion with a concerned adult. The counselor’s office is in the high school office.

Activities

All students are encouraged to participate in our many activities. Kingsland offers the following:

Kingsland High School: Volleyball, Football, Basketball, Track, Softball, Baseball, Cross Country, Dance Team, Golf, Yearbook, Band, Choir, FFA, Student Council, Key Club, Knowledge Bowl, National Honor Society, Major Musical, First Robotics, Trap Shooting, Art Club, Visual Arts, One Act Play, Drama Club, and HOSA.

Kingsland Junior High School: Volleyball, Football, Basketball, Track, Softball, Baseball, Cross Country, Dance Team, Golf, Band, Choir, Knowledge Bowl, Student Council, Builders Club, and FFA.

Kingsland Elementary School: Math Wizards, Spelling Bee and Knights of the Round Table.

Recognitions and Awards

Students at KHS receive recognition for their personal, academic, extra-, and co-curricular accomplishments. Awards are based on cumulative GPA at the end of Semester 1 of the current school year. The various awards and recognitions are the following:

- Academic/Arts/Athletic Letters and Awards
- Honor Student - graduate with a GPA 3.5 to 3.84 (*GPAs are not rounded up)
- Honor with Distinction Student - graduate with a GPA 3.85 to 4.0 (*GPAs are not rounded up)
- Student of the Month - Kiwanis sponsored (Academic/Senior only)
- A & B Honor Rolls
- Individual Organization Awards
- Numerous scholarships
- Recognition letters
- Special recognitions

Students at KJHS receive recognition for their personal, academic, extra-, and co-curricular accomplishments. The various awards and recognitions are the following:

- A & B Honor Rolls
- Individual Organization Awards
- Special recognitions

School Lettering

High School students may earn a school letter in all school activities plus academic achievement. Requirements vary for earning a letter in each activity. Activities include:

Drama	NHS	Student Council	Key Club	Knowledge Bowl	HOSA
Yearbook	Band	Choir	FFA	Robotics Club	

Assemblies

Assemblies are planned periodically as special events on the school calendar and are part of educational value covering such things as school pride, cultural experiences or professional speakers. These programs are of educational value and are required of students, just as classes are. Special attention to etiquette and good citizenship is expected of all students. Assemblies may have assigned seating by class.

Field Trips

Field trips are a privilege and not a right due to their supplemental educational nature. Your student must meet the classroom requirements for field trip attendance. Classroom teachers will communicate all requirements and expectations to students. Students losing the privilege of a field trip will be required to attend school for that day under Minnesota’s Compulsory Education Law (M.S. 120.101). The school will notify parents of all scheduled field trips in advance. As a parent/guardian, you retain the right to not allow your student to attend such field trips if you give the school written notice. Should you exercise the right to withhold your student from a particular field trip, they will be required to attend school for that day as outlined in the above paragraph, and they may be assigned an alternative assignment.

V. Academic Information

Schedule Changes

KHS Class Schedule Change Policy

Students will be allowed to change their schedule for academically related reasons or necessary changes approved by the principal and/or counselor. Parents/guardians must provide written approval supporting the change. Schedule changes will be allowed within the first week of the new semester. Students must make an appointment with the school counselor to change their schedules. Students complete the schedule change form and submit it to the counselor prior to the appointment. You are required to attend the class(es) you are requesting a change from until the schedule change process is completed.

KES Add/Drop Elective Classes (KES – 5th & 6th only)

Students may add or drop band, with written parent permission, during the first week of fall semester or during the first three (3) school days following the winter or spring band concert.

Grading

Kingsland Elementary School - Kindergarten

Kindergarten students are assessed using monthly standards-based performance assessments. Students will be assessed on:

- N – Not Yet: Unable to perform the skill to grade level standard at this time.
- D – Developing: Demonstrates partial ability to perform the skill inconsistently and/or with support.
- M – Mastered: Demonstrates understanding of grade level standards consistently and independently.
- NA – Not Assessed: This skill has not yet been taught or assessed but will be later in the school year.

Kingsland Elementary School - Grades 1-2

The grading procedure will be using standards-based report cards. Students will be assessed on:

- 1 - Does Not Meet Grade Level Standards: Demonstrates minimal understanding and does not meet grade level standards even with support.
- 2 - Partially Meets Grade Level Standards: Demonstrates partial understanding of grade level standards with or without support.
- 3 - Meets Grade Level Standards: Demonstrates understanding of grade level standards consistently and independently.
- 4 - Exceeds Grade Level Standards: Demonstrates understanding beyond grade level standards consistently and independently.

Kingsland Elementary and High School - Grades 3-12

The grading procedure used at the Kingsland Elementary and High School is the traditional A, B, C, D, F/NC system with student achievement being reported every quarterly.

The following grade designations are to be used for all courses:

A =	Excellent achievement	P =	Pass (requirement fulfilled)
B =	Good/Above Average achievement	I =	Incomplete
C =	Average/Acceptable achievement	F =	Failure
D =	Minimum achievement	W =	Withdraw/No Credit

Plus, or minus marks are used where applicable.

The F grade applies to the student who does not respond to the instructor's efforts to improve the student's performance.

- A student receiving an "incomplete" will have two (2) weeks from the end of the grading period to make up the assignments/assessments. There will be no incomplete grades issued for the final semester of school (Illnesses will be the only exception). Missing assignments will receive a failing score.
- The course grade is based on the level of mastery of course objectives. Credit for Independent Study courses will be granted only on an individual basis with prior approval by the counselor/principal. Progress reports are sent as notice of academic deficiency.
- Credits are given for each semester completed of a class. .5 credits will be given for each semester of class completed. Full year courses are split into 2 .5 credit semesters, equaling 1 complete credit at the end of the year.
- **(KHS)** Incomplete grades two weeks following the end of the semester will be changed to NC grade (No Credit) unless special arrangements have been made with the teacher. A student who fails a required class must re-enroll in that class and/or an area-learning program as soon as possible. The entire course must be completed to earn credit. Partial credit is not granted for one-half of a semester course.

Grading Scales

A = 95-100%	B = 83-86%	C = 73-76%	D = 63-66%
A- = 90-94%	B- = 80-82%	C- = 70-72%	D- = 60-62%
B+ = 87-89%	C+ = 77-79%	D+ = 67-69%	NC = 0-59%

GPA Formula

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
B+ = 3.33	C+ = 2.33	D+ = 1.33	NC = 0

(KHS) **Point value in determining GPA is based on classes that meet every day for the period. The point value is prorated for classes that fall below this standard.

Honor Roll (KHS)

Honor Roll membership will be calculated at the end of every semester. The Honor Roll is for full-time students enrolled at Kingsland Junior and Senior High School. PSEO students will qualify based on semester grades twice per year.

AA Honor Roll = 4.0

A Honor Roll = 3.67-3.99

B Honor Roll = 3.00-3.66

Academic Excellence Lettering

Criteria: Maintain the following cumulative GPA during the school year with no grade lower than a B:

Grade 9 = 3.9 Grade 10 = 3.8 Grade 11 = 3.7 Grade 12 = 3.5

Students who fulfill the criteria will receive a certificate and "K" chenille letter if they have not already received one.

High Academic Rigor Open Campus

Guidelines and Procedures:

- High Academic Rigor Open Campus Program is a privilege, not a right.
- The student's parent or guardian must complete a permission slip.
- Only open to juniors and seniors enrolled in three (3) or more College in the Schools (CIS) courses based on semester enrollment. Falling below three (3) courses during the semester due to dropping/withdrawing from a course will forfeit involvement in the program.
- Open campus privilege only applies to study periods and breakfast/lunch periods.
- Students granted open campus privileges must sign-out/in at the high school office.
- Students on open campus may stay in the school building but must report to the established study areas and follow normal school procedures.
- Students must appear for scheduled classes on time, as well as attending advisories, seminars, meetings, assemblies and assessments.
- Schedules will not be arranged to accommodate open campus.
- To remain on High Academic Rigor Open Campus, all agreements below must be complied with.

High School Diploma

A student to be considered for graduation must fulfill all requirements as set forth by the Minnesota Department of Education and the Kingsland Board of Education.

Graduation Ceremony Requirements for KHS Participation

To qualify for participation in the graduation ceremony at Kingsland High School, students must meet each of the following requirements:

1. Earn the required credits

Four-Year Credit Totals:

- 27-credits Total (Grade 9-12)

Four-Year Credit Requirements:

- 4.0-credits of Language Arts
- 3.5-credits of Social Studies
- 3.0-credits of Mathematics (Including Personal Finance beginning with Class of 2028)
- 3.0-credits of Science
- 1.0-credit of Physical Education/Health (0.5 PE/0.5 Health)
- 1.0-credit of Performing or Creative Arts
- Remainder of credits are elective credits

2. All fines and fees must be paid in full.

3. Students must not have any disqualifying disciplinary actions.

4. Students must participate in the graduation ceremony rehearsal.

5. Students must wear the school approved graduation cap and gown.

6. Foreign exchange students will be invited to participate in the graduation ceremony as an honored guest, but will not receive a diploma or wear a cap and gown.

Graduation Requirements

For detailed information regarding graduation requirements, see the Kingsland High School Registration Manual. A copy of the manual can be obtained from the office or found online at www.kingsland.k12.mn.us.

Honors

KHS has two levels of honors, High Distinction and Distinction. High Distinction graduates must have earned a cumulative GPA of 3.850 and above. Distinction graduates must have a 3.500 to 3.849. Preliminary determination of High Distinction and Distinction status to be recognized at the graduation ceremony will be made at the end of first semester of the senior year. Students whose cumulative GPA did not qualify for the honors at the end of first semester but does so by the end of their senior year will have notation made on their transcripts. Qualifying seniors must maintain a qualifying GPA for the remainder of the fourth quarter (end of year). Administration will periodically review this requirement throughout the fourth quarter.

Students who are at their second offense for cheating will lose their eligibility for High Distinction and Distinction at Kingsland High School for a period of one academic year.

Early Completion

Kingsland High School does not offer early completion.

Post-Secondary Enrollment Options Program

The 11th and 12th grade students are eligible to enroll in non-sectarian courses or programs for secondary school credit at eligible post-secondary institutions. Information is available from the counselor's office.

VI. Health and Welfare Information

Accidents

If your child becomes injured at school, s/he will be given appropriate first aid. Depending upon the severity of the injury as determined by the school administrator or office staff, a parent would be notified by telephone. When the parent, guardian, or designated substitute cannot be reached, a member of the school staff will transport the injured student home (if an adult is present), to the hospital, or to a doctor's office. In the case of an emergency, the student shall be transported to a hospital or doctor's office by ambulance or other appropriate form of transportation. If possible, the family physician listed on the office records shall be contacted. The School District assumes no responsibility for medical treatment of students.

Illness

If your child should become sick or injured at school, we will allow him/her to rest or recover in the office. Should no improvement be seen and/or your child have a fever, we will notify you using the telephone numbers provided on your child's emergency form. Please keep the emergency form up to date.

Infectious Disease

Fillmore County Public Health recommends the following site for information regarding infectious diseases in childcare settings and schools: <http://hennepin.us/childcaremanual>.

Immunizations

In accordance with the School Immunization Law (Minnesota Statute 121A.15), students may not enroll nor remain enrolled in school without having provided documentation of required immunizations. All students are expected to comply on the first day of their entry into school this fall except for students transferring into school. Students transferring may have up to 30 days to provide immunization information.

Recess/Playground Guidelines

Outdoor Recess - General Guidelines

- All students are expected to participate in outdoor recess.
- A student will be excused from outdoor recess with a parent note. Parent excuses are good for three consecutive school days after which a doctor's excuse will be required.
- A student unable to participate in physical education class will also be excluded from recess.
- The general rule of thumb for outdoor temperatures in which students will remain indoors for recess is -10 degrees Fahrenheit. The office will make the temperature determination.
- Students are expected to dress appropriately for outdoor activities, especially during cold weather (e.g., boots, snow pants, cap, mittens, etc.). The office will declare beginning and ending dates for the wearing of winter clothing. Students failing to wear appropriate clothing will be restricted to designated play areas.

Medications

School personnel will not provide any medication to students (personal medications to others). Medications are to be given outside school hours if possible. Students requiring medication in school must have the Medications Physician Order and Parent Authorization Form completed and signed before any prescription medications will be given at school. All medication must be in the original bottle. School personnel administering medication shall maintain a record of the medication, dosage and time given. This policy is restricted to the administration of prescribed medications that can be taken orally (e.g., pills/liquid/inhaler) or that can be applied externally. Under no circumstances may a child transport medication to and from school. All medication must be brought in or picked up by the parent/guardian. Bronchial inhalers and epi-pens for students will be stored in the office. Those students required to keep in possession their inhalers and epi-pens due to the severity of their condition might do so with a doctor's written order and parent's permission. Over-the-counter medications should be brought to school in the original container with the student's name on the container. The medications will need a physician's order and a parent authorization if:

- The dosage exceeds what the manufacturer recommends
- The age of the student is below that recommended by the manufacturer
- Grades PK-6: Parents must bring over-the-counter medicines to the school office for distribution. Parents will need to complete a parental authorization form.
- Grades 7-12: Students may bring over-the-counter medicines to the school office for distribution. Parents will need to complete a parental authorization form.
- Field/Camping Trips: It is the parent's responsibility to inform the health office prior to the day of the trip of any medication requirements for the student should the trip extend beyond normal school hours.

Medication Physician Order Forms are available at the Doctor's office or at school. Parent Authorization Forms are available at school. New forms are required annually at the start of the new school year.

Wellness

Kingsland Public School District will encourage and support healthy eating by students and engage in nutrition promotion. Participation in our wellness committee and wellness policy process is permitted for the public and the school community, including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators. The wellness committee will meet annually to review and update wellness policy. For more information, visit <https://www.kingsland.k12.mn.us/page/4698>.

VII. General Student Information

Announcements (KHS)

Students are responsible to listen and/or read announcements. Absent students are expected to read the announcements when returning to school. All announcements are emailed to students, sent out on Infinite Campus Messenger, and posted on the bulletin board outside of the office.

Building Maintenance

Students are asked to keep the school building and grounds tidy. Food and drink will only be allowed in the common areas (cafeteria, gymnasium concession area). There will be NO gum allowed in the building at any time, before, during, or after school (KES only). Students shall not eat candy and/or treats or drink soda pop or special beverages in the academic wings of the school building. The only exception is if it is in a classroom under the direct supervision of a staff person where it is being used for a special reward or celebration purpose.

Caps and Headgear (KES)

Kingsland Elementary students (PK-6) may not have headgear on in the school building (e.g., ball caps, hats, etc.) during the official school day. The official school day begins with the first class of the day and concludes at the end of the last class of the day. The official school day includes breakfast, lunch and passing times. Headgear will be stored in the locker. Headgear worn in the building will be taken away from the student until the end of the school day for the first offence, for five school days on the second offense, and then the remainder of the year for any additional offenses. Parents will need to pick up caps and headgear after the 2nd + offense. Students may be allowed to wear headgear on special dress up days approved by the principal (e.g., one day during homecoming week). Bandanas are not acceptable during the school day or at school sponsored events.

Canine Detection (KHS)

Kingsland High School contracts with Interquest Detection Canines of Minnesota to assist with school security to provide a tool for substance abuse prevention, and to send a message to students, parents, and the community that the school has initiated a proactive position on the presence of prohibited items. Kingsland High School is committed to reducing the presence of drugs, alcoholic beverages and weapons on school and campus grounds. Interquest Detection Canines of Minnesota provides random, unannounced visits to our school and campus. The dogs used are people-friendly and trained for weapon, drug, and medication detection.

Cell Phones

KHS: Cell phones are not to be used during official school hours outside of designated times. The designated times are breakfast break, lunch break, and during passing times. Cell phones are to be silenced and stored out of sight during all other times. Teachers wishing to have students use cell phones for educational reasons (e.g., text responses, etc.) may do so. During testing, teachers will designate a location within the classroom where cell phones will be kept until testing is completed. Failure to comply with designated times will result in the following consequences:

- 1st offense — Confiscated and returned to student at the end of the period.
- 2nd offense — Confiscated and returned to the student at the end of the school day.
- 3rd offense — Confiscated and returned to the parent.

KES: Cell phones sent to school with students must be turned "off" during the school day and kept in a backpack or gym bag within their assigned lockers. Students caught in possession of cell phones during the school day will have them confiscated. The consequences listed above will apply to violations.

Note: Smart watches being utilized as cell phones are subject to the same guidelines and consequences as cell phones.

Clothing and Language

We believe students and parents should be able to distinguish between appropriate and inappropriate clothing.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for activities (i.e., physical education or the classroom).
- All undergarments, including undershirts, bras, and boxer shorts must be covered.

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel displaying words or acronyms with offensive or inappropriate language or connotations.
- Apparel promoting or depicting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, personal possessions or jewelry communicating a message that is racist, sexist or otherwise derogatory to protected minority groups, evidence gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Kingsland Public School District Policy 413, "Harassment and Violence."
- Any apparel or footwear that would damage school property.

Additional clothing restrictions include:

- Jackets worn for outerwear will be kept in lockers after entering the school building.
- No bandannas or flying of gang colors will be allowed anywhere on the body.
- Sunglasses are not to be worn in the building (medical conditions excluded).

*Kingsland students are responsible for making sure their dance guest is dressed appropriately!

Dances

Senior High dances are open to grades 9-12 only. The Senior Prom is open to juniors, seniors, and their dates. All dates must be at least in grade 9 and under the age of 21. Students from other schools may not attend dances at Kingsland unless they are the guests of students in grades 9-12 and have been signed up in the office before the day of the dance. All school expectations of discipline and behavior apply to dances. Students may not return to the dance once they have left the building.

Junior High dances are open to grades 7 & 8 only. Students from other schools, except for St. John's, may not attend dances. All school expectations of discipline and behavior apply to dances. Students may not return to the dance once they have left the building.

Deliveries

A student and their parent should coordinate a delivery time that will permit them to pick up necessary items between classes. Students will not be called out of the classroom to pick up delivered items. **Please limit deliveries to those that are necessary and school related.**

Food and Beverages

Pride in our schools is evident everywhere, and it is important to have expectations respecting and preserving our buildings. Therefore, students can eat and drink in the Café areas only. Water will be allowed throughout the building. Infrequent curriculum-orientated events with food will be allowed. State law prohibits classes from bringing and sharing homemade goods. Staff will confiscate food and drinks, other than outlined in this section, found outside of the Café areas.

Fundraising/Solicitation

Fundraising/Solicitation is only permitted when pre-approved by the Kingsland Public School Board of Education. Students will only pursue authorized fundraising or solicitation during the school day when permitted by the administration.

Instrumental Rental and Athletic Fees

Instrument rental fees must be paid in advance of instrument use. Music and Athletic Fees are per a schedule set by the School Board. Athletic fees must be paid as part of the registration process to attend practice or participate in organized team activities.

Parking and Use of Vehicles

Vehicles must be within the lines of the designated space. Vehicles parked outside their designated space may be towed at the owner's expense. To protect our students and their vehicles the parking lot is off-limits during the school day. Vehicles may not be driven at any time during the day except to leave school with an approved excuse. A staff member may give temporary permission to an individual student if deemed necessary. School authorities and law enforcement will strictly handle speeders and reckless drivers. We need to provide a safe environment for our students coming to and leaving school grounds. Students may lose their privilege to park on school grounds if they violate any of the above conditions.

Personal Music Devices and Headphones/Earpieces

Personal music devices are not to be used during official school hours outside of designated times. The designated times are breakfast break and lunch (Grades 7-12) Personal music devices and headphones/earpieces are to be stored out of view when not in use. Use during class may be granted with teacher's discretion.

Pranks

Kingsland students should always attempt to portray positive school spirit and a sense of community. At no time does the District support activities that reflect negatively upon its Schools. Students may receive consequences for actions that may be construed as pranks to include, but not limited to, any type of destruction of property, trespassing, and/or physical or mental anguish to an individual. Consequences may apply to off-campus behaviors associated with the School, such as Homecoming.

Labeling of Personal Belongings

All personal items should be labeled with a first and last name. Each year we have many items left in our lost and found that have not been claimed because they have no identification.

Lunch

Lunch Guidelines

Kingsland Public Schools operate a closed lunch campus. A student may either bring a lunch to school or purchase one in the cafeteria. The parent may also drop off food for lunch/breakfast after school begins. NO food may be ordered and delivered from outside establishments during the school day. The student lunch accounts are computerized. Please keep a positive balance in your account. Students may deposit money in their accounts in the office by 10 a.m. Free or reduced lunch accounts may only be used to purchase reimbursable meals (no ala carte or extra items). Lunches or ala carte items may not be charged to another student's account.

Lunch account balance notices are sent weekly via automated email. Account balances are also available on your *Parent Portal* account.

Students are to remain in the Kingsland Café until the lunch dismissal bell. Any student having a food allergy must have a physician's note stating the allergy and any special dietary needs regarding the allergy. If you have questions about your student's lunch account, please contact:

- Nicolette Shaw for grades PreK-6 at (507) 346-7276 Ext. 5200
- Brandy Lusk for grades 7-12 at (507) 346-7276 Ext. 5300

Lunch – Delinquent Accounts

Parents and students are responsible for maintaining positive lunch account balances. You may check your lunch account balances online using Infinite Campus Parent Portal. Students will be reminded to bring lunch money when the account reaches \$5.00. When a student has an account balance of less than \$5.00, the student will not be allowed to charge a la carte items.

Treats

State law mandates that there are to be **no** homemade treats brought in to share at school. Treats must be store bought or from a commercial bakery. The Kingsland Public Schools' Food Services does prepare baked treats for a reasonable price. Please contact Renee Buehler at 507-346-7276, buehler.buehler@kingsland2137.org

Leaving the Building for Lunch

Students are not permitted to leave the building during school hours without checking out in the office. We do not accept excuses from parents/guardians allowing students to go home to eat or go to lunch out of the building.

Lockers

Lockers are considered the property of the school district and school authorities may search any locker at any time, without notice or student consent, and without a search warrant. Personal property in the locker may also be searched if authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Should a search of the personal property be necessary, students may be notified unless the disclosure would impede an ongoing investigation by police or school officials. Lockers are issued to students at the beginning of the year. Each student is assigned a locker for the storage of books and equipment. Students are not to switch lockers. Use only the locker that is assigned to you. Out of respect, students are not to go into another student's locker. Each student is responsible for keeping his/her assigned locker clean both inside and out. Damages caused by misuse of tape, etc. will be charged to the student responsible. Stickers are not allowed on lockers. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or valuables in their lockers. Turn in such items to the office for safekeeping. A complete copy of Kingsland Public School District Policy No. 502, "Search of Student Lockers, Desks, Personal Possessions and Student's Person," is available upon request in the principal's office or it may be viewed on the Kingsland Website.

Use of Locks on Lockers (KES)

Locks may not to be put on lockers by students in grades PK-6.

Use of Locks on Lockers (KHS)

Locks may be used by students in grades 7-12. The lock must be a combination lock, not key operated. The use of a lock will NOT be an excuse for tardiness to class.

Public Display of Affection: Students are asked to refrain from displaying affectionate behavior, beyond hand holding. Couples will be corrected by staff members if observed and are to accept these corrections in a constructive manner. Parents will be notified if the situation is not corrected, and further action taken if necessary.

Student Passes

Students are required to have a pass to leave the classroom or other assigned areas. Teachers/staff must issue a pass to all students needing to travel while class is in session.

Student Transfer and Withdrawal

A withdrawal form is available from the counselor's office. The student is responsible for clearing all classes by taking the form to his/her teachers for signatures. All fees/charges must be paid.

Telephone Use

Office phones should be used for school business or emergencies. If a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled between classes, during lunchtime or after school.

Trespassing on School Property (Minnesota Statute, Section 609.605, subdivision 4)

It is a misdemeanor for a person to enter or be found on school property within six months after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property. As used in this paragraph, "school property" has the meaning given in section 152.02, subdivision 14a, clauses (1) and (3).

VIII. Device Program

The focus of the Kingsland Schools 1:1 Initiative is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the Device. The individual use of Devices is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all Devices used at Kingsland Schools, including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for device use in their classroom.

1 Receiving/Check-in of Device

1.1 Receiving Your Device

Device handbooks will be distributed each fall during "Device Orientation." Parents & students must sign and return all required documents before the Device can be issued to their child. The ability to sign up for and pay for insurance is only available during the first two weeks the student starts at Kingsland Public Schools. Once the paperwork has been turned in, the device will be prepared by the Tech Department.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original Devices each year while enrolled at KPS.

Carefully review section 8.2 for your responsibilities regarding your device.

1.2 Device Check-in

Devices will be returned during final week of school. If a student transfers out of the Kingsland School District during the school year, the Device will be returned at that time.

Students who graduate early, are suspended or expelled, or withdraw enrollment at KPS for any other reason must return their individual school Device on the date of withdrawal.

If your Device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student Device check-in or when checking out to transfer to another district.

If a student fails to return the computer at the end of the school year or upon withdrawal of enrollment at KPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer or reimburse the district for its replacement cost will result in a theft report being filed with the Community Deputy from Fillmore County Sheriff's Office.

2. Taking Care of Your Devices

Students are responsible for the general care of the Devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated area.

2.1 General Precautions

- No food or drink is allowed next to your Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Device.
- Students should never carry their Laptop while the screen is open and must always carry their iPad in the provided protective case.
- To conserve battery life, Devices should be placed in sleep mode (by closing the cover) or shut down.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Kingsland School District.
- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like your locked car). If the Device gets cold, let it warm up to room temperature before operating.
- Devices must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their Device's battery charged for school each day.
- To not comply with the General Precautions may result in being required to check out and return the Device each day from the designated area for a minimum of one week on the first offense, a minimum two weeks on the 2nd offense, and any additional offenses may result in the loss of Device privileges as determined by the building principal.

2.2 Carrying Devices

The protective cases provided with the iPad will have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device within the school.

It is suggested that students keep laptop cases when transporting or when not in use.

2.3 Screen Care

The Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the netbook when it is closed.
- Do not place anything near the Device that could put pressure on the screen.
- Do not pick up laptops by their screen.
- Do not press on laptop screens, do not touch iPad screens with anything other than a gentle finger or a stylus.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. Using Your Device at School

Devices are intended for educational use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars and schedules may be accessed using the Device. Students must be responsible to bring their Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If a student leaves their Device at home, one will not be provided for them. Failing to have materials ready for class will have consequences determined by each classroom teacher. Additional offenses may result in the loss of Device privileges as determined by the building principal.

3.2 Devices Undergoing Repair

The designated area will make loaner Devices available when a student Device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of General Precautions or malicious intent; the student will be required to check out and return the loaner Device each day from the designated area.

3.2.1 Netbook Laptop Repair Procedure

Students are responsible for dropping their laptops off in the High School Office where they will fill out the appropriate paperwork. The technology department (TD) will pick the device up and determine the cause of the problem. Once the problem is fixed, the TD will determine costs and pass that information back to the Office who will contact the parents. The student can then pick up the device from the Office once the payment has been made.

3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their Devices each evening. In the event that a student does not have a fully charged Device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their Device during lunch or another time of non-use.

3.4 Device Settings

- Students may not change any Device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the Device.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Passcodes are not to be used on iPad.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL Internet Games are not allowed on the Devices during instructional times. NO games or apps may be installed.
- Do not save any music, games, or programs to the Devices. All software must be district approved.

- Devices will not be backed up before reimaging. Students are responsible for their own data.

3.6 Home Internet Access

Students are allowed to set up home internet access on their Devices. Laptops are capable of accessing DSL, cable and wireless internet, but they will not support dial-up access. iPads only use wireless internet. The district does not provide support for home access. Internet content filtering is only available in school.

Parent supervision is necessary at home.

4. Managing Your Files & Saving Your Work

4.1 Saving Documents with the Devices

Devices will not be backed up before reimaging. Students are responsible for their own data. You should save important documents on removable file storage such as a flash/USB drive or external hard drive. Using Google Drive will also solve this issue.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Kingsland School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on Devices

5.1 Originally Installed Software

The software and apps originally installed by the Kingsland School District must remain on the Devices in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Devices at the completion of the course.

Periodic checks of Devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The laptop has anti-virus protection and/or other programs that help protect the device software. If a virus is found upon scanning, contact the help desk immediately.

5.3 Additional Software

Students are not allowed to load extra software or apps on their Devices.

5.4 Inspection

Devices are the property of the school. The Administration and/or staff can request a Devices inspection at any time. Random Device inspections may be held periodically.

5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject for deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students with laptops are allowed to update software loaded on the device. iPads will be updated by the technology department. Students may also be required to check in their Devices for periodic updates.

6. Internet Use and Safety (Policy 524)

6.1 Purpose

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

6.2 General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

6.3 Limited Educational Purpose

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

6.4 Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

6.5 Unacceptable Uses

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the education process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software,

hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for

product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

6.6 Filter

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

6.7 Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

6.8 Limited Expectation of Privacy

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child’s files and e-mail files in accordance with the school district’s Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child’s individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

6.9 Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

6.10 Limitation on School District Liability

Use of the school district system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

6.11 User Notification

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- C. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- D. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- E. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- F. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
- G. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- H. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

6.12 Parents' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

6.13 Notification Regarding Technology Providers

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

6.14 School-Issued Devices

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

6.15 Limit on Screen Time for Children in Preschool and Kindergarten

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

6.16 Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

7. Protecting & Storing Your Devices

7.1 Device Identification

Student Devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a Device loses its labeling, the student will immediately turn in the Device for relabeling. The district will maintain an inventory of all Devices with label identification, student assignment and serial numbers.

7.2 Password Protection

Student netbook will be password protected. This password will be assigned by the district. Students who change their password **must remember it, as the district does not keep a record of modified passwords**. Students will keep that password confidential. If a student fails to keep this confidentiality agreement and if any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Devices

When students are not using their Devices, it is the student's responsibility to keep it secure. Nothing should be placed on top of the Device when it is stored in the locker. When allowed, 7-12 students are encouraged to take their Devices home every day after school, regardless of whether or not they are needed. K-6 student devices will only be sent home with teacher permission when needed to complete school assignments. Devices should not be stored in a student's vehicle at school or at home.

7.4 Devices Left Unattended

Under no circumstances should Devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a Device is found unattended, it will be taken to the designated area or the office.

8. Repairing or Replacing Your Device

8.1 Warranty

This coverage is purchased by the Kingsland School District as part of the purchase price of the equipment. This coverage warrants the Devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Device or Device replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all Device problems to the designated area.

8.2 School District Device Insurance Plan

The school district shall provide repairs at no cost to the student for normal wear and tear. The School District Device Insurance Plan is available for students and parents to cover device repair or replacement in the event of theft (police report required), loss, or accidental damage. The device insurance plan will cover no more than two (2) repairs per school year.

The insurance plan cost is **\$40.00** annually for each device. If the student qualifies for educational benefits, the protection plan cost is **\$20.00** annually for each device. This benefit is not retroactive during the school year. In addition, families for which the device insurance plan might be a hardship could make an application to the Superintendent to make affordable payments. This application must be done in advance to allow processing time.

***Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally.**

***If you decide not to participate in this protection plan, you accept full responsibility for the repair or replacement cost of the device.**

8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school device and keeping them in good working order.

See section 2.1, "General Precautions", for information and expectations for taking care of the Devices. Devices that malfunction or are damaged must be reported to the designated area.

The school district will be responsible for repairing:

- Devices that malfunction due to manufacturing or software defect.
- Devices that suffer damage from normal use.
- Any issue covered under warranty

The student/family without insurance coverage will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.

***Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally.**

Devices that are stolen must be reported immediately to the Administrative Office and the police department. A police report will be required by the district to prove the claim of loss.

8.4 Claims

If a family has insurance coverage, all insurance claims must be reported to the Administration. If a Device is stolen or damaged by fire, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before a Device can be replaced. The District will work with the Fillmore County Deputy to alert the sheriff's department to be aware of this District-owned equipment.

9. Device Technical Support

The Technology Director coordinates the repair work for Devices. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Devices and batteries

10. Bring Your Own Device (BYOD)

Grade 7-12 students may use designated personal technology on campus during the school day if they are enrolled in a "Bring your own device" (BYOD) program under the following provisions:

1. The personal mobile computing device must meet the minimum technical standards as specified by the Kingsland Public Schools (KPS) Technology Department. These standards may include specifications for operating system, minimum screen size, minimum battery life, etc.
2. The personal mobile computing device must be registered by the KPS Technology Department. The KPS Technology Department may require that appropriate anti-malware and classroom monitoring software or apps be installed on the device before use on campus is allowed.
3. In the BYOD program it is the student's or the student's family's responsibility for the proper care of their personal device, including technical support, any costs of repair, replacement or any modifications needed to use the device at school.
4. It is the student's responsibility to bring the device with a fully charged battery each day, and the device must be capable of running from battery at all times during the designated classes. The student may face academic or disciplinary consequences for failure to have the device adequately charged when needed for classwork or homework.
5. KPS is not responsible for lost, stolen or damaged personal mobile computing devices. Students or their families may want to consider purchasing extended warranties, support contracts, or loss or damage insurance for their devices. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or stows the device in a locked locker when the device needs to be left unattended.
6. KPS does not guarantee the privacy or security of any data stored on or transmitted by the personal mobile computing device.
7. While on campus, the device may only be connected to the designated student wireless network. If the device is capable of connecting to 3G, 4G or other wireless networks available through cellular phone or other local providers, those capabilities must be disabled while the device is on campus. The student may not make use of a wireless tether, or set up a Wi-Fi hotspot. The device must not cause interference with any of the KPS networks.
8. The device may only be used in the program designated classrooms, computer labs or study halls. At all other times and places on campus, the device must be securely stowed and kept out of sight.
9. Students must immediately comply with any of their teachers' instructions regarding the device, and must turn off and stow the device immediately when requested by the teacher.
10. KPS reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any of this document's guidelines or policies, school administrative procedures, school rules or has engaged in other misconduct while using their personal device.
11. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

What Can Families Do?

- Be certain your student understands the rules for responsible use of technology.
- Be certain you know what Internet sites your student is visiting.
- Establish age-appropriate ground rules for home technology use.
- Supervise online experiences.
- Ask your student to show you what they have learned about technology and online safety.
- Stay connected.

Grades K-3

Kingsland School district believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Our goal in providing these services is to enhance the educational development of our students. As part of learning, teachers and students will be using a variety of online tools for communication and collaboration, extending learning outside the classroom walls and working to build digital citizenship skills. Responsible use of technology includes activities that support teaching and learning.

Terms of Agreement

I promise to follow these rules:

1. I promise to use technology carefully and always leave my device ready for its next use.
2. I promise to only work on the programs, apps, and web pages that my teacher tells me to use.
3. I promise to be respectful of other people's work and be responsible for my own.
4. I will give credit for pictures or words that I use from digital sources.
5. I promise to ask for help if I do not know what to do.
6. I promise to tell an adult if I read or see something on a computer that is not appropriate.
7. I promise to never use technology to hurt, frighten or bully others.
8. I promise to only use my own file on shared network space.
9. I promise to only share my passwords with my teacher or parent.
10. I understand that if I break any of my promises, I might not be able to use technology or may experience other consequences.

Grades 4-6

Kingsland School district believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Our goal in providing these services is to enhance the educational development of our students. Responsible use of technology includes activities that support teaching and learning. As part of learning, teachers and students will be using a variety of online tools for communication and collaboration, extending learning outside the classroom walls and working to build digital citizenship skills.

Terms of Agreement

Using technology correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all technology carefully and not damage, change or tamper with the hardware, software, settings, or the network.
2. I promise never to use any form of electronic communication to harass, frighten or bully anyone.
3. I promise to use the district's technology and Internet access for schoolwork only. I will use the programs, apps, and websites that my teacher has approved.
4. I promise not to share my passwords.
5. I will not view, send, or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something that is inappropriate.
7. I promise to respect copyright laws and give credit for information I get from the Internet.
8. I will not use personal accounts or devices at school except with the permission of a staff member.
9. I promise only to print when my teacher tells me to.
10. I promise not to tamper with another student's electronic work.
11. I understand that if I break any of my promises, I might not be able to use technology or may experience other consequences.
12. I understand that I have no right or expectation of privacy in my school electronic communications.

Grades 7-12

Kingsland School district believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Our goal in providing these services is to enhance the educational development of our students. Responsible use of technology includes activities that support teaching and learning.

Terms of Agreement

Using technology correctly and responsibly is very important.

1. Students will not damage, change or tamper with hardware, software, settings or interfere with the operation of the network in any way.
2. Students will respect copyright laws and properly cite sources.
3. Students will not seek, view, send or display offensive messages or media.
4. Students will not use district technology to engage in illegal activities.
5. Students will not engage in activities that waste limited resources such as server space, bandwidth, or printing capacity or that would disrupt the use of the network by others. *This includes but is not limited to excessive printing, file storage, online games and video/audio streaming not directly related to educational projects, as determined by the supervising instructor, or building administrator.
6. Students will not gain unauthorized access to another's folders, work or files.
7. Students will not use personal accounts or personal electronic devices at school except with the permission of administration.
8. Students will not use any form of electronic communication during instructional time without permission from school staff.
9. Students will not use any form of electronic communication to harass, intimidate or bully anyone.
10. Students will not attempt to access the Internet via any connection that bypasses the Kingsland School's security system and Internet content filters.
11. Students will keep passwords private and will not disclose personal information to any online service or app (full name, address, phone) and will follow class guidelines regarding information included when publishing work online.
12. Students will treat online spaces as they would a classroom space by using appropriate and respectful language, posting on school-appropriate subjects, and including only appropriate content and images.
13. Students will comply with all specific instructions from school staff, all board policies, the student handbook, and all school rules and expectations when using school issued resources whether on or off school property.
14. Students must be prepared to be held accountable for their actions. This includes the loss of privileges or other consequences if these rules are violated.
15. Students understand that they have no right or expectations of privacy in their electronic communications at school.

District Internet and E-mail Rules

Federal legislation in the form of the Children's Internet Protection Act requires filtering and Kingsland Schools comply with this request. Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. Note that e-mail is not guaranteed to be private. General school rules for behavior and communications apply. Junior and Senior High school students will use the Internet on an independent basis in accordance with the above policies. Remember that this resource is provided to students by the school district for educational use. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared. Individual users of the district computer networks are responsible for their behavior and communications over these networks. It is required that users will comply with district standards and will honor the agreements they have signed. Beyond the clarifications of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the networks. Misuse of the Internet, computer network, computers or equipment may lead to revocation of the user's Internet access; access to District computers, computer network and equipment; and possible discipline, including suspension, expulsion, loss of credit, reduction of grade and/or criminal prosecution. Students are reminded that inappropriate use of e-mail such as forwarding pornography or inappropriate jokes, or threatening others, will result in disciplinary action.



Kingsland Public Schools

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WEB PAGE PUBLICATION AGREEMENT FORM **(**One form required for each student**)**

Web Page Publication:
The Kingsland School District may publish videos/pictures of the students in various school activities OR student work on the school's webpage. Doing this would make the videos, pictures, and/or student work accessible to anyone on the Internet. Please indicate whether or not you wish for your child to be included in this.

Please initial your choice:
 Yes, include my child in these publications. No, DO NOT include my child in these publications.

INTERNET USE AND SAFETY AGREEMENT FORM

Internet Use Refusal Statement:
Parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option. In order to exercise this option, you will need to submit a letter to the building principal.

STUDENT

User's Full Name (please print): _____ Grade: _____

(Student in Grades 2-12)

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet found in the PK-12 Student Handbook and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Signature **: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet found in the PK-12 Student Handbook. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

I give parental permission for my student to use software accounts such as email, Learning Management Systems, and other educational tools that will be used in the classroom curriculum.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature **: _____

Device Insurance Form

8.2 School District Device Insurance Plan

The school district shall provide repairs at no cost to the student for normal wear and tear. The School District Device Insurance Plan is available for students and parents to cover device repair or replacement in the event of theft (police report required), loss, or accidental damage. The device insurance plan will cover no more than two (2) repairs per school year.

The insurance plan cost is **\$40.00** annually for each device. If the student qualifies for educational benefits, the protection plan cost is **\$20.00** annually for each device. **This benefit is not retroactive during the school year.** In addition, families for which the device insurance plan might be a hardship could make an application to the Superintendent to make affordable payments. This application must be done in advance to allow processing time.

***Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally. *If you decide not to participate in this protection plan, you accept full responsibility for the repair or replacement cost of the device.**

Please put an X by one of the options below:

NOTE: Cost of device insurance is \$40 per student (\$20 if eligible for free or reduced meals) with a two-time maximum fix. Insurance does not cover intentional damage to device.

Payment for insurance protection is attached.

Amt. paid \$_____ (circle one) cash check #_____

Payment for insurance protection is paid online with Order Number _____

To make an online payment:

1. Login to your Infinite Campus Parent Portal Account
2. Click on Fees
3. Click "Add to Cart" next to the name of your student
4. Click "My Cart"
5. Click "Add Payment Method" and enter your payment information
6. Click "Submit Payment"

I am NOT purchasing insurance protection and accept full responsibility for repairs and/or replacement.

I am participating in the Bring Your Own Device (BYOD) program. I am responsible for my device and all repairs and/or replacement (Grades 7-12 only).

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature **: _____

Individual school Devices and accessories must be returned to the KPS Tech Department at the end of each school year. Students who graduate early, are suspended or expelled, or withdraw enrollment at KPS for any other reason, must return their individual school Device on the date of termination.

Bring Your Own Device (BYOD)

** By signing these forms, I agree to the stipulations set forth in the above documents including the Webpage Publication, Internet Use and Safety and Device Insurance.

VIX. Student Athletics and Activities

Welcome

The Kingsland School District would like to welcome you to the Knights' Activities Family. We are proud of the rich traditions our student participants have built over the years, both in the classroom and in competition. Activities encompass a vast number of extra-curricular opportunities available to Kingsland students. Our activities program is based on the premise:

"You are a student first and a participant second."

Kingsland believes your education is the primary focus.

Citizenship

Becoming a member of a team comes with a large degree of responsibility. Student and parent actions are a direct reflection on Kingsland. When visiting other schools, you are representing Kingsland and our community; therefore, we expect appropriate conduct from everyone. Kingsland expects our students and parents to be committed to our educational and activities success. Commitment comes with attending school, budgeting time wisely, and keeping responsible hours and lifestyle.

Academic Eligibility

Weekly Academic Tracking

Coaches/Advisers will review student grades weekly. During Ramp Up to Readiness (RUtR) advisory periods on Wednesdays, students will track their academic progress and fill out a sheet for their advisors. After completing those sheets, student athletes will email a picture of the completed sheet to his/her coach. A snapshot of their grades from the student management system is also acceptable. Any concerning grades are open to a discussion between coach and athlete. A failing grade that does not change before ineligibility is reported, will result in a student athlete becoming ineligible.

Student Athletic/Activity Eligibility Rules

Students are strongly encouraged to participate in the many activities offered at Kingsland Junior and Senior High School. Students must prioritize academics above athletic/activity participations. Students receiving special education services will follow the same academic standards unless specifically addressed in their IEP. The Activities Director will pull bi-monthly (see dates below) ineligibility reports from Infinite Campus indicating the academic status of currently failing (Ineligible) or in danger of failing (Warning). Students who are failing or have an incomplete are ineligible. Students in jeopardy of failing, typically a grade of "D" are placed on the Warning List. The ineligibility will begin the following Monday. Students with an incomplete are eligible immediately upon the removal of the incomplete, providing the grade is passing. There is a grace period with the first list of a semester of a new class. This gives coaches/teachers/parents a chance to work with students and help students get used to the new class structure. Coaches/advisors will be notified of ineligible students by the end of the school day the Thursday preceding the beginning of the ineligibility period to make competition adjustments.

Rules of Ineligibility:

- 1) Incomplete(s): May be eligible as soon as the incomplete is made up as long as the grade given is passing. Students will show the coach their passing grade through our student management system.
- 2) Failing Grade(s): Ineligible for two (2) calendar weeks. Students may practice during this time. All grades must be passing at the end of the ineligible period to participate in games, matches, and/or competitions.
- 3) Failing Grade(s) for 2 or more consecutive Ineligibility reporting periods: Ineligible for two (2) calendar weeks. Students may NOT practice during this time. All grades must be Passing at the end of the ineligible period to be eligible to participate in practice, games, matches and/or competitions.
- 4) Failing First Semester Class(es): As stated above, becoming a member of an athletic/activity team comes with a large degree of responsibility on your part. Failing a semester is serious. Many chances to improve grades would have been given before a student fails a class so there will be consequences. The student will be ineligible for two (2) calendar weeks of the Winter season or next sports/activities they participate in. Students may NOT participate in practice, games, matches and/or competitions.
- 5) Failing Second Semester Class(es): As stated above, becoming a member of an athletic team comes with a large degree of responsibility on your part. Failing a semester is serious. Many chances to improve grades would have been given before a student fails a class so there will be consequences. The student will be ineligible for two (2) calendar weeks of the Fall season or next sports/activities they participate in. Students may NOT participate in practice, games, matches and/or competitions.
- 6) Out of Town Event(s): Students academically ineligible are not allowed to dress, travel, or be on the bench with the team. This time should be spent working on regaining eligibility.

7) Fine Arts/"Category II" Eligibility: Students are ineligible to perform in events if the event falls while they are ineligible, unless a plan of action for growth has been developed. An exception to this is for band/choir where the performances are part of the class work and are graded. This exception does not apply to performances that take students out of their regularly scheduled classes.

Note: All activities Athletics, Fine Arts, or Category II will follow these rules of ineligibility.

Reporting Dates for Ineligibility:

Date of Evaluation

End of School Year 2023-2024
September 12, 2024
September 26, 2024
October 10, 2024
October 24, 2024
November 7, 2024
November 21, 2024
December 5, 2024
December 19, 2024
January 9, 2025
January 17, 2025 (Report Card-Sem 1)
February 6, 2025
February 20, 2025
March 6, 2025
March 20, 2025
April 1, 2025
April 17, 2025
May 1, 2025
May 15, 2025
May 29, 2025
Report Card for End of Semester 2

Ineligibility Period

August 12-25, 2024 (Cannot Practice)
September 30-October 13, 2024 (Warning List Only – No Ineligibility)
September 30-October 13, 2024
October 14-27, 2024
October 28-November 10, 2024
November 11-24, 2024
November 25-December 8, 2024
December 9-22, 2024
December 23, 2024-January 5, 2025
January 6-19, 2025
January 27-February 9, 2025
February 10-23, 2025
February 24-March 9, 2025
March 10-23, 2025
March 24-April 6, 2025
April 7-20, 2025
April 21-May 4, 2025
May 5-18, 2025
May 19-June 1, 2025
June 2-15, 2025
Fall 2025

Equipment and Apparel

Equipment and apparel issued to you is YOUR RESPONSIBILITY. Responsibility is the care of all issued equipment and apparel, as well as the return of it at the conclusion of the season. Replacement/repair fees will be charged for damage due to negligence or abuse. In addition, any equipment and/or apparel not turned in within one week of the end of the season will make you ineligible in any other season until it is accounted for.

Sportsmanship

Southeast Conference (SEC) Sportsmanship Code

The Southeast Conference (SEC) Schools join together to request all people attending activities follow a code of ethical sportsmanship while supporting their team. This includes appreciation for contest rules, and respect for officials and opponents. The SEC is proud of their achievements and performance. Excellence in sportsmanship greatly enhances the long-lasting tradition we must achieve. To that end your support is necessary.

Fundamentals of Good Sportsmanship

1. Know, understand, and appreciate contest rules.
2. Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Always show respect for the opponent. Good sportsmanship is the Golden Rule in action.
4. Recognize and appreciate skills in the abilities of the participants as amateur in status.
5. Good sportsmanship is concerned with the behavior of all involved in the game.
6. Cheer for your team, not against your opponent.

Ten Commandments of Sportsmanship

1. "Golden Rule" - Do unto others as you would have others do unto you.
2. Enjoy yourself and promote enjoyment for others.
3. Be responsible for your actions.
4. Have an open mind to other's weaknesses and have a forgiving attitude.
5. Have pride in one's performance and one's school.
6. Be a friend, not an enemy, and create a positive environment.
7. Encourage others to do or be their best.
8. Sportsmanship should be contagious.
9. Remember it is a privilege to participate.
10. Practice sportsmanship in all situations at all costs.

Conduct Requirements

Good Standing

To be eligible for regular season and league tournament competition a student must be in good standing. The term "Good Standing" shall mean that the student is eligible under of all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League (MSHSL).

Student Code of Responsibilities

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in MSHSL sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Mood Altering Chemicals

1. A student shall not use, have in possession, buy, sell or give away a beverage containing alcohol regardless of quantity.
2. A student shall not use, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug, unless specifically prescribed by his/her doctor for the student's own use.
3. A student shall not use, have in possession, buy, sell or give away tobacco, including cigarettes, chewing tobacco, and vaping.

Note: All of the above bylaws apply to the 12-month calendar year.

Harassment/Bullying

Harassment/bullying will not be tolerated in any activity. All school rules apply. If you are being harassed or bullied, notify the coaching staff immediately so appropriate action can be taken. Student(s) found to be harassing or bullying others will receive consequences according to school rules and MSHSL Bylaw 206.

Hazing

Hazing and other acts of initiation are not tolerated. Such conduct will lead to punishment of the students involved. Teams should be built on trust and support, not on actions leading to embarrassment and misguided rituals of passage. Again, no acts of hazing or initiation will be tolerated.

Communication

To improve communication, guidelines outlining parent and coach communication are addressed below. The following guidelines will be followed.

Parent and Coach Communication

Be a Good Sport — Citizenship-Ethics-Integrity

Both parenting and coaching are extremely difficult vocations. By establishing an understanding at each position, we are better able to accept the action of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication You Should Expect from Your Child's Coach:

1. Philosophy of the Coach
2. Expectations the coach has for your child as well as all the players on the squad. Locations and times of all practices and contests.
3. Team requirements, i.e., fees, special equipment, off-season conditioning. Procedure should your child be injured during participation.
4. Discipline that results in denial of your child's participation.

Communication Coaches Expect from Parents:

1. Notification of any schedule conflicts well in advance.
2. As your children become involved in the programs at Kingsland High School, they will experience some of the most rewarding moments of their lives. You are encouraged to thank the coaches and let them know you appreciate their efforts.

Appropriate Concerns to Discuss with Your Child's Coach:

1. Treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is important to understand that there may be times when things do not go the way you or your child wishes. At these times, concerns must be expressed directly to the Activities Director, not the coach. It is difficult to accept your child's not playing as much as you may hope. Coaches are in charge. They make judgment decisions based on what they believe to be best for all students involved. All participants will play as much as possible at the 7th through 9th grade level. B Squad and Varsity levels will play to win and not every participant is guaranteed playing time. Playing time, team strategy, play calling, etc., will not be open to discussion with the coach.

Parent Code of Responsibility

As a parent of a student participating in MSHSL sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and opposing schools and the laws of my community, state, and country.

*Violators of this policy **at home or away events** will be banned from home events for 2 events or 2 weeks, whichever is greater. This includes any parent/fan who is ejected by a game official.*

Parent/Athlete Concern Procedure

If you have a concern to discuss regarding your athlete, this is the procedure you must follow:

1. Do Not attempt to confront a coach face-to-face or by phone, e-mail, or written letter. This is especially important after games or practices as these can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolutions.
2. Proper contacts for concerns other than mentioned above start with:
 - a. Student/Coach
 - b. Student/Coach/Parent
 - c. Student/Coach/Parent/AD
 - d. Student/Coach/Parent/AD/Administration
3. Call to set up an appointment with the Activities Director at 346-7276
4. Violators of this policy will be banned from home events for 2 events or 2 weeks, whichever is greater.
5. Since research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this pamphlet makes both your child's and your experience with the Kingsland High School athletic program less stressful and more enjoyable.

Athletic Acceleration

Kingsland will accelerate students from junior high athletic programs (grades 7- 8) to senior high athletic programs (grades 9-12) if deemed necessary to fully operate a senior high-level team or add to the level of senior high competition.

Participation

Participation by students on athletic teams representing the secondary school will normally be limited to those students representing the grade level which they attend for regular classes (junior high grades 7-8 or senior high 9-12). Such teams constitute an integral part of the total educational program and are primarily designed to serve the needs of only the students of that grade level. This represents basic guidelines for athletic participation in our School District; however, on occasions when a junior high athlete is needed to fully operate a senior high-level team, consideration should be given to allow the student to leave his/her junior high team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental and emotional well-being and what will be in the best interest of the student's total development. Also, the effect on the junior high and senior high programs must be considered. However, the total welfare of the student must be the focus of all recommendations and decisions.

Procedures for Acceleration

In the instance where acceleration will be considered from junior high to senior high, the following procedure must be followed:

1. Coaches must recognize what type of move it is, team building or skilled move:
 - a. Team Building may move up or down one level of play with administrative discretion.
 - b. Skilled Move may move up one to two levels of play.
2. The student-athletes and parents will not be contacted verbally or in writing until all steps of the process have been completed.
3. The head varsity coach will initiate in writing the proposed acceleration to the activity director. Any senior coach may make a request to the varsity coach for acceleration.
4. The activities director will then set up a meeting with the student's counselor, principal, and coaches to review this request from the standpoint of the student's total development.

5. The decision to accelerate must be unanimous.
6. Once the student has been recommended for acceleration, the parents will be notified by the activities director and review the recommendations, roster, schedule, and explain the rigorous competition at a higher level. If the parents approve, acceleration is approved.
7. Administrative discretion may be utilized in returning a student to a lower level when warranted.
8. The following timelines will be used to complete the process:
 - a. Once the process is initiated, it shall be completed within 2 weeks.
 - b. If extenuating circumstances exist, the above timelines may be extended with administrative approval.

MSHSL Cell Phone Policy

Cell phones, cameras, and devices with camera capability will not be permitted in locker rooms at sub-section, section or state tournament sites or for any MSHSL sponsored competition. School administration/activities director/coach are responsible to inform students about the restrictions prior to the competition and to direct students to leave their cell phones/devices outside any locker room facility.

During sub-section and section tournament games, section managers will be responsible for posting signs outside each locker room area indicating that "Cell Phones are Prohibited in any MSHSL Tournament Locker Room."

MSHSL staff responsible for posting signs at all quarterfinals, semi-final and championship games indicating that "Cell Phones are Prohibited in any MSHSL Tournament Locker Room," and for placing the cell phone prohibition language in all tournament information provided to participating schools.

Because of the technology advance and the availability of "picture phones" that allow individuals to take photos and transmit them via the internet, the MSHSL is taking this proactive step to ensure the privacy of all individuals during the time they occupy locker room facilities at MSHSL-sponsored events.

Athletic Registration

Prior to students attending practice, they must complete the athletic registration process through the Kingsland website (<http://www.kingsland.k12.mn.us/page/3216>) or in-person in the High School Office. The following forms must be completed either online or printed and brought into the High School Office:

1. Current Physical Examination - one must be taken every three (3) years, usually they are taken as 7th graders and 10th graders. The form must be signed by the physician, parent/guardian and student. This form must be either uploaded via the online registration page or brought into the District Office.
2. Parent's Permission and Health Questionnaire - This must be signed by a parent/guardian.
3. Athletic Eligibility Form - This must be read by and signed by student and parent/guardian.
4. Insurance/Waiver - The student must be enrolled in the official insurance plan or return a waiver signed by the parent/guardian.
5. Participation Fee -
 - a. Fee Schedule: \$70/student/sport for grades 7-12.
 - b. Students unable to participate because of economic reasons should make written application to the Athletic Director for individual consideration.
 - c. There will be a family fee cap in place of \$140 per family per season.
 - d. This fee must be paid before participation in practice or a game and can be paid online through registration or brought into the High School Office.

All the forms needed for the Athletic Registration process can be found and/or printed from the district website under "Athletics/Activities." Forms can also be picked up in the High School Office.

We encourage you to register early to make the process more efficient. **Students will not be allowed to practice until the registration process has been completed.**

Participation Fee Refund

1. A student may ask for a refund if they withdraw from the sport any time before the first scheduled event. A student who withdraws after the first scheduled event will not receive a refund.
2. A student may ask for a refund if they suffer a season ending injury. The refund will be prorated accordingly.

Activities Registration

MSHSL sanctioned activities (clay targets, One Act Play, robotics, visual arts) require a \$25/student/activity fee. The fee must be paid prior to students attending practice. There will be a family fee cap in place of \$50 per family per activity season. Students unable to participate because of economic reasons should make a written application to the Activities Director for individual consideration.

Participation Fee Refund

1. A student may ask for a refund if they withdraw from the activity any time before the second week of participation/practice. A student who withdraws after the second week of participation/practice will not receive a refund.
2. A student may ask for a refund if they cannot participate due to a medical issue. The refund will be prorated accordingly.

Lettering Requirements

Each sport/activity has its own lettering policy; however, all equipment must be returned for each sport to be eligible for lettering in that sport. Check each individual sports' handbook for the rest of the qualifications.

Activity Transportation Guidelines

Transportation to Away Activities

Students are required to use school-sponsored transportation when involved in a school-sponsored activity. No student may drive to or from activities. Alternate transportation with parent/guardian may be possible under certain circumstances important to family need with approval of parent/guardian, coach/advisor and principal.

Transportation from Away Activities

Students are required to use school-sponsored transportation when involved in a school-sponsored activity. No student may drive to or from activities. Students are not allowed to ride home with other students after activities. Students may ride home with their parent/guardian if the parent/guardian has signed the student out with the coach/advisor at the event. In certain circumstances important to family needs, a student may be allowed to ride home with an adult other than a parent/guardian if written approval from the parent/guardian, coach/advisor and principal have been obtained prior to the event. It is the responsibility of the parent/guardian to be at the school to pick up the student when the student bus returns.

Weather-Related Schedule Changes

1. No practices/activities will be held if school is cancelled due to weather. Exceptions must be approved by the superintendent and will only be considered for unique circumstances.
2. Weather related decisions on event postponement or cancellation are made at approximately 2:00 p.m. For up-to-date information, check your email, *Infinite Campus Parent Portal* or *Facebook* for the latest updates. You may also call the high school office at (507) 346-7276 after 2:00 p.m. the day of the event.
3. The parent notification system is *Infinite Campus Messenger*. Parents can update contact information right from the *Infinite Campus Parent Portal*, such as phone numbers and email addresses. Kingsland will also use Facebook.
4. The web-based calendar is available and will be used to post schedule changes. You can check the web calendar or set up a free personal account in the web calendar and choose to receive email notification of schedule changes.

Attendance Policy – See Attendance Policy pg. 8

Note: To be eligible for participation in a competition or practice, a student must be in school for their first scheduled class of the day. Only professional documentation (e.g., doctor's note) will be considered a valid excuse.

Season Passes

All season passes are available for sale in the High School Office beginning in August and at home athletic events.

The board has set the ticket prices as follows:

Gate Prices

1. Students \$4.00
2. Adults \$6.00

All Season Passes

1. Student \$40.00
2. Adults \$80.00
3. Family \$200.00 (Good for parents and school-age children only)

Senior Citizen Passes

Senior citizens must sign up for a free admission pass in the High School Office

All season passes are valid for the 2024-2025 school year and can be used at all home games excluding tournaments and playoffs.

By signing this we acknowledge that we have read, understand, and will abide by the information contained in the Activities Handbook.

Student's printed name

Student's Signature

Date

Parent/Guardian Signature

Date

VIII. Notice of Policy to Parents and Students

Policies

Copies of Kingsland Public School District Policies are available upon request or may be viewed at the principal's office. All policies, including those referenced in this handbook and/or required to be published, may be viewed in their entirety on the Kingsland Website at <https://www.kingsland.k12.mn.us/page/3258>.