

Kasson-Mantorville Elementary

2024-2025 Student Handbook



Courtney Frie—Principal
Jessica Marquardt- Teaching and Learning Coordinator
Karen Besch—Counselor
Nicole Frantz —Social Worker
Jessica Meeker- Literacy Specialist

Elementary Mission

To create a safe, welcoming environment where excellence is expected, and improvement is continuous.

District Mission

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

To achieve this, we will:

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

District Vision

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



Address

604 16th St NE
Kasson, MN 55944

Phone (507) 634-1234

Website: www.komets.k12.mn.us

Twitter: @KMElem

Kasson-Mantorville 2024-25 School Calendar

First Quarter

Tuesday, September 3	Assessment Day and School Pictures
Wednesday, September 4	Assessment Day and School Pictures
Thursday, September 5	First Day of School
Wednesday, September 25	Early Release 1:10 PM
Wednesday, October 16	No School-Professional Development
Thursday, October 17	No School
Friday, October 18	No School
Thursday, November 7	End of Quarter
Friday, November 8	No School - Teacher Workday

Second Quarter

Monday, November 11	Late Start- 10:00 AM
Thursday, November 21	Parent Teacher Conferences
Monday, November 25	Parent Teacher Conferences
Wednesday, November 27	No School
Thursday, November 28	Thanksgiving - No School
Friday, November 29	No School
Wednesday, December 11	Early Release 1:10 PM
Monday, December 22	Winter Break Begins
Monday, December 25	No School through January 6th
Monday, January 6	School Resumes after Winter Break
Thursday, January 30	End of 2nd Quarter
Friday, January 31	No School - Teacher Workday

Third Quarter

Tuesday, February 11	Parent Teacher Conferences
Monday, February 17	Vacation Day
Tuesday, February 18	No School- Professional Development
Thursday, February 20	Parent Teacher Conferences
Friday, March 14	Early Release- 1:10 PM
Thursday, April 3	End of Third Quarter
Friday, April 4	No School - Teacher Work Day
Friday, April 18	No School- Vacation
Monday, April 20	No School- Vacation

Fourth Quarter

Tuesday, April 22	Late Start 10:20 AM
Monday, May 26	No School
Thursday, June 5	Last Day of School

KINDERGARTEN	ROOM LOCATION	INTERVENTION COORDINATOR	
Mrs. Anderson	Orange Pod	Mrs. Southwick	Blue Pod
Mrs. Buegler	Orange Pod		
Mrs. Hrtanek	Orange Pod		
Ms. Melhouse	Orange Pod	ESL	
Mrs. Schmidt	Orange Pod	Mrs. Winkels	Green Pod
Ms. Tentis	Orange Pod		
GRADE ONE		PHYSICAL EDUCATION	
Mr. Simon	Blue Pod	Ms. Kennedy	East Gym Office
Mr. Battenfield	Blue Pod	Mr. Staloch	East Gym Office
Mrs. Diercks	Blue Pod		
Mrs. Groslie	Blue Pod	MUSIC	
Miss Meline	Blue Pod	Mrs. Budin	Music Room
Miss Hegna	Blue Pod	Mr. Isbel	Orange Pod
Mrs. Slawson	Blue Pod		
GRADE TWO		PLTW	
Mrs. Bell	Red Pod	Mrs. McMahn	Green Pod
Ms. Chesak	Red Pod	Mrs. Tweeten	Orange Pod
Mr. Haraldson	Red Pod		
Mrs. O'Reilly	Red Pod	ART	
M. Sandstrom	Red Pod	Mrs. Wishy	Art Room
Miss Floyd	Red Pod		
Ms. C. Voth	Red Pod	MEDIA CENTER	
		Mrs. Darveaux	
GRADE THREE		SPECIAL EDUCATION	
Mrs. Breer	Purple Pod	Mrs. Bailey	Yellow Pod
Ms. Eichten	Purple Pod	Mr. Budihas	Yellow Pod
Mr. Meeker	Purple Pod	Mrs. Krause	Yellow Pod
Mrs. Biewer	Purple Pod	Mr. Latimer	Green Pod
Mr. Paukert	Purple Pod	Mrs. Mayer	Yellow Pod
Mrs. Ryan	Purple Pod	Ms. Snow	Yellow Pod
Mrs. Whalen	Purple Pod	Mrs. Swanson	Green Pod
		Ms. Pike	Purple Pod
		Mrs. Peck	Orange Pod
		Ms. Zincke	Orange Pod
GRADE FOUR		NURSE	
Mrs. Dahms	Green Pod	Mrs. Vanderpool	Main Office
Mrs. Link	Green Pod		
Mrs. Kujath	Green Pod	COUNSELOR/SOCIAL WORKER	
Mrs. Paukert	Green Pod	Mrs. Besch	Main Office
Mrs. Schmidt	Green Pod	Nicole Frantz	Main Office
Mrs. Spencer	Green Pod		
Ms. Wagner	Green Pod		

ADSIS

Michelle Anderson
Nancy Voth

Blue Pod
Blue Pod

TEACHING AND LEARNING DEPT.

Jessica Meeker
Jessica Marquardt

Lobby Office
Main Office

SUPPORT STAFF

Blinsky, Connie	Paraprofessional
Broagan, Leah	Secretary
Buehler, Amy	Paraprofessional
Burch, Eillen	Paraprofessional
Delzer, Larisa	Paraprofessional
Flynn, Jennifer	Secretary
Godoy Monrroy, Gabriela	Paraprofessional
Hanenberger, Tiffany	Paraprofessional
Hanson, Whitney	Paraprofessional
Harris, Zulay	Paraprofessional
Harrison, William	Custodian
Haskin, Sheila	Paraprofessional
Heald, Cayla	Paraprofessional
Herber, Angeleigh	Paraprofessional
Hoehn, Nikki	Paraprofessional
Holtz, Ally	Technology
Hubbard, Rhonda	Paraprofessional
Hunn, Brian	Paraprofessional
Johnson, Dave	Custodian
Klinkhammer, Thomas	Custodian

Martin, Rodger	Custodian
Montour, Genevieve	Paraprofessional
Mulholland, Kayla	Paraprofessional
Ochoa, Alejandra	Paraprofessional
Riker, Jill	Paraprofessional
Robinson, Jacinta	Paraprofessional
Speer, Deb	Paraprofessional
Stucky, Malee	Paraprofessional
Swanson, Joyce	Paraprofessional
Sullivan, Porter	Custodian
Thompson, Mitchell	Paraprofessional
Walbruch, Linda	Paraprofessional
Wytaske, Tea	Paraprofessional
Yoch, Deb	Paraprofessional

ACCIDENTS

Any accident in the school building or on the school grounds, must be reported to the principal and to the school office. It is the nurse's discretion when parents are notified.

ASSESSMENT DAYS

Parents and students will schedule a 20-40-minute assessment conference with the classroom teacher during the two days before school starts in September. Teachers will complete grade-level assessments with students while parents fill out the necessary paperwork. Grade 3 will have speech screening done in speech staff offices.

ATTENDANCE

The Minnesota Mandatory Attendance Law was written to help ensure that students have consistent exposure to the educational process. Parents must see that their children are in school unless there is a medical reason (running a temperature or other illness) for not being in attendance. The success of your child depends on regular attendance.

Absence Procedures

- When it is necessary for your child to be absent due to illness or other reasons, **please call the elementary office before 8:10 a.m.** and state the reason for the absence and when you think your child will return to school.
- If you have not called the office and we have not reached you, your child's absence will be marked "unexcused."
- Students who arrive at school after 8:20 will be marked excused/unexcused based on the criteria below.
- If you would like homework for your child, please request it by **8:30 a.m.** **For homework guidelines, see page four.**

Please try to avoid taking your child out of school early. Please notify the elementary office if it is necessary due to an urgent matter. When these situations are known in advance, we ask that you notify the office as soon as possible. To clarify the parameters for excused and unexcused absences and/or tardies, the following is recommended for consideration:

Excused absences:

Examples of excused absences or tardies may include illness, a death in the student's family or a close friend of the family, medical or dental treatment, religious holidays, pre-approved family requests, or inclement weather.

According to our current district policy, families are discouraged from taking time from school for medical exams, dental appointments, vacations, etc. Requests for such school releases should be coordinated with the elementary office *in advance*.

Unexcused absences:

Examples of unexcused absences or tardies may include oversleeping, refusing to go to school, missing your ride, shopping, recurring car trouble, not notifying the administrator of an absence by 8:20 a.m., and others that the administrator may deem unexcused.

Kasson Mantorville Elementary Schools reserves the right to request medical documentation when students have excessive absences or tardies. Failure to do so can result in an unexcused absence.

Truancy

Kasson-Mantorville Elementary School follows the Dodge County Truancy/Ed Neglect Procedure linked [here](#).

Kasson-Mantorville Schools and Dodge County Truancy Procedures

Student Attendance Policy # 503

BICYCLES

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

1. All bicycles must be parked in the bike racks.
2. Students may not ride their bicycles during the school day.
3. Students may not ride a bicycle belonging to another student.
4. Bicycles may not be ridden on the playground blacktop area.
5. Bicycles may not be used as a weapon.

It is recommended that bicycles be locked and all safety rules be obeyed. Rollerblades, skateboards, Heeleys, and in-line skates may not be on school property.

BIRTHDAYS

Birthday treats that are brought to school **must be purchased**. State law requires that all treats are packaged. Birthday invitations are not allowed to be handed out at school. It creates many hard feelings, and we wish to avoid this situation in school.

To avoid classroom disruptions, balloon or flower deliveries will not be made until the end of the day. Due to latex allergies, balloons could be harmful to other students, so they are prohibited.

BULLY POLICY

BULLY DEFINITION

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

I. General Statement of Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or

receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

Bullying Prohibition District School Board Policy #514

Hazing Prohibition Policy #526

BULLYING PREVENTION

Our School District implements the Olweus Bully Prevention Program. As part of our prevention efforts, students complete the “Healthy Kids” survey twice a year. The results are analyzed, and student programming is enhanced based on them. In addition to the Olweus Program, students participate in Character education and Social-Emotional Learning (SEL) throughout the school year.

Bully Promise:

Promise 1 We will not bully other students.

Promise 2 We will help students who are bullied.

Promise 3 We will make it a point to include ALL children who are left out.

Promise 4 When we know someone is being bullied, we will tell an adult at school or at home.

Racial, Religious, Verbal, Physical or Sexual Harassment Policy

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

- a. name calling, jokes or rumors;
- b. graffiti, notes or cartoons;
- c. hurtful words about weight, height or ability;
- d. unwelcome touching of a person or clothing
- e. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

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

RACIAL, RELIGIOUS, VERBAL, PHYSICAL OR SEXUAL HARASSMENT ARE AGAINST THE LAW

Racial, Religious, Verbal, Physical or Sexual Harrassment District Policy #413

BUS SAFETY

Statute 121A.59 provides that transportation is a privilege not a right for an eligible student. A student's eligibility to ride the school bus may be suspended or revoked for a violation of any law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not an exclusion, expulsion, or suspension under the Fair Pupil Dismissal Act of 1974.

Parents of transported students are responsible for supervising their children until such times as the student boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading and unloading areas.

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus will have their riding privileges suspended or revoked. The parent or guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school. The District will NOT provide alternative transportation to a student whose transportation privileges have been suspended or revoked.

RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT!

All parents need to fill out a Transportation Registration Form. Each student may have two different pick-up/drop-off locations. Any permanent changes must be submitted in writing five days prior to the change date. K-M Schools will not be transporting students to churches, boy scouts, girl scouts, or to other similar activities. Also, students may not ride the bus home with a friend, unless it is one of your two drop-off locations.

We do our best to get students to the appropriate place after school. However, it sometimes happens that a child goes to the wrong place. It is important to have a plan for your child in case he ends up at home and no one is there - a hidden key, a neighbor's house, phone numbers by the telephone so that he knows to call you at work or to call the school. Bus related problems should be reported to Mrs. Frie or the Transportation Director, Mr. Jake Schmidt (507) 634-1177.

Student Transportation Safety Policy #709

CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES

Cell phones, Smart Watches, or other electronic communication devices are not allowed at KMES. Students caught using them in the bathrooms or other supervised or unsupervised areas will have their device taken away and delivered to the office.

Smart Watches with the ability to text, call or game may be worn as wrist watches, however any student using them to communicate or play during the day will have them removed and taken to the office.

On the first offense, the student may pick up the device at the end of the school day. All other offenses will result in the parent having to pick up the device from the elementary office.

Cellphones or technology for medical purposes is allowed at all times. Please work with the school nurse to get these guidelines and procedures.

The school is not responsible for lost or stolen cell phones or other devices.

CHANGE OF ADDRESS

Parents/guardians of students who change addresses or telephone numbers during the school year should report these changes to office personnel.

DATA PRIVACY POLICY

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

DISRUPTIONS

There should be no disruption to the learning environment. Please instruct your child/children to leave toys, sports equipment, cell phones, ipods and large amounts of money at home. These items often disrupt the educational process.

INPUT/CLASSROOM PLACEMENT

The appropriate classroom placement of each child is based on achievement, social needs and behaviors, class size equity, professional judgment, and input from teachers and resource staff. All classrooms are designed to include heterogeneous groupings and relatively equal numbers of boys and girls. Parental input and concerns are also taken into consideration when classroom teachers, special education teachers, Title I personnel and the principal prepare the assignments. Final determination of class assignments is the responsibility of the building principal after consideration of staff recommendations and parental input.

Parents may provide input for placement by submitting the form online by April 18th. These will be considered, but the KMES staff has final authority. The form is designed to speak to your child's strengths and learning style. DO NOT PUT SPECIFIC TEACHER NAMES ON THE FORM!

[Parent Placement Input Form](#)

DRESS CODE

Kasson-Mantorville Elementary School intends to focus on the learning and educational process. Any style of dress or grooming which presents a safety/health hazard or fosters a disruption within the school setting is prohibited. Students should be dressed and groomed clean, neat, and appropriate. Certain apparel is not appropriate for school. Based upon the guidelines of health, safety, and potential disruptions, this includes:

1. It is most important that a student is dressed appropriately for the weather. Boots and warm clothing are especially important in cold weather. Students go outside at a.m. and noon recess unless the temperature/wind chill -5 degrees. Students who are not dressed appropriately for the weather will still go outside.
2. Clothing and accessories with pictures of, referring to, or promoting the use of alcohol, tobacco, drugs, inciting violence/harassment, inappropriate language, or sexual innuendos will not be allowed.
3. Hats, bandanas, hoods, scarves, sunglasses, or any apparel will not be allowed to be worn on the head between the hours of 8:00 a.m. - 3:20 p.m. Head coverings may only be worn in the building with the approval of the principal (i.e. students undergoing chemotherapy, medical situations, religious reasons, and special activities).
4. Students should not wear apparel or footwear that may damage school property. Flip-flops are not acceptable due to safety concerns.

Check our Lost and Found periodically if your child has misplaced a piece of clothing or outerwear. Parents are asked to label their children's clothing and school supplies with indelible ink or securely sewn tape. We are not responsible for lost or stolen items.

When, in the administration's judgment, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or poses a health or safety concern, the student will be directed to modify their appearance. Students found to be in violation of the dress code will be required to comply as soon as possible. Students may change into PE clothing or have appropriate clothing brought to school. The school will provide appropriate clothing if no other option is available. In addition, students may face regular disciplinary consequences, including detention or suspensions. The administration has the final determination of what is appropriate.

Dress Code District Policy #504

EARLY CHILDHOOD SCREENING

Early Childhood Screening is a tool to identify normal aspects of health development as well as potential problems for further evaluation. It includes developmental screening, speech assessment, vision and hearing screening, height, weight, and immunization reviews. Our mission is to connect families with available resources to help prepare for a positive early education experience.

Early Childhood Screenings are:

- Free
- Recommended at age 3

- Required for public school but open to anyone, whether they will attend public, private or homeschool.
- Required by the State of Minnesota 90 days prior to starting Kindergarten.
- Not a Kindergarten entrance exam. All children will get into Kindergarten.
- About an hour and a half to two hours in length.

Register Online to set up your child's Early Childhood Screening [HERE](#) or call the Kasson-Mantorville Community Education (634-4464).

EMERGENCY DRILLS

Fire, severe weather, and Run, Hide, Fight drills are required by law and are important safety precautions. When the first signal is given, it is essential that everyone silently clears the building by the teacher-designated routes as quickly as possible. Teachers will give instructions in each classroom at the beginning of the year.

Parents may choose to opt their child(ren) out of Run, Hide, Fight Drills. We will notify parents when they will be held. Please email the office if you do not want your child to participate. Children not participating will be sent to the office and supervised by a member of the office staff. They may still hear the drill but will not be included in practicing.

FIELD TRIPS

Each classroom has a field trip during the year. Classroom teachers sometimes request parent chaperones. Due to the duties of a classroom chaperone, **no siblings** are allowed on field trips.

District policy requires that all chaperones on overnight trips complete a background check through the district. A fee for the background check must be paid by the chaperone. These forms are available in our office.

KASSON-MANTORVILLE ELEMENTARY BEHAVIOR PROGRAM

For students to have an environment that is conducive to learning, it is important to have a set discipline policy. The following plan has been developed by staff and parents to ensure that discipline will be consistent for all students.

GUIDELINE FOR PUPIL CONDUCT

We at Kasson-Mantorville Elementary believe that children learn to practice responsible behavior just as they learn to read and write, do mathematics, create art, or participate in sports. All staff members have been trained in a Positive Behavioral Intervention and Support Program (PBIS) that teaches children to be responsible. The goal is to create a safe, respectful, and responsible school environment conducive to learning for all. KMES's PBIS Program is called KoMet PRIDE.

The chart below shows the behaviors that we value at KMES, the behaviors that we need to work on, and those that are bottom line and not tolerated. "Above the Line" behaviors are acceptable and expected behaviors at school. "Below the Line" behaviors are unacceptable behaviors and may result in communication at home and

working with students on fixing the problem. This will include a plan of action the child will take to insure the behavior will not continue. We try to incorporate logical consequences that follow the 3 R's: Related to the behavior, delivered Respectfully, and Reasonable. "Bottom Line" behaviors are behaviors that are considered completely inappropriate for school. "Bottom Line" behaviors may result in or may include, but not be limited to, a conference, detention, dismissal from the school day, or other non-exclusionary practices.

Above the Line

Be an Active Learner Be Prepared Be Safe Be Respectful	Be Accepting Be Responsible Be Cooperative Be Honest
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Below the Line

Disrespectful Behavior Refusing to Cooperate Poor Listening Skills Incomplete Work	Dishonesty Inappropriate Language/Gestures Name Calling/Teasing Pushing/Tripping
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Bottom Line

Bullying Harassment Harmful Threats Inappropriate Touch	Physical Fighting Weapons Violation Stealing Vandalism
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See Linked: [KoMET Pride Discipline Matrix](#)

STOP AND THINK CARD SYSTEM (BELOW THE LINE/BOTTOM LINE BEHAVIORS)

Students who do not follow school expectations will be issued a Stop and Think Card. Students who receive a Stop and Think Card may be given detention by the classroom teacher. During detention, the student will fill out an "I" plan, which allows them to process their behavior and take responsibility for their actions. Once the "I" plan is completed, it will be reviewed and signed by the teacher and student. The plan will be sent home with the child. Parents should review and discuss the "I" plan with their child. It should be signed by the parent and returned to school the following day. This provides an avenue of communication between home and school on discipline issues. Parent signature indicates that you have seen the "I" plan and have discussed the situation with your child. If the "I" plan is not returned, parents

will be contacted by either an email or a phone call.

Bottom Line Behaviors will result in a Stop and Think Card and be sent directly to the office to meet with the principal. An "I" plan will be completed by the student, and consequences assigned. If behaviors are repetitive, a phone call to parents will be made to discuss the student's behavior and a plan for improvement.

Consequences may vary on principal/administrators discretion.

[Student Discipline Policy #506](#)

HEALTH GUIDELINES

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

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

- A Medication Request and Authorization Form (available in the school office or on the district website) must be completed and accompany the medication or it will not be administered by school personnel.
- Medication should never be sent with the student. All medication needs to be delivered to the nurse by an adult.
- Medications must not be expired. This includes over-the-counter medications.

District policy states that any student identified as having active head lice be excluded from school until treated. A student will not be readmitted without being checked by the school nurse or their designees. Students who have been diagnosed with strep throat should be on medication 24 hours before returning to school.

WHEN YOUR STUDENT IS ILL

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

- Severe colds, coughs or sore throats
- Vomiting, diarrhea, nausea or abdominal pain
- Temperature of 100 degrees or more with or without other symptoms
- Eye infections, especially if discharge is present
- New skin rashes, especially if a discharge is present, unless medical opinion states rash is non-communicable

Any other signs of acute illness * Unless throat culture results are known

Students may return to school when:

- It has been 24 hours since your child had nausea, vomiting, or diarrhea
- It has been 24 hours since your child had a severe cough, cold or sore throat symptoms
- Temperature remains normal for 24 hour period
- On antibiotics for at least 24 hours

- Advised by a physician to do so

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

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

It is the responsibility of the parents to provide the school district with documentation that a child has received adequate immunization against diphtheria, tetanus, and pertussis (DPT), MMR, Polio, Hepatitis B, and Varicella, or Chickenpox disease. This information is required prior to the start of Kindergarten. Following are the required immunizations to attend school in Minnesota. If you have any questions on these immunizations, contact the school nurse.

	Hep B hepatitis B	DTaP/Td/Tdap diphtheria, tetanus, pertussis (whooping cough)	Polio	MMR measles, mumps, rubella	Hib Haemophilus influenzae type b	Varicella * (chickenpox)
Kindergarten	✓✓✓	✓✓✓✓✓ 5th shot not needed if 4th was after age 4	✓✓✓✓ 4th polio not needed if 3rd was after age 4	✓✓		✓✓
Age 7 through 6 th grade		At least ✓✓✓	At least ✓✓✓	✓		

* Varicella shot not required if a child's doctor signs a form saying the child has already had chickenpox disease.

** If a child received a Td at age 7-10 years, they do not necessarily need another one at age 11-12. However, they must receive another shot of Td or Tdap 10 years after their last one.

HIGH POTENTIAL PROGRAM : LEAP (Learning Enrichment and Advancement Programming)

At Kasson-Mantorville School District, our vision is to create an atmosphere of excellence to empower and inspire all to become prosperous, responsible citizens in a global society. The LEAP Program at the elementary school seeks to act on that vision by offering enrichment classes for gifted/high ability learners. Students in grades 1-4 are identified through national test scores, state or local test scores, teacher recommendation and/or parent recommendation. These enrichment classes seek to reach the top 5% of the students in a certain subject.

The classes will meet 25-30 minutes a day. The main objective in the pull-out class is to present a new challenge through which the students will find they must persist in order to succeed. Developing lifelong learners means offering students opportunities to encounter new discoveries and work through demanding material.

Students identified as achieving in the 95th percentile of reading, math, or both subjects will be considered for

a direct intervention plan. The plan will ensure that the small group of students will receive direct instruction in reading, math, or both subjects every day. The instruction will utilize a challenging curriculum written for the gifted/high ability learner. It will be fast-paced and involve high-level thinking skills.

Kasson-Mantorville also offers new learning opportunities for students through volunteers. They help to lead chess clubs and literature groups. Any student interested in chess is welcome to try their hand at the game throughout the year as the club meets weekly late October through late March.

Working together, students, volunteers and teachers work towards the goal of continual learning and responsible citizenship. While the pursuits for high potential students are often individualized, the students share their abilities with others and learn to appreciate the gifts they offer one another.

HOMEWORK

Each teacher is responsible for giving only as much homework as they consider reasonable for children at a particular grade level. However, we believe a parent can help develop "responsibility" in a child. When homework is assigned, we ask for your cooperation in these ways:

1. Provide a quiet, well-lit place to work.
2. Provide guidance, but do not do the work.
3. Make sure assignments are completed and returned to school.
4. Be aware and interested in what your children do at school.
5. Praise your children often for the work he/she does.

Students who consistently do not complete homework may be assigned morning, noon,, or after-school detention. Parents will be responsible for transportation.

If your child is not in school and you want to pick up his/her homework, please call the office **by 8:30** so the teacher can have it ready **at the end of the day**.

If your child is absent **for two or more days**, contact the teacher for homework. Please give the teacher one week's notice When you are on vacation and need homework in advance.

HOT BREAKFAST AND LUNCH PROGRAM

ALL students will be given 1 free lunch and 1 free breakfast. If a student has a second meal, they must pay the district rate.

Money can be placed in an account for each student. Please make checks payable to Taher. A monthly menu will be sent home with your child. We welcome you to join your child for lunch anytime but ask that you not bring fast food into the lunchroom. If your child brings a cold lunch, canned pop is not allowed as a beverage. Parents can also find the menu on the school website www.komets.k12.mn.us.

.Serving time is 7:50- 8:15 a.m. every day.

LUNCHROOM EXPECTATIONS

- Walk in the lunchroom.
- Use a quiet voice.
- Be respectful to all.
- Remain seated while eating.

Use good manners.

UNPAID MEAL CHARGES INFORMATION CAN BE FOUND IN THE SCHOOL MEAL POLICY #534

[School Meal Policy #534](#)

KINDERGARTEN

Children entering kindergarten must have registration materials on file before school's opening. Students entering kindergarten must be 5 years of age on or before September 1st. A birth certificate, an up-to-date immunization record, and verification of Early Childhood Screening are required to register.

KINDERGARTEN READINESS POLICY

It is the policy of the Kasson-Mantorville Elementary School that if at the end of six weeks in kindergarten it appears that a child is not socially or emotionally ready, a conference shall be held including the classroom teacher, building principal and parents to review the progress of the child involved. Further assessment can be requested by parents or school where a learning problem is suspected.

Part of Kindergarten readiness is self care. Kindergarten students should be toilet trained before the first day of school, unless there is a medical reason they are not. The school will require medical documentation to file in the health office if a child is not toilet trained. Parents may be called to assist with accidents if they occur frequently at school.

KOMET ACADEMY

Students who qualify for additional support in reading and math may be invited to participate in KoMet Academy after school on Mondays and Thursdays during the school year. A summer KoMet Academy program is also offered.

LOST AND FOUND

Articles that are found are kept in a central location. If your child has lost something, please check the lost and found. Articles that are not claimed at the end of the year are given to a charitable organization. **Please label clothing to help find your items.** Parents are asked to label children's clothing and school supplies with indelible ink or securely sewn tape. We are not responsible for lost or stolen items.

NEWSLETTERS

During the year, you will receive newsletters via email regularly. You will receive a hard copy of the newsletter if you do not have an email. You must read these items to keep informed about school events and your child's educational activities. Classroom newsletters will be sent on

Fridays. School newsletters will be sent on Mondays. Parents can also find information on the school website, www.komets.k12.mn.us

PARENT COMMUNICATION

The child's parent or legal guardian must write emails, phone calls, or notes sent to school with students. We are unable to give information or collaborate with anyone who is not a legal guardian.

PARENT-TEACHER CONFERENCES/REPORT CARDS

Elementary School Parent-teacher conferences will be held in November and January/February. Each parent will have a minimum of one scheduled conference. Parents will schedule conferences through the Online Scheduling Site.

If you have concerns or questions about your child's academic or social-emotional development, please reach out at any time to schedule a conference. At KMES, working together to support your child is always a goal.

Report cards will be available on the Parent Portal following the conclusion of each quarter.

PETS

Due to health and safety concerns, animals are not allowed in school.

PICTURES/VIDEOS OF CLASSMATES AND STAFF

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

PHONE CALLS

Parents are encouraged to call teachers when they have questions. If you wish to speak to a teacher, it is best to call between 7:30 and 8:10 a.m. or between 3:15 and 3:30 p.m. Teachers may be able to return a call during their preparation time.

PLEDGE OF ALLEGIANCE

State law requires that all students say the pledge at least once a week. The pledge is said each Friday, school-wide. Classroom teachers can establish a routine of saying the pledge each day if they choose.

Pupil Fair Dismissal Act

This is a condensed summary handbook of state and federal statutes and regulations related to student discipline for general and special education students. It also includes statutes related to school safety and school attendance. Refer to MDE Website statute 121A.40

PUPIL FAIR DISMISSAL ACT

RECESS

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

There is a public trail that goes through our playground area. Please do not use this trail during 7:30-3:20. This is for the safety of our students. Parents/Non-school staff are not allowed to attend recess. It is very hard to monitor visitors on our playground and child safety is our number one priority.

RELEASE OF CHILDREN DURING SCHOOL HOURS

Students may not leave the school grounds during the school day unless they are picked up at the school office by the parent or guardian. This rule applies to the entire school day, including the lunch period.

1. All parents/guardians shall report directly to the school office when entering the building. Appropriate identification will be required.
2. Parents/guardians will sign students out through the office.
3. Office personnel will call the appropriate classroom for dismissal of the student to the office.
4. No students from the classrooms may be dismissed directly to the parents/guardians. All students will be dismissed from the office between 8:20 a.m. and 3:00 p.m.
5. Students must sign out at the office when leaving the building and must be accompanied by an adult.
6. Students who re-enter after leaving the building during the day, will sign in at the office before being admitted to their classroom.

SCHOOL CLOSINGS

You will be notified of school closings, late starts, or early outs using our School Messenger System, our Website (www.komets.k12.mn.us), and these radio/TV stations:

KAAL - TV ABC 6 News, TV - CHANNEL 6, www.kaaltv.com

KTTC - TV - CHANNEL 10

KROC - AM/FM
WCCO
KARE 11
@KMElem

SCHOOL HOURS

School begins at 8:15 for grades K-4 and dismisses at 3:15 p.m. Students who are dropped off by parents should not arrive before 8:00 a.m. unless they are eating breakfast. Students will be marked tardy after 8:20.

If your children are not picked up by 3:30 p.m., they will be sent to Project Kids in the Community Education building, and parents will be charged accordingly.

Please do not park in the Circle Drive.

STUDENT MORNING DROP-OFF

Buses will drop off on the north side of the school. Only buses should enter the north bus lane. Parent drop-off is located through the west parking lot and Circle Drive.

STUDENT PICK-UP

Our school uses Pick Up Patrol to dismiss students. Make sure to have your child's after-school plan recorded in Pick Up Patrol by 1 p.m. daily. Students being picked up will be dismissed at 3:15 p.m. Staff will be curbside in the West Lot to facilitate pick up.

SEARCH OF STUDENT POSSESSIONS

School desks and lockers are the property of the school district. School authorities may inspect the interiors of the desks or lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students who use desks or lockers for unauthorized purposes or store contraband shall be in violation of this policy. Students who carry contraband on their person or in their personal possessions shall also be in violation.

SPECIAL EDUCATION SERVICES

Special Education services at Kasson Mantorville Public Schools provide inclusive and comprehensive educational programs for students with disabilities, from birth through 22 years of age, in compliance with the Individuals with Disabilities Education Act. Consultation, assessment, and direct and indirect instructional programming in all disability areas are available based on the student's needs. Each student who receives special education services must meet the State of Minnesota-mandated eligibility criteria and have an Individual

Education Program (IEP), which describes the student's present level of performance, special education needs, goals, objectives, and services.

All referrals for a special education evaluation must go through the Kasson Mantorville special education director and then the Student Support Team. The purpose of the process is to ensure that the student has been involved in two documented interventions of change to the classroom environment to help the student succeed. KM special education director is Nicole Kujath. Phone number 634-110 email n.kujath@komets.k12.mn.us.

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

STATEWIDE TESTING

Click on the link provided to access the Minnesota Department of Education's Parent/Guardian Guide to Statewide Testing and the refusal to Test Form: [MN Department of Education Statewide Testing](#).

[Parent/Guardian Refusal for Student Participation in Statewide Assessments Policy #614](#)

[2024-2025 Participation Guide and Refusal Information](#)

STUDENT PICTURES

Student pictures will be taken in the fall. School yearbooks will be sold separately and delivered in the spring. Kasson-Mantorville Schools worked with Josten's for pictures and yearbooks.

STUDENT RECORDS

The school district maintains the information necessary to implement an effective educational program for each child. Parents have the right to examine the contents of their children's records. Others having access to the records include school staff having a legitimate educational interest in the child, another school district having a legitimate educational interest, an educational institution where the student may enroll, and/or the courts when a record is requested by judicial subpoena. It is the custodial parent's responsibility to provide the school with a legally binding document (i.e. court order) which either restricts or limits access to records by a non-custodial parent or others.

[Protection and Privacy of Pupil Records Policy #515](#)

STUDENT SURVEYS

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

TOBACCO FREE ENVIRONMENT

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco or tobacco-related devices or carries or uses an activated electronic delivery device (VAPE) in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes. This prohibition includes all school district property and all off-campus events sponsored by the school district.

A policy violation occurs when any elementary, middle, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes. This prohibition includes all school district property and all off-campus events sponsored by the school district.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Tobacco Free Environment Policy #419](#)

TITLE I AND ADSIS INTERVENTION SUPPORTS

Title I and ADSIS are supports designed to provide supplemental assistance. Title I is a federally funded program that supports interventions at the school-wide level. Any student may be supported with Title I supports. ADSIS is funded by the state for students identified by Needs Assessments who are having difficulty in the areas of math and/or reading.

Phonological awareness, phonics, fluency, vocabulary, and comprehension skill development correlate with the lessons provided by classroom teachers. Math skills and concepts correlate with the program taught in the regular classroom.

Parental involvement is encouraged and provides a significant contribution to the success of our program.

VISITING THE SCHOOL

The school welcomes guests who have legitimate business at the school. Guests and visitors must register in the office. Parents are always welcome and should register in the office and get a visitor's badge. Each building's office will scan visitor's driver's licenses before issuing a visitor's badge. The computer will save

license information for future visits.

Students are not allowed to bring other students to visit the classroom. We do not allow this type of visit as it may disrupt the normal classroom routine and the learning process. Families new to our school may request a tour and have the opportunity to eat lunch there if they wish.

If parents, grandparents, or other relatives plan on visiting the classroom after October 1st, the student's parents should make those arrangements with the classroom teacher prior to the visit. Visits should be limited to 1-2 hours, depending on the classroom activities.

Distribution of Materials on School District Property by Non-School Persons

Materials appropriate to the school setting may be distributed on school property in a reasonable time, place and manner that does not disrupt the education program or interfere with the educational objectives of the school district. All materials must be approved by administration. Administration must also approve the time, place and method for distributing materials.

[Distribution of Materials on School District Property by Non-School Persons Policy #904](#)

WEAPONS POLICY

It is our goal to assure a safe school environment for students, staff, and the public. No student or non-student, including adults, and visitors, shall possess, use or distribute a weapon when in a school location except as provided in the school district's policy. The school district will act to enforce this policy and to discipline or to take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. A weapon is any object, device or instrument designed as a weapon or through its use, is capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

[School Weapons Policy #501](#)