

**Parent-Student Handbook
2018-2019**

KIMBALL ELEMENTARY SCHOOL

Telephone: (320) 398-5425

Fax: (320) 398-5433

School location:

405 HAZEL AVENUE EAST

School mailing address:

100 HWY 55 WEST P O BOX 368

KIMBALL MN 55353

District website:

www.kimball.k12.mn.us

District Mission Statement:

[Empowering Students to Achieve LifeLong Success](#)

Family and Student Handbook

Sign Off Form

Dear Parent/Guardian,

After you have read the contents of this handbook, Parent/Guardian Guideline and have discussed it with your child/children, please complete the form below, tear it off and return it with your oldest child at Kimball Elementary to his/her classroom teacher no later than Friday 21st, September 2018.

_____ We have reviewed the Family and Student Handbook.

_____ We have read, reviewed and agree to all the information shared in the Kimball Elementary Parent/Guardian Guideline located within this handbook.

Parent Signature: _____ Date: _____

Dear Students and Parents:

Welcome to the Kimball Elementary Team!

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the Kimball community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, Kimball staff will do their best to make positive decisions based on the information at hand. We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called Kimball PRIDE:

Be Safe... Be Kind... Be a Positive Learner... Be Your Best... It's the Kimball Way!

The Kimball Way addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at www.kimball.k12.mn.us. We look forward to another fantastic school year!

Sincerely,
Keri M. Johnson
Principal

Statement of Purpose for Kimball Elementary School

The Kimball Elementary
Community will establish and
maintain a climate of high
expectations for appropriate
character and behavior that
provide a foundation for
academic success within a safe
kind, and positive learning
environment.

Specifics (Alphabetical)

Attendance and Absences:

Student hours are from 8:15 a.m. to 2:54 p.m. Students **should not** be at school until 8:00 a.m. **Students who arrive prior to 8:00 will be sent to Cubs Club student care operated by Community Ed.** Parents who pick up their child after school should use the loading zone on the east side of the school at door 8. Parents/Guardians need to call the elementary school at 398-5425 before 9:30 a.m. to report each day your child will not be attending. Regular attendance in school is important. When a student returns to school after a late arrival, parents need to sign them in at the school office. If a child was absent all day, a written excuse that includes: The date(s) of absence, the reason for absence and parent's signature needs to be brought to school upon their return. When a student leaves school for part of a day for any reason he/she is to have a note, which includes: The date and time of departure, the reason for leaving. The parent must sign them out in the office.

Alcohol, Tobacco, Narcotics, and Illegal Drugs:

Students shall not possess, purchase, sell, or be under the influence of alcohol, narcotics, illegal drugs, or drug paraphernalia while on school property, including buses, or while attending school-sponsored events, both home and away. A student found in possession of alcohol or drug products will be asked to surrender it to the staff member making the request. Failure to comply with such a request will result in further disciplinary action.

A student found in violation of this policy will be released immediately to the care of his/her parent or guardian. Law enforcement officials will be notified and may take a student in violation of this and/or public law into custody. The student will be suspended from school for one (1) to five (5) days. A parent/guardian conference in the school will be mandatory before reinstatement. Referral to the superintendent and/or a recommendation to the superintendent for expulsion are also possible. In these cases, the student and his parents or guardians will receive information about the negative effects of alcohol or drug use. They may be referred to support groups, assessment, detoxification, or medical facilities. Treatment may be necessary for reinstatement to school.

Bicycles, Skateboards, Roller Blades, and other shoes with wheels:

Students are permitted to ride bicycles to school. Because of the potential danger of skateboards and rollerblades students are not permitted to bring them to school, this also applies to shoes with wheels in or on them. Students will need to walk their bike on school grounds.

Books and Equipment:

Each student is responsible for taking good care of school books, equipment and furnishings. When a student takes a book home we ask that parents share the responsibility with the student to see that the book is returned promptly and in good condition. Students losing or damaging a book will be expected to pay for its replacement, based on the age and condition of the book.

Buses:

Riding a school bus is a **privilege**. Students who do not obey bus rules will lose that privilege. Because buses are scheduled to capacity, students are not permitted to bring animals, large toys, or other large items on the bus. **Parents will need to provide their own transportation to transport large items.**

TRANSPORTATION FOR SPECIAL EVENTS (birthday parties, scouts, special events, etc.):
Parent will need to provide their own transportation for birthday parties, scouts, special events, etc. Buses are not able to accommodate large number of extra riders. This will also help us ensure the safety of your child (ren)

If a last-minute situation arises that makes it necessary to send your child on a different bus you should complete a special form at least two days in advance. If it is a last minute change please send a note to school with your child with the following information:

1. First and last name of the child(ren)
2. Name, address, and phone number of the new drop-off point.
3. Directions to the new drop-off point.
4. Your name address and phone number.
5. Indicate the starting and ending dates for this change.
6. Sign and date the request

Bus Rules

1. No profane or vulgar language and no name-calling allowed.
2. Keep bus clean.
3. No dangerous objects on bus, such as knives, matches, lighters, etc.
4. Do not misuse or damage any part of the bus, such as windows, seats, etc.
5. No loud talking or yelling is permitted on the bus.
6. Students are to be seated when the bus is in motion.
7. No fighting or teasing.
8. Share seats. Do not save seats.
9. When loading or unloading, always cross in front of the bus, never behind it.
10. Be at your bus stop before the bus arrives.
11. Always obey your bus driver

Bus Misconduct - A student who misbehaves on a bus will receive a written Bus Behavior Report that will be forwarded to the principal. Consequences for bus misbehavior can range from a warning from the principal to suspension of riding privileges for the remainder of the school year.

Closings:

In the event school closes, starts late or closes early because of bad weather, you will receive a message from our JMC Student System of any closings. Please make sure you have updated all of your contact information with the office staff. In addition, announcements will be broadcast over the following radio stations.

WCCO-am, 830 KYRS-fm, 94.1 WJON-am, 1240 WWJO-fm, 98.1 KDUZ-am,
1260 KZPK-fm, 98.9 KLFM-am 1410 K CLD-fm, 104.7 KNSI-am, 1450 KKJR-fm, 107.

Kimball Area Public Schools also notifies the following television stations when bad weather occurs:
WCCO- channel 4, KARE- channel 11, KSTP- channel 5

Cubs Club:

The Kimball Cubs Club is a before- and after-school daycare program for elementary aged students from 6:00 to 8:05 a.m. and then again from 3:00 to 6:00 p.m. at the Community Ed building.

Drills:

Fire, Tornado, and Lock-Down: Emergency drills are held throughout the school year. In the event of a real fire or other emergency our students and staff will move to St. Anne's Catholic Church until arrangements can be made to get them safely home.

Electronic Devices:

Students are not encouraged to bring portable music players, cell phones or electronic games to school. If a student does bring them, they must be turned off and kept in student lockers at all times. Student lockers are not secure. These devices are brought at student's own risk. **With the exception of our students, that will be allowed to Bring in their own devices for educational use. Please be sure to read and review the BYOD policy for your student.**

Food:

Kimball Elementary offers both breakfast and lunch programs for students. The lunch program is a prepaid system and payment must be made in advance. Students whose accounts are running low will have a reminder to send lunch money sent home. Students not having enough money in their account will be given a peanut butter sandwich and milk (at no cost) instead of a hot lunch until they have enough money in their account. Milk prices are not discounted. Refunds or credits for meals not eaten will be acknowledged at the close of the school year and the balance will be carried forward to the next school year. Free and reduced prices are available. Information and application can be picked up in the school office.

No food prepared at home may be served in school.

Parents wishing to observe their child's birthday in school should notify the classroom teacher well in advance. We are encouraging with our new Wellness Policy NO FOOD for celebrations.

Harassment:

Everyone at District 739 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender.

- a) Name-calling, jokes or rumors;
- b) Pulling on clothing;
- c) Graffiti;
- d) Notes or cartoons;
- e) Unwelcome touching of a person or clothing;
- f) Offensive or graphic posters or book covers;
- g) Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, the principal or the district's Human Rights Officer. You may also make a written report. It should be given to a teacher, principal or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request. *Religious, racial and sexual harassment and violence are against the law. Discrimination is against the law.*

Health Services:

Illness:

A student who feels ill during the school day should first tell his/her teacher and then come to the health office. Students will then either rest or be sent home. **Keep your child home for 24 hours after his/her temperature is normal and the child appears well.**

Injury:

A student who reports to the health office with an injury may be treated there or sent home. If the school is unable to reach a parent, an emergency contact person, designated by the parent, will be contacted.

Over-the-counter Medications (cough drops, Tylenol, etc.):

The school will administer over-the-counter medications **only if**: The medication is in its original wrapper; a parent's **and doctor's** permission note accompanies the medication.

Prescription Medications:

The school will administer medications to a student only if the medication is prescribed for the student, the medication is in its original container, labeled with the: student's name, name of physician, and directions for administration. A written note from the parent must also accompany the medication.

Communicable diseases and illnesses:

Parents should report to the school nurse or secretary any communicable illness your child may have contracted.

Chronic Illness:

Injuries or chronic illnesses such as diabetes should be reported to the school at the beginning of each school year and as often as the student's condition changes.

Homeless Policy:

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

Homework:

Students who are absent for an extended period of time because of a family trip or illness are expected to make up work upon their return to school. Generally, students will be given one day for every two days of absence to make up work.

Internet:

All students, along with their parents, must sign an agreement before they are allowed to access the Internet. Students are trained in the proper use of the Internet and know the consequences for improper use. Parents of K-6 students please refer to Bring Your Own Device Policy (BYOD)

Lockers:

Lockers are assigned for storing clothing, books, lunch boxes, etc. Locks **are not** permitted on lockers.

Mandatory Reporting:

School district employees are required by law to report suspected child abuse, neglect, or sexual abuse. Any evidence of child abuse or neglect shall be reported to county officials.

Parental Rights:

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

Pets:

Pets will not be allowed in the school building or on building grounds at any time.

Physical Education:

Your child will need a pair of good gym shoes for phy ed. A written excuse from the doctor is necessary before a student may be excused from physical education for more than a three-day period. A student with broken bones or other serious injuries must present a doctor's written permission to return to physical education class.

Title I:

Title I programs are available to help ensure all children have the opportunity to obtain a high-quality education.

Visitors:

Parents are invited and encouraged to visit school at any time. If you wish to visit a classroom we request you either call or write a note in advance of your visit. **All visitors**, including parents, are to check in at the office when you enter the building. You will be asked to sign in and wear a visitor's tag while in the building. Students are asked not to bring younger relatives or friends to visit. A visiting friend or relative of about the same age may be permitted. A parent should contact the child's teacher prior to the visit.

Weapons and Assault Policy

Weapons: Possession of a weapon will result in

- 1) an initial suspension for five (5) school days;
- 2) confiscation of the weapon;
- 3) contact of the police department; and
- 4) a recommendation to the Superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

No weapon of any type may be brought into a facility or onto the property of I.S.D. #739 for the purpose of demonstration or instruction by staff of the school, students, nor any other person or group without prior, written approval of the building principal. Weapon repair or demonstration will not be allowed as a student activity in school or at school-sponsored events. Possessing a weapon of any form on school property for any purpose would be cause for immediate action unless prior, written permission was received.

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numb chucks, throwing stars, explosives, stun guns, ammunition. A student who finds a weapon on the way to school or in a school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

Assault

1. A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of up to five (5) days for students in grades 5-12.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons”.
3. Student in grades 5-12 who engage in fighting with another person will be suspended from the classroom or from the building for three (3) days. Students in grades K-4 will be suspended from the classroom or from the building for a period not to exceed three (3) days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving, or scuffling.”
4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy with “weapons.”
5. Direct attack on another person: Student in grades K-4 will receive a one (1) to five (5) days suspension. Students in grades 5-12 will be initially suspended for five (5) days and will be recommended to the Superintendent for expulsion.

Bullying Prohibition Policy

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is

expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

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

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

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

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

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred. 6

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

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

III. DEFINITIONS

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

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.

Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

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

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

C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

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

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the

school district office, but oral reports shall be considered complaints as well. 7

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

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

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

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

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

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

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

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

VI. REPRISAL

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

8

VII. TRAINING AND EDUCATION

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

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

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

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

VIII. NOTICE

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)