

### **WELCOME**

Kimberly High School has a proud tradition of excellent academic programs, as well as a well rounded extra-curricular program and exceptional student behavior. As you begin this new school year, work with your parents, teachers, and friends to set goals for yourself that are reachable and that are important to you. Once you have set these goals, work hard to achieve them.

It is our expectation that everyone at Kimberly High School will work to develop pride in the appearance of our buildings and school grounds.

I wish each of you an enjoyable and successful school year and hope you find this planner useful in accomplishing your personal, behavioral, and educational goals for the 2009-2010 school year.

Luke Schroeder

Principal

### **ADMINISTRATION**

Mr. Luke Schroeder	Principal
Mr. Darren Warth	Dean of Students
Mr. Brian Willford	Athletic Director
Mrs. Debbie Klug	Counselor
Mrs. Laurie Wirtz	Secretary
Mrs. Stephanie Sievers	Secretary
Kimberly Police Dept.	Resource Officer
Donna Stalley	Intervention Specialist

### **KIMBERLY SCHOOL DISTRICT CALENDAR**

#### **SCHOOL HOLIDAYS:**

Labor Day	September 7, 2009
Thanksgiving	November 25-27, 2009
Christmas Vacation	Dec. 21, 2009 - Jan. 1, 2010
President's Day	February 15, 2010
Spring Break	March 15- 19, 2010
Memorial Day	May 31, 2010

#### **SCHOOL RELATED DISMISSALS AND EARLY DISMISSAL:**

Fair Days-No School	September 3, 4 2009
Teacher Institute Training - No School.	October 1,2 2009
Parent Teacher Conferences-5:30-8:30 p.m.	Nov. 3,5 2009
No School	November 6, 2009
Staff Development Day – No School	November 9, 2009
Parent Teacher Conferences-5:30-8:30pm	Apr 5,7 2010
No Schol	April 9, 2010
Staff Development Day-No School	Apr 12, 2010
Graduation (7:00 pm KHS Gymnasium)	May 28, 2010
Last Day of School – 1:15 pm Dismissal	June 2, 2010

**REPORTING PERIODS:** 1st Semester . . . Aug.20, 2009 - Jan. 15, 2010  
2nd Semester . . . Jan.18, 2010 – June 2, 2010

**BELL SCHEDULE**

Period 1/5-----8:25 - 9:55  
Period 2/6----- 10:00 - 11:30  
Lunch----- 11:30 - 12:00  
Period 3/7-----12:05 - 1:35  
Period 4/8-----1:40 - 3:10

**PAWS BELL SCHEDULE**

Period 1/5-----8:25-9:45  
PAWS-----9:50-10:15  
Period 2/6-----10:20-11:40  
Lunch-----11:40-12:10  
Period 3/7-----12:15-1:40  
Period 4/8-----1:45-3:10

**IMMUNIZATION REQUIREMENTS**

The "School Immunization Law" requires the following immunizations for students enrolled in preschool and kindergarten through 12th grades:

- a. Diphtheria/Tetanus Vaccines - four doses
- b. Polio Vaccine - three doses
- c. Measles Vaccine - one dose
- d. Mumps and Rubella Vaccines - one dose each

Exemptions will be allowed for medical, religious, or personal reasons upon completion of an appropriate exemption form and presentation of supporting documentation. Parents completing an exemption form should be aware that their child may be excluded from school in the case of a disease outbreak.

**COUNSELING AND GUIDANCE SERVICES**

In general, conferences with the counselor will be arranged at the student's request. Students not having permission should request a conference by signing up in the office before school, between classes, at lunch, or after school. The counselor will send for the student from class as soon as possible.

When sent to the office by a teacher, the student must be accompanied with a pass from that teacher. Prior to a student being called to the office during class time, teachers will be contacted by the office to make certain it is convenient.

### **DROPS AND ADDS AFTER SCHOOL BEGINS**

The following regulations will apply to class changes:

1. Course drops and adds may be allowed only during the first week of the semester. A signature of both the teachers of the courses being added and dropped as well as a parent's/guardian's signature is required.
2. No new courses may be added after two weeks into the semester.
3. Courses dropped after the first two weeks of a semester will receive a failing grade for the semester.
4. Class changes must be made before or after school.

### **GRADING SYSTEM**

**Grade classification** by credits earned (Semester Configuration):

0 -16	Freshman	33-48	Junior
17-32	Sophomore	48+	Senior

**Credit:** one credit is granted for each course successfully completed per semester.

**Academic grades** are issued by each teacher for each course.

The grades are from the highest to lowest:

**A+** = 100-98      **B** = 86-83      **C-** =72-70

**A** = 97-93      **B-** = 82-80      **D+**=69-67

**A-** = 92-90      **C+** = 79-77      **D** =66-63

**B+** = 89-87      **C** = 76-73      **D-**=62-60

**F** - 59 or below- failing      **P** - passing

**I** - incomplete (must be completed within a reasonable period, not to exceed a maximum of two weeks, or the grade reverts to "F")  
Teachers will inform students as to specific requirements for removing the incomplete.

**WF** - Withdrawn failing. **FA** - Failure due to attendance violation.

**Unweighted Grading Scale** is based on a 4 point standard and will be used to file transcript grades and communicate with colleges and universities. (**GPA** is determined by adding the points earned for each course and then dividing by the number of courses.)

**A** - 4 points      **D** - 1 point

**B** - 3 points      **F** - 0 points

**C** - 2 points      **P** - Pass - this option is not counted in the GPA.

### Valedictorian

In order for a student to be considered to be a valedictorian, they must successfully complete at least 5 of the 8 following classes and have the highest GPA at the end of their Senior year. If there is more than one student with the highest GPA than there shall be multiple valedictorians.

AP English	Anatomy and Physiology
Chemistry	Physics
Pre-Calculus	Foreign Language (Year 2/3 or both)
Calculus	

**Course load** (full-time enrollment): A student must be enrolled in no less than six courses per semester to be considered a full time student. Students must be granted permission from the principal, superintendent, or board to be enrolled in less than six courses per semester.

### Graduation requirements:

52 credits: 40 of which are required courses  
12 of which are elective credits

#### Required credits include:

Language Arts - 10 credits total including:

English - 8  
Reading - 1  
Speech - 1

Health/PE - 3 credits total including:

Health - 1  
P.E. - 2

Humanities - 4 credits total from the following:

Courses in literature, history, philosophy, architecture, foreign language, or fine arts (band, choir, or art).

Vocational - 4 credits total from the following:

Courses in Ag Science, Business, Technology, Debate, and Music

Math - 6 credits total

(Class of 2013-must take Geometry and Algebra I standard courses and take 2 credits math during their Senior year).

Science - 6 credits total

(Class of 2013-4 of these credits must be lab)

U.S. History - 4 credits total

Government - 2 credits total

Economics - 1 credit total

### The Core Curriculum:

Upon completing the requirements for graduation, a diploma will be awarded only if the student has successfully passed the Idaho Standardized Achievement Test (**ISAT**) and must have a "C" average in their required credits for graduation (Starting with the class of 2010) and have completed a Senior Project-both oral and written (starting with class of 2013) and have taken either the ACT, SAT or Compass test by the end of grade 11 (starting with class of 2013)

**RECOMMENDED HIGH SCHOOL PROGRAMS**

The following table compares minimum district graduation requirements with those recommended for college or university bound students.

<u>Subject</u>	<u>High School Program</u>	<u>Advanced High School College Bound</u>
ENGLISH	8	8
READING	1	1
SPEECH	1	1
MATHEMATICS	6	6
SCIENCE	6	6
HUMANITIES	4	4
SOCIAL SCIENCES:		
U.S. HISTORY	4	4
GOVERNMENT	2	2
ECONOMICS	1	1
HEALTH	1	1
PHYSICAL EDUCATION	2	2
COMPUTER SCIENCE	2	2
FINE ARTS		2
FOREIGN LANGUAGE		4
VOCATIONAL EDUCATION	4	4
ELECTIVES	10	12
<b>TOTAL</b>	<b>52</b>	<b>60</b>

**DUAL CREDIT/AP COURSES**

The following courses may be taken by juniors and seniors for dual credit or advanced placement. Dual credit is granted through the College of Southern Idaho: College Algebra (Math 143), Pre-Calculus (Math 147), Calculus (Math 170), Intro to Statistics (Math 253), Women's Fitness (PHY 106), Fitness (PHY 106), Advanced Health (PHY 155), Spanish 3 (SPAN 101 and 102), Accounting 2 (ACCT 201), Computer Applications (BUSA 215), Personal Finance (FINA102), Fundamentals of Health (ALLH 202), Elementary Aide (EDU 202 and 203), Psychology (PSYC 101), U.S. History II (HIST 112), U.S. Government (POLS 101), Anatomy & Physiology (BIOL 127), English 12 (ENG 101), English (AP), Advanced Art (AP).

**STUDENT AIDE**

Student aides will receive one full credit per semester. To be eligible to become a student aide, an application must be filled out by student and the student be interviewed by the administration in August.

**FEES AND MATERIAL COSTS**

Some subjects in a student's schedule may require a fee for materials used by the student. Additional fees may be charged for functions or activities

provided for the students. The following fees have been set for this school year:

Freshman Class Dues . . . . .	\$15.00
Sophomore Class Dues . . . . .	\$15.00
Junior Class Dues . . . . .	\$25.00
Senior Class Dues . . . . .	\$25.00
Art Class . . . . .	\$16.00 / Semester
Floral Design.....	\$37.00 / Year

AG Shop Fees . . . . .	\$25.00 / Semester
Student Activity Card . . . . .	\$27.00
Student Yearbook . . . . .	\$38.00
Towel Fee . . . . .	\$ 6.00
PTSO Membership (optional)	\$ 3.00
Booster Club (optional).....	\$10.00
Parking Permit.....	\$16.00
Drivers Education. . . . .	\$75.00
Key Club.....	\$17.00
Lifetime Sports.....	\$11.00 /Semester
FFA.....	\$20.00
NHS.....	\$8.00

**FOOD SERVICES**

Kimberly High School has an excellent cafeteria that prepares wholesome "Class A" food at reasonable prices. Hot lunches, snack items, and salads are served. Lunches may be purchased for \$1.70 on a cash basis or bought in multiple day meal tickets. Students eligible for reduced rate or free lunches must complete the necessary forms at the beginning of each school year.

These forms must be signed by a parent/guardian and returned to the District Office before the program can be initiated.

**HEALTH PERMITS**

A health permit from a doctor will be necessary for a student to be excused from certain activities in the physical education classes. Such permits will be issued only when such requests are accompanied by a doctor's prescription. If the medical reason will keep the student out of P.E. for two to four weeks, the schedule can be changed in the counseling office. Students meeting limited or restricted physical education should consult the counseling office. A restricted physical education permit should list the activities in which the pupil can or cannot participate.

**LIBRARY USAGE POLICY**

Enjoy the KHS Media Center/Library. It is a learning center where a full range of print and audiovisual media, necessary equipment, and services from media personnel are accessible to both student and teachers. The chief responsibility of the media specialist is to provide a learning environment appropriate to the needs of the school community.

The Media Center is open before and after school. Arrangements may be made with the media specialist to use the center during the lunch period.

Regular books may be checked out for a four week period. Old magazines may be checked out for a one week period. Current magazines, AV materials, and reference materials may be checked out for overnight use. Vertical files may be checked out for a one week period.

Students are welcome to use the computers in the Media Center as they are available. There are various materials offered on our computers, such as Career Information Services, word processing, and electronic encyclopedias.

#### **VIDEO POLICY**

Students have the option of excusing themselves from any material being shown by instructors they or their parents might find objectionable. An alternative assignment will be given by the instructor in lieu of video.

#### **VIDEO SURVEILLANCE**

The board of trustees has authorized the use of video cameras on district policy to ensure the health, welfare, and safety of all staff, students, and visitors to Kimberly High School. Video cameras will be located in areas deemed necessary and appropriate by the superintendent and high school administration. Information gathered from video recordings may become part of a student's educational record in case of a disciplinary matter.

#### **MEDICATIONS**

Students shall not take medication, whether prescription or other drugs, including aspirin, while at school, unless such medicine is given them by the teacher, principal, secretary or other authorized school employee, acting under specific written request of the parent or guardian and under the written directive of the student's personal physician.

#### **ILLNESS AT SCHOOL**

There is not a designated clinic or sick room at the high school. A student who becomes ill at school should request a pass from their teacher and report to the office. All students must check out in the office for any reason before leaving school. Students must receive administrative approval and a parent or guardian must be notified before a student will be allowed to leave school. It is important that the school be provided with the current telephone number where parent or guardians may be reached.

#### **VISITORS**

Visitors to Kimberly High School must report to the principal's office immediately upon entering the building. At no time should a visitor call a teacher or student from class for a conference at the door of the room. Students from neighboring schools are not permitted to visit classes at Kimberly. Unauthorized visitors on the campus is criminal trespass and may result in charges being filed. Unauthorized visiting of other school campuses by Kimberly students is prohibited. Visitors wishing to attend social activities at KHS must have an enrolled student request and obtain a guest

pass in advance. Visitors to social activities must be less than twenty-one (21) years of age. No middle school students are allowed!

#### **PROGRESS REPORTS**

Teachers will make efforts to provide progress reports to students who are in danger of failing. These may be sent whenever needed. Teachers are also encouraged to contact parents by phone any time there is a significant problem which is interfering with the learning process. Parents may check on student progress at any time through the "Power School" portal.

#### **REPORT CARDS**

Students will be provided with report cards at the end of each nine and eighteen week reporting period.

#### **STUDENT RECORDS**

Students, parents, or legal guardians of students may see records which are directly related to the student.

#### **SCHOOL-SPONSORED/RELATED TRIPS**

Any time a student is to participate in a school trip off-campus an emergency care form must be on file. Students will be expected to comply with all school rules during school-sponsored trips.

#### **CO-CURRICULAR ACTIVITIES**

To make the most of the high school experience, students are encouraged to become involved with one or more of the athletic and/or academic activities. Opportunities available at Kimberly High School include: football, volleyball, girls' basketball, boys' basketball, girls' softball, boys' baseball, wrestling, track, cross country, rodeo, golf, debate, speech, FFA, industrial technology, Business Professionals of America, band, choir, ski/snowboard, Natural Helpers, Key Club, annual staff, school newspaper staff, cheerleading, National Honor Society, and Student Government.

Students planning to enroll in a college or university following high school should be aware that successful involvement in co-curricular activities is one of the criteria often required in the admission process.

When attending an athletic contest, students will be required to exhibit outstanding sportsmanship and sit in designated seating areas for students.

#### **STUDENT ACTIVITIES DRUG TESTING**

Based upon the input of parents, students, teachers, coaches, and others involved in student activities programs, officials representing the Kimberly School District find that a mandatory random drug testing program for all high school students involved in Idaho High School Activities Association (IHSAA) sanctioned activities is necessary for the following reasons:

1. Health and safety of the individual and others - any students participating in a student activity under the influence of an illegal drug or alcohol is a danger to everyone.

2. Prevention - many students will be able to say “no” to drugs because they will have a legitimate reason: “I want to participate.”

3. Students who publicly represent our district in various IHSAA sanctioned activities and who test “drug free” will serve as role models for other students , especially younger students, encouraging those other students to become “drug free” or discouraging those other students from experimenting with drugs or alcohol.

4. Intervention - students desiring to participate in IHSAA activities will seek professional, clerical, or parental assistance for their drug or alcohol problem.

The Board of Trustees for the Kimberly Joint District No. 414 believes that this program gives a strong message to the student body and to the community that drugs and alcohol are not acceptable and offers assistance in getting free and staying free from drugs.

#### **ATHLETIC ELIGIBILITY**

To be eligible to participate in athletics, students must pass six classes in a full-credit schedule or 6 classes (with release time) from the previous semester.

#### **PURCHASE ORDERS**

Before any class or organization can purchase items from a store, a purchase order or requisition must be obtained from the office with permission of the principal. Items purchased without an approved requisition or purchase order will be the responsibility of the person making the purchase.

#### **STUDENT ACTIVITY CARDS**

Activity cards are required of all students who participate in co-curricular activities. The activity card allows students to attend athletic activities at no charge and other events at reduced rates.

#### **STUDENT COUNCIL**

The Kimberly Student Council serves as a role model to the rest of the members of Kimberly High School. They abide by the rules and help to enforce the rules in the student handbook. Members support their peers their teachers, and school activities. The Kimberly Student Council is in charge of the class activities including the necessary fund raising activities for the year.

#### **WITHDRAWAL FROM SCHOOL**

If it is necessary for a student to withdraw from school, the parent or guardian should inform the school of this decision. The student should then secure an exit survey and a check-out form from the high school office. Classes should not be interrupted in order to complete the check-out form. The check-out form must be returned to the high school office when completed.

#### **ATTENDANCE**

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving high school. Kimberly Public

School District expects all students to attend school regularly and be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students that are **not** in class the first 10 minutes of class will be counted absent. Occasionally students may miss school due to a **parent approved appointment**; in this case the student must be in attendance for the first 45 minutes of class in order to be counted as present.

**POLICY:**

1. A student will not be given credit for any class, if the student has **more than two days of unexcused absences** or a cumulative total of **more than four absences** (both excused and unexcused), during a semester. A "0" grade may be recorded for the semester grade and shown as an "FA" on the report card.
2. A parent/student may, in writing, request an Attendance Review Committee hearing to appeal the "0" grade and lack of credit for the class. It is the student's responsibility to contact the administrator of the school to schedule this hearing.

**PROCEDURE:**

1. Any student that has violated the attendance policy will be reviewed by the administration and considered for an administrative waiver. (Students may be given one waiver per year)
2. The parent may request a hearing within five school days following notification of loss of credit.
3. A student may be allowed only one Attendance Review Committee hearing per year.
4. Any student having **8 or more absences** (excluding school-sponsored activities) may be dropped from enrollment. The high school attendance board will review requests for reinstatement and/or consideration for credit.

**EXCUSED ABSENCES**

An excused absence is given for illness, severe family emergency, or death in the family. For every illness in excess of five days or for three consecutive days of illness, a physician's written statement will be required. Parent's permission does not necessarily mean that the district will be able to excuse the absence. An excused absence entitles the student to an opportunity to make up the work missed for credit. The responsibility for securing assignments and making up the work is the student's. Failure to return the completed work to the teacher in a reasonable time will result in a zero for that assignment. As a rule, students will be allowed as many days as they were absent to make up their work. Teachers and administration have the authority to make exceptions based on individual needs.

**SCHOOL ACTIVITY ABSENCE**

From time to time students may miss classes because of co-curricular activities. All assignments, quizzes, and tests must be made up within a reasonable length of time. Failure on the student's part to complete the

assignments within the prescribed time will result in a zero for course work. It is also the student's responsibility to clear the absence with the school office.

**PROCEDURES:**

**CLEARING AN ABSENCE**

The parents or guardian should verbally communicate with the office in the case of absence as soon as is practical, by dialing ext. 3146 at the High School. Absences not cleared within one week will be unexcused and no further attempt will be made to contact the parent or guardian. It is recommended that students seek prior approval for an excused absence in order to obtain assignments before they are absent from school.

**UNEXCUSED ABSENCES**

Absences without parental and administrative approval, non-school sponsored activities, errands, employment, job interviews, truancy, leaving class without permission, leaving school without permission, oversleeping, and lateness returning from lunch are some examples of unexcused absences.

Students who are absent as a result of an unexcused absence are required to complete missed assignments and will receive credit according to school policy. Unexcused absences may result in disciplinary action. It is extremely important that students and parents realize the decision of whether an absence is an unexcused absence or an excused absence rests in the decision of the school. Any absence, regardless of the number, will be considered and dealt with on its own merit.

**TARDIES**

Tardiness to individual classes shall be handled by the teacher of the class involved. An unexcused tardy in excess of 10 minutes will be counted as an unexcused absence. Three or more tardies in any given class is considered an unexcused absence and may result in the student being assigned detention. Excessive tardies may result in additional detentions or in-school suspension.

**CHECKING OUT-LEAVING CAMPUS DURING SCHOOL HOURS**

Students must have parental and school permission before leaving the campus except at lunch or at the end of their regular school day. Any student leaving during school hours must have permission from the office and are required to sign out in the office. Any student leaving campus without checking out may get detention. Additional violations of this policy may result in further disciplinary action.

**EXEMPTION POLICY**

A student with two or fewer absences, none of them being unexcused, and two or fewer tardies while maintaining a "C" grade in a class will have the option of exempting him/herself from taking the final. A student will have the opportunity to take the semester final in an attempt to improve his/her grade if he/she chooses to do so.

#### **HALL PASSES**

Students are expected to come to class with necessary materials and to take care of restroom needs between classes. Hall passes may be granted from class at the discretion of the classroom teacher. Students out of class during class time without an appropriately written pass will be subject to disciplinary action.

#### **SCHOOL PROPERTY**

Students are expected to take pride in the building and campus and to help maintain them. Students who destroy, deface, or steal school property will be required to pay in full for repair or replacement of the property and will be subject to appropriate disciplinary action.

#### **STUDENT PARKING**

Students are to park their cars only in the designated areas in front of the high school, and must purchase a parking permit in order to park on school property. Students are expected to operate motor vehicles in a safe manner while on school property. Violations of parking provisions will result in the loss of parking privileges.

#### **GIFTS**

Gifts that are delivered to the school for students may be picked up in the office at lunch or at the end of the school day. This procedure is necessary in order to protect instructional time.

#### **ADVERTISING**

Announcements, bulletins, and posters advertising any activity which is neither sponsored by the school nor closely related to the work thereof shall not be permitted in Kimberly High School. All posters and announcements regarding school activities must be approved by a sponsor or the administration prior to being placed in the school.

#### **LOCKERS**

Students should be careful about leaving valuables in their lockers and may provide their own locks for added security. Materials which may be offensive in nature shall not be displayed inside or outside of school lockers. Lockers are the property of the school and subject to inspection by school officials at any time.

#### **TELEPHONE**

Students will not be permitted to use office phones unless an emergency exists. Students will not be called out of class for phone calls.

#### **ANNOUNCEMENTS**

Announcements will be read/viewed daily during first period. All announcements must have administrative approval and be turned in to the office by 1:30 p.m. the day preceding the announcement.

### **TEXTBOOKS**

The textbooks used by each student are the property of the school. Textbooks are issued for student use during the time of enrollment in school and must be returned at the end of the school term or when the student withdraws from school or has a schedule change. Textbooks should be numbered and coded with the teacher keeping a record of the books issued to each student. Occasional book checks may be conducted to be certain that students have their own textbooks.

Lost textbooks must be paid for by the student to whom they were issued. This will be paid in the office, and the student will be given a receipt. A new book will not be issued until the student pays for the one which has been lost and shows the receipt to the teacher. If the lost textbook is found, the student must present the book and receipt in the office in order to obtain a refund. Request for refund should be requested no later than the last day of school.

Fines for damage to textbooks may be assessed. If a book is damaged to the extent that it cannot be used again, the full price of the book will be charged.

A student will not receive records or be allowed to re-enroll until the textbooks record is clear.

### **TRESPASSING**

It is the policy of Kimberly High School to preserve and maintain in good order all properties belonging to the school. Mindful of its obligation to make the property available for authorized public use, the school must see that the properties are safeguarded. School authorities shall take appropriate legal or disciplinary action against all trespassers. A trespasser is any student or other person present on school property without expressed permission from a school official.

### **STUDENT BEHAVIOR**

Kimberly High School advocates that while education is a right of our youth, it is not an "Absolute Right." It is qualified by eligibility requirements and performance requirements. The school is concerned with the individual and his/her welfare; but in working with the individual, it will at all times be concerned with the welfare of the group.

While it is impossible to make policy that will satisfy all people, the following are considered obligations shared by all student:

- ...come to school tobacco, drug, and alcohol free, everyday.
- ...show up on time, with appropriate learning materials, to every class.
- ...keep our school and campus litter free.
- ...treat yourself and others with courtesy and respect.
- ...refrain from the use of abusive, discourteous, threatening, or improper language.
- ...make high school a positive experience for yourself and those around you.

Violations of these guidelines will result in disciplinary action commensurate with the severity of the offense.

The intent of a dress code policy is to:

1. Improve school safety
2. Encourage academic growth and social growth
3. Provide students with workplace skills and attitudes
4. Discourage gang/cult affiliations, violence, and harassment
5. Reduce peer pressure and socio-economic competition
6. Reduce vulgar and profane disruptions

#### **DRESS CODE**

Students are expected to dress appropriately for a school setting which is the students' workplace. This means students are to dress in such a manner that their clothing or grooming does not become a distraction to the educational process or jeopardize the health and/or safety of themselves or others. Therefore the following guidelines will be enforced:

- All clothing must be modest and appropriate for a school setting.
- No cleavage or transparent (see-through) clothing.
- No facial piercings.
- Clothes must be worn so undergarments can't be seen.
- No sleepwear, hats, hoods, or sunglasses.
- While standing, skirts and shorts must be no more than 3" above the top of the knee.

We expect clothes to be modest. By this statement, our intent is for outer clothes to cover underwear completely. In addition, spaghetti string blouses/dresses, bare midriff, tank tops, tube tops, off the shoulder tops, half tops, halter tops, muscle shirts, or tops with plunging necklines (no cleavage) and transparent or "see through" clothes are not acceptable. "Sagging" pants, pajamas, slippers, other sleepwear, hats, head coverings (including sunglasses), and excessive makeup are by definition distracting and disruptive to the educational process and are not allowed.

Clothing, jewelry, and/or grooming habits that are disruptive to the educational process include, but are not limited to, items that depict illegal or immoral acts, clothing which depicts by word or picture, items that are obscene, lewd, indecent, or offensive. In addition, clothing or visible tattoos with any direction or words describing, advertising, or glorifying any alcohol product, tobacco product, any illegal drug or substance, the occult, gangs, or gang activities that are disruptive to the educational process and are likewise prohibited. Visible body piercing, magnetic jewelry/glued jewelry on the face, eyes, arms, hands, tongue or feet are also prohibited. Earrings are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

If the administration determines that a student's attire is disruptive of the educational atmosphere or is detrimental to the health and safety of the student or other students, or otherwise violates this policy, that student will be asked to change their clothes (if possible) at school, or they will be sent home to change into suitable clothing before coming back to school. All time

missed from classes for failure to adhere to this policy may be deemed as an unexcused absence. Repeated failure to follow this policy may result in disciplinary action.

#### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

All students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere. Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

#### **CHEATING/PLAGIARISM**

Whenever a student is guilty of cheating or plagiarism, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office as to the action taken. Additional disciplinary action may be taken by the principal including suspension for repeated occurrences.

#### **CELL PHONES**

Use of cell phones within the school building between 8:00 am until 3:30 pm is prohibited. Cell phone usage inside the classroom will be decided by each individual teacher. Any student who is in violation of this policy will receive detention. Any repeated violations of this policy will result in parental/guardian contact and the parent/guardian being required to pick up the students cell phone from the office.

#### **ELECTRONIC DEVICES**

Use of i-pods, mp3 players, radios, and other electronic devices by students is allowed before and after school as long as it is not a disruption or can be heard by others around them. Use of these devices within the classroom during school time will be decided by each individual teacher. **The school is not responsible if these items are lost or stolen .**

#### **INJURY/HAZARDOUS WEAPONS**

Any student causing, attempting to cause, or threatening to cause physical injury to another person shall be subject to disciplinary action including suspension or recommendation for expulsion.

Students who knowingly and /or voluntarily possess, handle, transmit or use an instrument that can be used as a weapon of any kind will be subject to disciplinary action.

Possession, use, or attempt to use anything as a weapon shall result in disciplinary action including suspension or recommendation for expulsion. (Safe School Act)

### **BUSES**

Students riding school buses are expected to conduct themselves in a manner that is not a distraction to the driver and that does not jeopardize the safety of others. Students riding the bus are under the jurisdiction of the driver and are subject to disciplinary action by the school. The privilege of riding the bus may be revoked if a student is a problem on the bus.

### **FOOD AND DRINKS**

Food and drink is allowed to be brought into school before school, during lunch and after-school. Each individual teacher has the right to not allow food or drink within their own individual classroom. **Food or drink is not allowed in the library or computer labs.** If you spill food or drink it is your responsibility to clean it up. Failure to do so may result in detention.

### **DRUG AND ALCOHOL ABUSE**

The Kimberly School District and board of trustees are committed to a school atmosphere free from drugs and alcohol. The goal of a school environment free from alcohol and/or drugs requires that school district and high school administrators, as well as all staff members, treat any violations of this policy immediately and in full accordance with state laws and district policies.

If a student uses, possesses, provides, distributes, or sells alcohol, or any controlled substances, or drug paraphernalia, or mind altering medication (whether controlled or not) on or about the school grounds, or at any school sponsored activities, a **five** school day suspension will result for the first offense. The suspension may be reduced to **three** school days if the student/parents agree to participate in a program of intervention and random drug testing, or a similar program approved by the administration. The pretense to do any of the above may result in a five school day suspension.

A second offense in one school year will result in the student being recommended for expulsion. The administration has the option to recommend expulsion on a first offense. The administration will notify authorities in either offense.

### **INTERFERENCE WITH THE EDUCATIONAL PROCESS**

If any student at school, at a school-sponsored activity, or at any other school campus, should (1) provoke any disturbance, (2) damage any property, (3) incite, encourage, promote, or participate in a riot, a sit-in, a walkout, a blockage of entrances, a trespass violation, or (4) otherwise interfere with normal educational processes, that student shall, at the direction of the principal, be disciplined and charged with violating applicable municipal, state, and/or federal laws.

### **GANG AND CULT POLICY**

Behavior that is intimidating, threatening or disruptive, and/or which is associated with gang or cult membership is forbidden, including solicitations to join or become associated with a gang or cult.

Apparel, jewelry, accessories, notebooks, or any manner or grooming

which, because of its cut, color, the way it is worn, its trademark or any other characteristic, symbolizes known or suspected gang or cult connotations is prohibited. Each school, as a part of the normal rule-making process, shall identify the gang or cult related articles, grooming, etc., that will be forbidden at that site and inform parents and students of their prohibition.

Students, as well as guests, visitors and spectators at co-and extra-curricular events, wearing such apparel or groomed to such effect may be required to change clothing, modify grooming or remove accessories. They may be sent home for such purpose, refused admission to events, or removed and be subject to arrest. Repeat student offenders will be subject to discipline up to and including recommendation for expulsion.

#### **SEXUAL HARASSMENT**

Sexual Harassment is defined as any verbal or sexual conduct an/or physical contact which, when identified and stated by the recipient as unwelcome or personally offensive, does not cease. Students will be subject to disciplinary action who engage in sexual harassment.

#### **SCHOOL SPONSORED ACTIVITIES**

At all school sponsored events in which the school is represented, students should conduct themselves according to accepted standards of conduct. Students engaging in disruptive or unsportsmanlike conduct will be removed from the contest and subject to disciplinary action.

School dances are intended for students of the individual school. Students who leave the dance may not re-enter. Any student currently enrolled at KHS wishing to bring a non-KHS guests must obtain pre-approval for admission to the dance from the administration prior to the beginning of the dance. Middle school students are not allowed to attend high school dances.

Students attending any school sponsored activity are expected to abide by all rules and standards of conduct and are under the authority of school officials.

#### **APPROVAL OF ACTIVITIES**

Before any social function can be scheduled, it must be approved by the appropriate advisors and the principal. Requests must be made far enough in advance to allow the activity to be placed on the school calendar at least one full week prior to the event.

#### **STUDENT DISCIPLINE**

The following infractions are considered serious and may result in suspension and the need for a conference between the student, parent, and Principal:

1. Disrespect/Defiance: refusal to comply with a reasonable request by school personnel and/or disrespectful language or actions toward school personnel.
2. Fighting: this includes both violent physical contact and/or persistent threats.
3. Inappropriate sexual contact.

4. Tobacco: use or possession on school premises, or while participating in a school sponsored activity.
5. Vehicles: operating a vehicle in an unsafe manner on or near school property.
6. Threatening, harassing, and/or bullying of other students.

**NOTE:** Students are required to make up daily class work missed during the suspension and will receive according to school policy. Failure to return the completed work to the teacher in a reasonable time will result in a zero for that assignment. As a rule, students will be allowed as many days as they were absent to make up their work. **Please Note: For attendance purposes, suspension absences are counted as “unexcused” absences and could result in loss of credit due to attendance (FA) or a requirement of an attendance contract to regain lost credit.**

#### **DISCIPLINARY ACTIONS**

Discipline for violation of policies, procedures, rules, and regulations established for Kimberly High School include, but are not limited to, the following:

#### **DETENTION**

Detention is time that a student must serve outside of the regular school day. Detention time is generally assigned for minor infractions of school rules. If a student receives detention parents will be notified. Detentions can be served either in the morning before school or right after school. Morning detention is from 7:30 to 8:00 am and is in the detention room (fishbowl) located in the office. After school detention is from 3:15 to 3:45 pm right after school. The student serving detention will be notified to the exact location at the time the detention is assigned. Students are expected to remain quiet, behave themselves, and bring school work to do during detention. Any student misbehaving, missing detention, or not working during detention will be sent to the office and receive additional detentions or in-school suspension.

#### **IN SCHOOL SUSPENSION**

In-school suspension is an alternative to out of school suspension. It is the students' last opportunity to stay at school on campus in a supervised educational environment. In-school suspension may be assigned for violation of published rules, interference with school activities, incorrigible conduct, failure to attend detention, or persistent misbehavior during detention.

Failure to attend in school suspension or improper behavior while there will be cause for immediate removal from the class and further disciplinary action.

#### **SATURDAY SCHOOL/SCHOOL SERVICE**

Saturday School and school service will be held from 8:30 a.m. until 11:30 a.m. each Saturday as needed. Students will be required to bring school related work to Saturday School. For the school service program, students will engage in cleanup and beautification activities on school grounds.

Saturday School will primarily be used for students who are in violation of the attendance policy. School service is designed for students who are habitually tardy or for disciplinary infractions. Failure to attend or participate appropriately when assigned will result in additional disciplinary action.

#### **SUSPENSION**

Suspension from school may occur as a result of multiple or blatant infraction of school rules. Suspended students may not attend any school activity or be on school grounds without prior permission of the principal. For waiver purposes, suspensions are counted as unexcused absences.

Students will be advised specifically of the reason for suspension with written notification being furnished to the parent or guardian. Students who are absent as a result of an out-of-school suspension are required to complete missed assignments and will receive credit according to school policy.

Any student seeking admission to Kimberly High School who is under suspension from another school system shall not be admitted until his suspension term has ended in the suspending district.

#### **EXPULSION**

A student may be expelled from Kimberly upon recommendation of the principal and confirming action by the Board of Education. Expulsion may be used in cases of severe misbehavior, violations of a legal or criminal nature, or persistent violation of school rules.