

2016 – 2017

Kimberly

High

School

Student Agenda

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ALL POLICIES LISTED CAN BE FOUND ON KIMBERLY WEBSITE UNDER DISTRICT > BOARD OF EDUCATION

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KIMBERLY HIGH SCHOOL - OUR COMMUNITY VALUES

We expect our students, staff, and community members....

TO DISPLAY RESPECT BY BEING COURTEOUS, SENSITIVE, AND CIVIL TO OTHER PEOPLE, PROPERTY AND THE ENVIRONMENT.

TO DISPLAY HONESTY BY DEMONSTRATING A COMMITMENT TO THE TRUTH IN OUR PRINCIPLES, INTENTIONS AND ACTIONS. HONESTY BUILDS AND MAINTAINS TRUSTING RELATIONSHIPS. HONESTY REQUIRES COURAGE AND INTEGRITY.

TO DISPLAY RESPONSIBILITY BY FULFILLING OBLIGATIONS TO OURSELVES, OUR FAMILY, OUR COMMUNITY AND THE ENVIRONMENT. WE WILL BE HELD ACCOUNTABLE FOR THE CHOICES WE MAKE AND FOR THE TASKS WE HAVE ACCEPTED OR HAVE BEEN ASSIGNED. TO DISPLAY KINDNESS BY BEING GENTLE, COMPASSIONATE, EMPATHETIC, FRIENDLY AND CARING TOWARD OURSELVES AND OTHERS.

The Kimberly Area School District does not discriminate against students on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities.

GENERAL SCHOOL POLICIES

STUDENT FEES

Student fees for the 2016 - 2017 school year are as follows:

Registration Fee	\$30.00 (required)
ID Card	\$6.00 (required)
Yearbook	\$45.00 *
Parking Sticker	\$20.00

Individual courses may require specific fees.

*Optional Fee

DAILY ANNOUNCEMENTS

Announcements will be sent to students daily via email and posted in various parts of the building. All student announcements must be signed by a faculty member. Emergency or special announcements will be made only with the approval of an administrator.

EMERGENCY CARDS

It is necessary that an emergency card with the required information be completed by a parent or guardian of each student and any changes immediately reported to the office.

EMERGENCY PROCEDURES

FIRE EXITS

Exit signs are posted in each room in the school. Remain calm and follow the directions of the teacher or supervisor. There will be regularly scheduled fire drills.

TORNADO AND DISASTER DRILLS

Evacuation procedures are posted in each room. The Outagamie County Warning System will alert the school to any impending disaster. We will have several drills evacuation

WEATHER CONDITIONS

Tune to the following stations for school closings due to weather conditions:

WAPL-105.7FM	W0ZZ-93.5FM
WEMI-100.1FM	WROE-94.3FM
WGEE-1360AM	WUSW-96FM
WHBY-1150AM	WBAY-TV2
WIXX-101FM	WFRV-TV5
WKFX-104.9FM	WLUK-TV11
WNAM-1280AM	WGBA-TV26.
WNFL-1440AM	

GUEST PASS PROCEDURE

Any registered KHS students wishing to bring a guest to school to attend classes or other special events, must follow the prearranged guest attendance procedures. Only one guest per student is allowed. The KHS student should report to the Office to pick up a Guest Pass. All passes must be completed and returned at least 72 hours prior to requested arrival date. He/she should/will need the following information:

1. Guest's FULL NAME—including middle name.
 2. Guest's birthdate and present age.
 3. School guest is attending and the phone number.
 4. Reason for visiting.
 5. The name, address, home phone number, and signature of the legally responsible person with whom the guest is residing.
- They will then be issued a Guest Pass for the day or event. All guests are allowed to visit for one day/event per school year unless special permission is granted. Guests must be of high school age or under 20 if attending a dance.

VISITOR POLICY

All visitors including parents and volunteers must report to the office each time they visit Kimberly High School. Visitor badges must be worn during the school day.

WORK PERMITS

If you need a work permit, please bring the following:

1. Birth Certificate or Baptismal Certificate or Valid Driver's License (copies not accepted)
2. Social Security Card (copy not accepted)
3. Parent/Guardian Signature
4. Signed letter from the employer stating the job you will be doing
5. \$10.00 fee
6. Be present to sign the work permit.

24 hour notice is required on all work permits; however, if you bring all of the above to the Main Office first thing in the morning we will have your permit ready when you leave school at the end of the day.

LUNCH PROGRAM

Students may bring their own lunch or sophomores, juniors and seniors may leave the school grounds for lunch. The school has a hot lunch program which can be paid for on a daily or weekly basis. Applications and Information for free and reduced rate lunch are available on the Kimberly School website (<http://www.kimberly.k12.wi.us/students-and-parents/forms>)

PARKING PERMITS

Students who wish to use the student parking lot (West Lot) must fill out a KHS parking permit application. They must hold a valid driver's license and the vehicle must be licensed and covered by insurance. Students may purchase a parking permit in the Main Office for the cost of \$20.00. This permit **MUST BE HUNG ON THE REAR VIEW MIRROR OF THE VEHICLE**. Student parking is *limited to the West Parking Lot* and students must park in legal parking spaces. Students who violate the parking regulations of the school will be issued parking citations. If problems continue, the privilege of parking may be denied at Kimberly High School. The administration reserves the right to deny students access to parking privileges. Students are not allowed to be in the student parking lot except when going to or coming from their vehicles. Students requesting parking permits must agree to random suspicion less drug testing. The number of parking permits will be limited. Kimberly High School is not responsible for vandalism, vehicles that are stolen from school property, or articles that are stolen from a vehicle parked on school property. Please do not leave valuables in your car. Lock doors and windows.

STUDENT BUS RIDERSHIP INFORMATION, RULES AND EXPECTATIONS

The following sections deal with student behavior expectations while on the bus. These are the basic standards and do not include all possible situations. The school district reserves the right to modify the rules and consequences at any time, and may use *video cameras* on buses to assist with discipline issues.

IMPORTANT: The Transportation Services Agreement form must be filled out completely and returned to the bus driver or the school office within the first week transportation service begins. Students will be denied transportation if a form is not on file with the transportation carrier.

1. Ride only on assigned routes or vehicles.
2. Respect private property while waiting at the bus stop. Wait in the proper location. Do not move toward the bus until it has stopped and the driver has motioned you to board.
3. Do not push when getting on or off the bus.
4. Show respect for the drivers. They are responsible for the orderly conduct of all passengers and will report behavior problems.
5. Show respect for fellow students on the bus and share seats.
6. Sit in an assigned seat as soon as you get on the bus. Drivers may require students to sit in assigned seats. Remain seated until your bus stop. Do not change seats unless instructed to by the driver.
7. Keep arms, legs, head and other objects inside of the vehicle and out of the aisles. Each student must keep hands and arms to himself/herself.
8. Quiet and normal conversation with fellow riders is acceptable. Yelling, screaming or profane language will not be tolerated.
9. If you must cross the street, wait for the driver's signal and cross in front of the bus. If you need to cross the street in a different area, wait on the sidewalk until the bus leaves the area, and cross at the nearest crosswalk.
10. Inappropriate behavior on a school bus will result in school consequences.

ACCIDENTS AND INJURY

Every accident and injury in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the Attendance office.

MEDICATION POLICY

Medication should be administered to students by their parents/guardians at home whenever possible.

1. Medication to be given in school **MUST** have a proper medications order from a licensed prescriber, at the beginning of each school year. Any change in a medication type, route, dosage, frequency, or time requires a new written medication order. Only the school nurse shall receive a telephone order for any change in medication.
2. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - a. student name;
 - b. name and signature of the licensed prescriber, and business/emergency telephone numbers;
 - c. name of medication;
 - d. route, dosage, frequency and time of administration;
 - e. date of order;
 - f. diagnosis;
 - g. specific directions for administration.
3. Additional information shall be obtained from the licensed prescriber, if appropriate:
 - a. any special side effects, contraindications and adverse reactions to be observed;
 - b. any other medications being taken by the student.
4. Child will take medication at a designated time supervised by authorized personnel.
5. Special Medication Situations:
 - a. nonprescription medications, i.e., over-the-counter medication such as aspirin or ibuprofen, will be administered to children when the above conditions are met, omitting 2(b).
 - b. Name, business/emergency telephone numbers of physician are still required.
6. All medication (both prescription and nonprescription) is to be furnished by the parent/guardian and is to be in an **original** container.
7. Dissemination of Information to Parents/Guardians Regarding Administration of Medication.

*Complete medications policies, procedures and forms shall be available to parents/guardians upon request.

VIDEO SURVEILLANCE NOTICE ([POLICY 7440.01](#))

The board of education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the district and on school buses.

NOTICE OF DUE PROCESS RIGHTS ([POLICY 5611](#))

The board of education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures. To better insure appropriate due-process is provided a student, the board has established guidelines for students subject to suspension or expulsion.

GUIDELINES FOR SCHOOL DANCES

Dance dates will be assigned through the Activities Administrator. Organizations must finalize dance arrangements **two weeks** prior to the dance with the Activities Administrator. The sponsoring organization must abide by the following rules:

1. Promote the need for appropriate apparel in advance of the dance.
2. No students will be admitted after 10:00 p.m. (Presentation of Court)
3. All Kimberly High School students must present their student ID at the door and have ticket number checked for potential random breathalyzer test.
4. Students removed from the dance or denied entry into the dance will not be given refunds.
5. If a student has to leave the dance before 10:00 they must leave their ID with an administrator and possibly take a breathalyzer test upon return.
6. All students will be observed for illegal or controlled substances.
7. Any student suspected of being under the influence of drugs and/or alcohol will be subject to an evaluation which could include a breathalyzer test.
8. Guests must be under 20 years of age and middle school students may not attend high school dances. Guests must arrive at the dance with their KHS host student and only one guest per KHS student.
9. Anyone exhibiting disruptive behavior will be removed from the dance and parents will be notified.
10. All guests must present their high school ID or their driver's license to be admitted to the dance.
11. No beverages will be permitted except those which are sold at the dance.
12. All regular dances will end no later than 11:00 p.m. Exceptions are Homecoming, Spree, and Prom which end at 12:00.
13. Only juniors and seniors will be allowed to attend Prom. Freshmen and sophomores may attend if escorted by a KHS junior or senior.

DANCE CONDUCT GUIDELINES (These guidelines apply on and off the dance floor.)

Inappropriate dancing may result in a student being removed from the event with possible school suspension. Actions that are considered inappropriate include, but are not limited to: movement where bodies are touching in the private area(s) of the students' bodies; including bending over and straddling legs; feet off the floor, body passing, moshing in a manner where injury could occur; public displays of affection that violate KHS expectations and guidelines.

NATIONAL HONOR SOCIETY

SELECTION PROCESS

Selection to National Honor Society is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the faculty selection committee to support their candidacy for membership. Membership is granted only to those students selected by the confidential Faculty Council. The Faculty Council is five teachers who vote for the new National Honor Society inductees.

1. The initial step will identify sophomore and junior students who have achieved a 3.75 cumulative indexed GPA at the end of the first semester of the school year.
2. The identified candidates will receive selection process information in the mail. The forms provided are an opportunity for a prospective member to include any information about him or herself that the selection committee can evaluate; athletics, volunteer work, activities, special circumstances, their biography, etc.
3. Those interested in candidacy should return their typed Candidate Form. The KHS faculty will provide comments on the demonstration of character and leadership in the classroom. The list is then presented to the confidential Faculty Council,

which is a committee of five teachers who select the new NHS inductees. Once it has been determined that a student has met the scholarship criterion, this issue is put aside and the remainder of the Faculty Council's attention is directed to the remaining three criteria; character, leadership and service.

4. Candidates are notified of their acceptance status by letter.
5. The selection process is conducted once a year. Students not selected may be considered again the following year.
6. The induction ceremony will be held in the Kimberly High School Auditorium. Formal invitations will be sent prior to the event.

CO-CURRICULAR CODE OF CONDUCT (POLICY 5500.02)

STATEMENT OF PRINCIPLE

The Kimberly Area School District believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. The student who complies with this Code of Conduct demonstrates a desire to dedicate herself/himself to self-improvement, and a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Although co-curricular activities are a valuable part of the total educational experience, participation in co-curricular activities is a privilege, and not a right. As a privilege student participation in co-curricular activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society. We expect students to be a credit to themselves, their family, school, and community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

MEMBERSHIP

The procedure for joining any of the Kimberly Area School District co-curricular activities is as follows:

- A parent/student must complete and submit a signed participation/drug testing agreement form and submit it to Athletic Director or Activities Administrator prior to participation.
- Athletes must have a physical by a licensed physician every other year. Athletes must sign an agreement to take the baseline Impact test provided by district. Each year an athlete must also complete an Athletic Information Card. All information must be submitted to the Athletic Office before the athlete is allowed to participate.
- New students to the district may be required to submit a birth certificate, baptismal record, or immigration papers to the Athletic Director in order to be eligible for athletics prior to participation.
- Parents/Guardians of students involved in athletic programs are required to attend fall, winter or spring informational meetings. Parents/Guardians of students involved in non-athletic programs will meet as arranged by each advisor.

ACADEMIC ELIGIBILITY

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must satisfy District and DPI requirements defining a full-time student. Additionally, each student must have passed all classes (incomplete classes shall count as F's until complete) and obtained a minimum 1.5 GPA in the most recently completed term. Eligibility may be regained after a student demonstrates passing work in all classes with failing grades from the previous term after the first fifteen (15) scheduled school days into the next term. If after the fifteen day period a student is still receiving a failing grade(s), their grades will be re-checked after five (5) school days. Grades may be checked up to three (3) times following the initial fifteen day period; if a student is not passing after the third grade check they will be ineligible for the remainder of the term. An ineligible student cannot participate in any program's contests during the period of ineligibility (students may practice at the discretion of the coach and athletic director). Children with disabilities who are enrolled in any state-approved Special Education Program and who receive no usual grades for such courses are eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her Individual Education Plan.

Note: For fall sports the ineligibility period will be the lesser of (1) 21 calendar days beginning with the date of the earliest allowed competition in that sport or (2) 1/3 of the maximum number of contests allowed in a sport. ***A student must be academically eligible to participate before they may start serving a code violation.***

ATTENDANCE

Unless an absence has been pre-arranged (doctor/dental appointment, etc.) or administratively approved, a student must be in school for the entire day to participate in any practice or contest. Students with an unexcused absence on any part of the next school day following an event will be ineligible to participate in the next event for each activity in which the student is involved. (2-04)

W.I.A.A.

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. (www.wiaawi.org)

STUDENT TRAVEL STUDENT INJURIES EQUIPMENT PUBLICATION

A student who travels to an out-of-town activity using district provided transportation must return using district provided transportation. Exceptions to this rule are:

The parent may make prior arrangements with the Coach/Advisor and Athletic Director or Activities Administrator in advance of the trip. Release forms are available from the individual coach and the high school athletic office.

In case of an emergency, if a parent is present at an out-of-town site, the parent may request the student to return with them. This request must be made in writing by the parent to the coach/advisor in charge.

STUDENT INJURIES

Any student who is injured during a practice or contest must report the injury to the coach/advisor at once.

If the injury requires medical assistance, the athlete must report the accident to the Athletic Office as soon as the athlete is able to return to school and before returning to competition.

Should an injury be discovered after the athlete has returned home, the coach/advisor should be contacted at once.

The team trainer under the supervision of the coach/advisor will handle minor emergency treatments.

In the event of any serious injury, the nearest emergency medical service will be obtained.

EQUIPMENT

One of the values of athletics is to teach responsibility. This applies to the care of athletic equipment as well as other school property. Equipment is a very costly item in our activities budget. It is expected that students will take excellent care of their equipment. Each student is responsible for the school equipment issued. The student is financially responsible for all lost, misplaced or stolen equipment. Each student will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

No school equipment and/or uniform may be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/or game situations.

Any student who is found to be in possession of any school equipment from any other competing school will be subject to the provisions of the Co-Curricular Code.

Students will not be allowed to participate in another sport until he/she has either returned or paid for all equipment that was issued to them.

PUBLICATION

This Code shall be part of the registration materials provided to students and will remain on file with the Kimberly Area School District Board of Education. Copies will be available to all interested parties.

Pre-Season Meeting

This Code shall be distributed to each student during the pre-season or on the first day that he/she reports for a co-curricular activity. Additional standards determined by each coach or advisor shall also be written and distributed to each student at this time. Copies shall be placed on file with the Athletic Director/Activities Administrator and/or school principal. Students should read all items and ask for clarification by the coach or advisor of any items not understood.

Parent Involvement

Parental attendance at pre-season meetings is required and involvement throughout the season is encouraged.

Suspicionless Random Drug Testing

It is the purpose of this policy to prevent students from participating in co-curricular programs while under the influence of or while having alcohol or drugs in their body and it is further the purpose of this policy to educate, help and direct students away from drug and alcohol use toward a healthy and drug free participation and life style. This trust building program seeks to provide needed help and support for students who have a verified "positive" test.

The co-curricular participant and a parent or guardian must provide written consent for the student to be subjected to random suspicion less drug testing. The student will remain in the pool for random suspicion less drug testing through graduation from high school.

Code of Conduct

SPORT/ACTIVITY GROUPINGS

This code is divided into two Groups (I & II) of sports/activities in which students may be involved. The penalties for violation of school district policies and rules vary depending on whether the student is in a Group I or II activity.

GROUP I ACTIVITIES: (Refers to all WIAA Sports, Cheerleading, and Dance Team)

GROUP II ACTIVITIES: (Refers to all Co-Curricular Activities not mentioned in Group I)

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to, the following:

- A criminal offense or violation of an ordinance having a statutory counterpart.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol), illegal drugs, mood altering substances, anabolic steroids or prescribed medications used in a manner other than that for which it was prescribed.
- Discrimination, harassment, violence, aggression or threatening behavior to others.
- Purchase, use or possession of tobacco products including e – cigarettes in any form.
- Hosting, sponsoring, organizing or attending a party/gathering at which alcohol or drugs are being used, consumed or offered.
- Representation of themselves or other, inappropriately or unlawfully on the internet or through social media. This would include blog sites, on – line profiles, instant messaging, etc.
- Vandalism.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of team/activity rules; however, these rules must not be in conflict with the Co-curricular Code and must be approved by the building administration.

DISCIPLINARY PROCEDURES CONSEQUENCES FOR VIOLATION TO THE CO-CURRICULAR CODE OF CONDUCT

1. The Athletic Director (for athletics) or Activities Administrator (for activities) or in their absence an Assistant Principal will meet with the student to determine the validity of any complaint.
2. The student and parent/guardian will be informed in writing of the nature of the accusation, decision, and consequence.
3. The Athletic Director (for athletics) or Activities Administrator (for activities) will telephone the parent when a suspension is imposed for a violation of the code of conduct.

CONSEQUENCES FOR VIOLATION TO THE CO-CURRICULAR CODE OF CONDUCT

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.

In addition, the policies and provisions of the Kimberly High School Student Handbook supersede all code penalties. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. *A student must be academically eligible to participate before they may start serving a code violation.*

PENALTIES FOR VIOLATION OF CO-CURRICULAR CODE OF CONDUCT

GROUP I ACTIVITIES

Students will be suspended from all Group I activities that they are currently involved in at the time of the suspension or their next sport season if they are not currently out for a sport.

A. First Offense

1. Suspension from participation in 25% of contests scheduled.
2. Student must meet with a member of the Pupil Services Team for an assessment before returning to competition.

B. Second Offense

1. Suspension from participation in 50% of contests scheduled.
 2. Student must obtain an AODA assessment at their own expense from a district approved agency. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.
- C. Third Offense
1. Suspension from participation in all Group I Activities for one (1) calendar year.
- D. Subsequent Offenses
1. Student will be referred to the ***Pupil Services Team*** to determine future opportunities to participate.

GROUP II ACTIVITIES

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

- A. First Offense
1. 20 hours of School Service (BEFORE returning to the activity).
 2. Student must meet with a member of the Pupil Services Team for an assessment before returning to the activity.
- B. Second Offense
1. 40 hours of School Service (BEFORE returning to the activity).
 2. Student must obtain an AODA assessment at his or her own expense from a district approved agency. The student will only be able to return to the activity after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.
- C. Third Offense
1. Suspension in participation from all Group II Activities for one (1) calendar year.
- D. Subsequent Offenses
1. Student will be referred to the ***Pupil Services Team*** to determine future opportunities to participate.

SIMULTANEOUS GROUPI/GROUP II CONSEQUENCES

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities (Ex: Football and DECA).

SPECIAL AWARDS RESTRICTION

Students who violate the Co-Curricular Code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of season award. This shall include MVP, MIP, captain, all conference, all area, and all state.

CONSEQUENCES FOR VIOLATION OF THE SUSPICIONLESS RANDOM DRUG TESTING GUIDELINES

Students who refuse to be tested: Students will be suspended for a period of one calendar year with no opportunity for a reduction in the penalty. The student must successfully pass a drug test prior to reinstatement.

Students who test positive: Positive results will be counted cumulatively with any other violations of the code for the purpose of determining consequences.

REGARDING ESTABLISHMENTS

Point of Clarification:

Presence in bars or attendance at parties where drinking of alcoholic beverages or use of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf courses or bowling alleys where alcoholic beverages are served. Students should avoid placing themselves in situations where their guilt or innocence is questioned.

HOSTING A PARTY

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it is their first violation, since the party was at their home/property they would be given a violation as their second offense. **NOTE:** A student who hosts a party may not use the honesty penalty reduction.

SEVERITY CLAUSE

Any student who supplies alcoholic beverages, controlled substances, and/or unlawfully possesses or uses of a weapon will receive at least a one-year suspension from participation in co-curricular activities.

WEDDINGS/REUNIONS/ETC.

Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission.

Note: Parental permission does not over-ride the provisions of this code.

HONESTY PENALTY REDUCTION

Students in Group I & II activities who turn themselves in to school authorities and/or their **head** coach or advisor, prior to the school obtaining **any information**, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from all Group I activities and/or 10 hours of school service for Group II activities. ***Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction.*** A student will receive this penalty reduction only once during their high school career and it must be used in connection with the ***first violation during their high school career.*** (Note: The honesty reduction may not be used to reduce a violation following the two-year no violation clause.)

SUSPENDED STUDENTS

Students will be penalized during the season in which they participate. Students in level I activities who break the Code of Conduct outside of their season will begin a penalty from the first day of their next sports season. Students in level II activities will serve the penalties beginning on the day they are suspended.

Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next. A student with suspension penalties must begin and end their respective season in order for the suspension to be completed. A student who is involved in both a Group I&II activity and is suspended may not necessarily serve the suspension for both activities simultaneously. The Group II suspension will occur immediately as would the Group I suspension if the student is involved in a sport at present. If the infraction is outside their sports season, the athletic portion of the suspension would begin at the start of the next season.

UNLAWFUL CONDUCT

Unlawful Conduct: Any civil or criminal infraction including but not limited to theft, willful damage to property, serious misdemeanors or felonies, that is determined by the Athletic or Activities Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a suspension as prescribed in the Code of Conduct and at the violation level the student is currently at.

SUSPENSION CALCULATIONS

For Group I activities, the length of the disciplinary period shall be determined from the mathematical equivalent of one-fourth (1/4) or one-half (1/2) of the number of scheduled contests (to include the first WIAA playoff contest) rounded to the nearest whole number. The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined above. If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates.

PENALTIES ARE CUMULATIVE

Penalties will be cumulative over a student's high school career. A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered their first violation. For example, a student violating the code for the first time at the start of his/her freshman year would start with a clean slate at the start of his/her junior year provided he/she has no further violations prior his/her junior year.

PROCESS FOR DETERMINING VIOLATION OF RULES

Any complaint/referral concerning a violation shall be made in writing and signed by an adult and/or by a police report and/or by a published newspaper account to the Building Principal, Athletic Director, Activities Administrator or their designee.

The Athletic Director, Activities Administrator, Assistant Principal, Principal or Advisor, shall investigate the referral and give the student involved an opportunity to present a response.

Where after an investigation by the appropriate administrator and/or advisor it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty.

Suspension takes effect at the time that the oral notification is given to the student or written notification is mailed to his/her address of record, whichever is first.

An attempt will be made by school administration to inform the parents via phone after a decision has been made and the student has been informed of a code violation.

APPEAL PROCESS

Request for Appeal Procedure:

The students, parents, or guardians may request an appeal. The appeal must be directed to the Principal within five (5) school days of the initial decision. The appeal must be in writing and must include the rationale for the appeal. The Principal in his/her discretion will schedule a conference with the parent(s) and student as soon as possible, but no later than five (5) school days after receiving the appeal request. The penalty imposed by the Athletic Director or the Activities Administrator will be in effect until the principal has rendered a decision.

If an appeals conference is granted:

- A student may have representation and the school may as well; however, the school shall not be responsible for providing representative to the student.
- The finding and decision of the **Principal** will be in writing and sent to the student and his/her parent/guardian.
- Further appeals may be granted at the discretion of the district administrator only if the appealing party can present information regarding new evidence or procedural errors.

ADDITIONAL PENALTY INFORMATION

The penalties listed are the minimum penalties that will be enforced. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Additionally, during a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the Code/Advisor. A violation for activities with a limited schedule of events could result in exclusion from that activity.

EXPECTATIONS FOR ATHLETIC EVENTS

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal.

1. All fans are expected to be in the designated spectator area during the extra-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior are not allowed. The possession of any type of projectile is prohibited; i.e., toilet paper.
5. Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking is not allowed on school district grounds or at school events.
6. Only authorized cheerleaders are permitted to lead their cheering sections.
7. Any cheers that ridicule, insult or use profanity are prohibited.
8. All types of noisemakers are prohibited in the gym.
9. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited, i.e., whistle.
10. Signs, cards, banners and pennants are prohibited unless approved by the Athletic Director or Game Manager.
11. Any action that endangers the safety of participants, spectators or officials is prohibited.

CONSEQUENCES FOR VIOLATIONS:

1. Immediate removal from the event.
2. Referral to police when necessary.
3. Suspension from school activities.
4. Further suspension as determined by Athletic Director and Building Administrator. This action could range from exclusion from one event up to and including total ban from all future Kimberly events.
5. Any packages containing noisemakers, beverages, projectiles, etc. will be confiscated.

KIMBERLY SCHOOL SONG

Yeah to the colors of Red and White, Kimberly's out to fight, fight, fight,

For the honor and the fame, Kimberly's bound to win this game.

With all our vigor and all our vim, When we fight we fight to win,

K-I-M-B-E-R-L-Y, Kimberly Makers Win!!!

STUDENT SERVICES AND ACADEMICS

GRADUATION REQUIREMENTS (28 CREDITS)

5.00	English (Students in grades 10-12 are required to take 1 English credit per year)
3.00	Mathematics
3.00	Science
3.00	Social Studies (1 credit must be Modern American History)
0.5	Personal Finance, Consumer Related Math, or Life on Your Own
2.0	Physical Education (.5 credit is required each year)
0.5	Health
11.00	Electives

GRADING SCALE

A+	100%	to	97%
A	96%	to	93%
A-	92%	to	90%
B+	89%	to	87%
B	86%	to	83%
B-	82%	to	80%
C+	79%	to	77%
C	76%	to	73%
D	65%	to	72%
F	64% and below		

GPA SCALE

A+.....4	B+..... 3.33	C+..... 2.33	F0
A.....4	B..... 3	C..... 2	I0
A-3.67	B-..... 2.67	D 1	

HONOR ROLL

The total of grade points earned in all subjects carried are to be divided by the total number of credits carried—the resulting quotient will be the determining grade point average. A grade point average of 3.2 must be maintained in order to qualify for the honor roll.

Grade Indexing and Laude Honors, Implemented Class of 2017

1. The indexing of a student's Grade Point Average (GPA) involves adding .025 to the student's cumulative GPA for each ½ credit a student is enrolled in an identified class. *(Examples: A student enrolled in AP Calculus for four terms would have .1 added to their GPA (.025 x 2 credits) A student enrolled in Honors Biology would have .05 added to their GPA (.025 x 2 credit).*
2. The following courses will be indexed:
 - a. All Advanced Placement (AP) Courses taught at Kimberly High School
 - b. All UW-O Cooperative Academic Partnership Program (CAPP) Courses
 - c. All College Level Examination Program (CLEP) Courses
 - d. All Courses Labeled as Honors
 - e. Independent Study and Youth Options Courses as outlined below
3. Student rank in class will be calculated using indexed grades.
4. Only grades earned during a student's high school career will be used when indexing.
5. Indexed Grade Point Averages calculated at the end of Term 3 of the senior year will be used to determine class rank and awards for seniors. *(The end of Semester 1 grades and rank will be used for any awards with due dates prior to the end of Term 3).*

Youth Options

Indexing applies to Youth Options courses meeting one of the following descriptions

1. The college course has an AP course as a prerequisite and the student has successfully completed the prerequisite.
Example: College Calculus following AP Calculus BC
2. The college course has a 300 level course as a prerequisite and the student has successfully completed the prerequisite.
Example: Youth Options' student taking a 300 level German class who previously completed a 300 level course

Guidelines for Enrollment in Youth Options Courses:

A junior or senior that has completed all courses in an academic area may elect to enroll in the next level course at the University of Wisconsin-Fox Valley, Fox Valley Technical College or another institution of Higher Learning. If students complete the procedures listed below, the course will count for both college and high school credit and will be paid for by the Kimberly Area School District. If a college level course is taken for college credit only, the student will be responsible for the cost of the course.

The following procedures must be completed in order for the student to enroll for courses and receive credit.

1. The student must meet with a high school counselor to select the appropriate course(s) at the University of Wisconsin-Fox Valley or the Fox Valley Technical College to begin the application process.
2. The student must apply and be accepted by the institution of higher education for admission.
3. The student must apply for approval by **March 1** (for first semester) and **October 1** (for second semester) if the course(s) is taken for both college and high school credit. Written acceptance from the college/tech is necessary when applying to the school board.
4. The student should stay in contact with his/her high school counselor for assistance with the process.
5. Students who fail courses will be required to pay the costs of the course and will not be permitted to take additional courses.

Independent Study

Indexing applies to Independent Study (IS) courses meeting the following descriptions and criteria:

1. An AP, CLEP, or CAPP course with the same assessment protocols as a traditionally taught course
Examples: AP Art History; AP Environmental Science
Or
2. The IS course requires successful completion of an AP, CLEP, or CAPP level course as a prerequisite

Example: Honors World Literature Classics-prerequisite is CAPP 214

And

3. The instructor of the IS course has previously taught an AP, CLEP, or CAPP level course

Application of Indexing Points

In cases where an IS course is necessitated by a documented schedule conflict, *and* the traditional indexed course is offered only *one* semester, the IS course will be aligned to the same term and carry the same indexing value as the traditional course. The credit value and term assignment for all other indexed IS courses will be determined by the KHS Administrative Team.

Kimberly Area School District Policy 2370.01 - INDEPENDENT STUDY

The Board of Education believes students need a degree of flexibility in using District curriculum to appropriately address their talents and interests. Therefore, the Kimberly Area School District will maintain an independent study program, which places the responsibility of learning with the individual student, in the high school.

Independent study may provide additional or further depth into a course already listed in the school's curriculum; it may provide the opportunity for the study of a unit not covered in the school curriculum; or it may be an alternative method for taking a particular course if scheduling conflicts occur.

KHS Guidelines for Enrollment in Independent Study Courses:

- Requests must be completed on the form provided and submitted by the first week of the term.
- The student must meet with their teacher as directed.
- Letter grades will be awarded by the teacher and calculated into the grade point average.
- Administrative review is required for all courses.
- The teacher may withdraw approval of the independent study if the student fails to meet agreed upon deadlines.
- Student failing to complete independent study courses are not eligible for additional independent study opportunities.

Laude Honors at Kimberly High School

1. Students must have an absolute 3.4 indexed grade point average or higher to be considered for the Laude system.
2. At the end of Quarter 3 of the senior year (a total of 15 quarters), students must have completed a minimum of six (6) indexed quarters for Cum Laude, ten (10) indexed quarters for Magna Cum Laude and a minimum of fourteen (14) indexed quarters for Summa Cum Laude.
3. In order to earn Summa Cum Laude honors, a student will have met the above requirements and completed the minimum number of indexed quarters equal to the lowest number threshold completed by the top 5% of students in the graduating class as ranked by the number of indexed quarters completed. The top 5% is a whole number value with no rounding.
4. Magna Cum Laude honors will be awarded to students that met the above stated criteria and have completed the minimum number of indexed quarters equal to the lowest number threshold completed by the next 15% of students in the graduating class as ranked by the number of indexed quarters completed. The next 15% is a whole number value with no rounding.
5. Cum Laude honors will be awarded to students that met the above criteria and have completed the minimum number of indexed quarters equal to the lowest number threshold completed by the next 20% of students in the graduating class as ranked by the number of indexed quarters completed. The next 20% is a whole number value with no rounding.
6. All designated courses completed at KHS will be considered for Laude honors. All other courses students wish to have considered for Laude honors must be pre-approved by the Administration.

Notes:

- Eligible students will be classified as Summa, Magna, or Cum Laude
- Diplomas will reflect Laude honors earned

AP Art History	AP European History	AP US Government & Politics	CLEP Principals of Management
AP Biology	AP Human Geography	AP US History	Honors Biology
AP Calculus AB	AP Microeconomics	CAPP Intro to Business	Honors English 10
AP Calculus BC	AP Music Theory	CAPP Pre-Calculus	Honors English 9
AP Chemistry	AP Physics 1	CAPP Spanish	Honors French 5
AP English Lang & Comp	AP Physics 2	CLEP Business Law	Honors Spanish 5
AP English Lit & Comp	AP Psychology	CLEP Accounting II	Honors Theatre Production
AP Environ. Science	AP Statistics	CLEP Marketing III	Honors Theatre Production 2

Note: Indexing and Laude Honors will be awarded for additional AP, CAPP, CLEP and honors courses approved and added to our curriculum.

SCHEDULE CHANGES

- Schedule changes will be made for the following reasons:
- An error has been made on your schedule.
- A change is needed to meet graduation requirements.
- Changes will depend on the enrollment size of the class the student is dropping and the class he/she is adding.
- Schedule changes will be considered until the end of the third day of each quarter. Please note the first day of each quarter: (Quarter 1-September 5, Quarter 2-November 11, Quarter 3-January 29, Quarter 4-April 3).
- A grade of WF may be given for a course that is dropped after the above add/drop dates. This grade will affect the student's grade point average and/or rank in class.

*** Note to seniors: Prior to requesting a schedule change, you need to get permission from all colleges/universities that you applied to so that your admission status is not compromised. Universities have informed us that if you have been accepted and you change your schedule without their permission, you may no longer be accepted.

***Student must follow his/her current schedule until notified by counselor that the change has been made. Students who do not report to currently scheduled classes will be marked unexcused.

Dropping a class after the add-drop timeline

In rare situations a student may be dropped from a class after the beginning of a quarter. The following guidelines must be met to drop a class after the add-drop timeline:

1. Contact with student, parent(s), and guidance counselor must be conducted to discuss the reason(s) for dropping the course and the implications for the student. The classroom teacher and a building administrator will be informed.
2. If after meeting, the decision is made that it is in the best interest of the student to drop the class, the following steps must be completed:
 - A. All materials and textbooks should be returned immediately
 - B. An add-drop form must be completed and signed.
3. A grade of WF will be given for the course. This grade will affect the student's grade point average or rank in class.
4. If the drop causes the student to drop below the minimum number of required credits the student must choose an additional course(s).

AUDITING A CLASS

Occasionally, there may be a situation where a student will request to audit a class for no credit. The following guidelines will apply for audit requests:

1. The request must be made prior to the third day of the quarter.
2. The student must give a detailed reason for the audit request. The student's parents and guidance counselor must sign the request.
3. Approval of the high school administration is required.
4. If approved, the student is required to:
 - A. Attend class daily
 - B. Complete the course work assigned by the teacher.
5. At the end of each quarter, the student will be awarded a grade of S if they meet the audit requirements set by the teacher or a grade of F if they fail to meet the requirements of the teacher.
6. The grade will be reflected on the student's transcript but will not be calculated into rank in class or grade point average. The course will be titled with course name and the word audit in parenthesis (i.e. Calculus-audit)
7. A student may not audit more than one class a year.

FULL TIME STUDENT STATUS

All Kimberly High School students are required by State Statute 118.15(1a) to be enrolled as full-time students through the semester after they turn age 18. All students in grade 9 and 10 must be enrolled in 8 credits; students in grade 11 must be enrolled in 7.5 credits; and students in grade 12 must be enrolled in 7 credits.

Please Note:

- * Students may not be released for full-time employment even if they have met all requirements for graduation. State statute allows release for one period of school time for seniors meeting criteria developed by the school.
- * All requests for early graduation must be submitted 6 months prior to the date of graduation. See the guidance office for full details.
- * Independent Study Classes are designed to provide opportunities for students who are unable to enroll in a class due to schedule conflicts or because a specific course is not offered. We cannot approve Independent Study Requests when a course is available and no course scheduling conflict exists. The number of Independent Study Requests may be limited annually.
- * Internship and Certified Skills Work-Study programs in our Marketing and Business Education Department allow students to earn credit for working at a school approved and supervised work site.
- * Supervised work experience credit may be earned through the development of a work experience training plan that must be approved by the guidance office and administration. The school-to-work coordinator will determine the credit value.
- * Special Education Students may be eligible for Supervised Work Experience Credit based upon their Individualized Education Plan (IEP).
- * Students who are enrolled in Youth Options Courses must be enrolled in the equivalent of 7 credits.

GRADUATION REQUIREMENTS AND PARTICIPATION

Students have the primary responsibility for insuring that they are meeting all graduation requirements. Seniors who do not have enough credits are not eligible to participate in the commencement program. An unpaid fine may result in withholding the student's diploma until the fine is paid. Students who participate in a "skip day" or pranks may be denied participation in the graduation ceremony.

RECRUITER ACCESS

A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent.

DIRECTORY INFORMATION

Student records are classified into the following three categories; a) Directory Data, b) Progress Records, c) Behavior Records. Generally, student records remain confidential and are not subject to release without the written permission of an adult student or the parents or guardian of a minor student. One notable exception relates to certain types of information included in the directory data category. It is the intent of Kimberly High School to make available and to release the following personally identifiable information contained in a student's education record without prior written consent unless the adult student or parent objects to such release. The student's

- a. Address,
- b. Grade level

A parent, guardian or guardian ad litem has 14 days to inform the school that all or any part of the directory data may not be released without prior consent of the parent, guardian or guardian ad litem.

STUDENT RECORDS

In order to provide appropriate educational services and programming, including child find activities, the District must collect, retain, and use information about individual students. Simultaneously, the District recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Please see [Policy 8330](#) for more information.

RIGHT TO FILE A COMPLAINT UNDER FERPA

Parents and students can file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Educational Rights and Privacy Act and Protection of Pupil Rights Administration). The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-8520.

Attendance

Student Right: Each student has a right to receive an education that fosters personal growth and prepares one for adult roles.

Student Responsibility: Each student has the responsibility for attending school regularly; to report to school and classes on time; and to prepare for classes and to participate meaningfully.

Wisconsin Statutes 118.15 and 118.16 establishes the ultimate responsibility for regular school attendance for all children between the ages of 6 and 18 with each student's parent or guardian. The parent or guardian of a student is responsible for reporting an absence, its cause, and if required, for sending information upon the student's return. A parent or guardian has the right to request the school board provide the student with program or curriculum modifications as outlined in 118.15(1)(d) of the state statutes. Contact the principal to make this request.

Excused Absences: A parent /guardian may excuse their son/daughter up to 10 days per year. We will require a doctor slip for all excused absences beyond 10 days. The school may require a doctor's excuse due to illness that extends beyond three days or that is chronic in nature. If any part of the day is excused this would count as one excused absence.

Action: If the student is not present and the reason for the absence has not been reported or excused, school personnel will **try** to contact the parent. The student and/or parent are subjected to, but not limited to:

Notification	Closed Campus	Parent Conference	Citation
Suspension	Referral for evaluation	Truancy referral	Community Service

Student Policy/Regulation: Excused absences will be granted for the following reasons:

- a. Personal illness. In cases of prolonged or chronic illness, we will require a doctor's excuse.
- b. Recovery from accident.
- c. Death in the immediate family.
- d. Professional appointments, court appearances, driver's exam—*In all cases the student is required to obtain an appointment card in the Attendance Office prior to leaving the building.* Upon returning to school, the student may be asked to provide verification of having been to the appointment at the stated time and must check in with attendance to return to classes. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment time and return to school is considered UNEXCUSED.
- e. Observation or celebration of bona fide religious holiday.
- f. Parent's vacation trips which cannot be arranged during school vacation periods (must be prearranged.)
- g. Suspension from school.
- h. Commitments which absolutely cannot be held outside of regular class instruction time. (**Must be prearranged.**)
- i. Such other good cause as may be acceptable to the District Administrator.

The school reserves the right to determine if an absence is excused.

Procedure: If a student is to be absent for all or part of the day as a result of illness, an emergency, or other unforeseen situations, his/her parents are requested to notify the secretary in the Attendance office by phoning 423-4161 by 9:00 a.m. on the day of the absence. The parents must clarify the reason for absence during the phone call. In the absence of a phone call from the parent by 9:00 a.m., the school will contact the parent shortly thereafter at home or work. Failure to call the school within 24 hours of the absence or complete a prearranged absence form will result in the absence being recorded as unexcused. In all cases other than emergency or illness, the school must be notified in advance by telephone in order for the absence to be pre-excused. All prearranged absence forms must be turned in prior to the absence date.

Examples of unexcused absences, but not limited to:

1. Oversleeping, car trouble, truancy, shopping, hunting, fishing, or other sporting activities, haircuts, babysitting, leaving class early, missing the bus, and unauthorized attendance at WIAA contests.
2. Leaving the building without the permission of a school official and not signing out in the attendance office.
3. A student 5 or more minutes late to class or leaves class without the permission of the teacher.
4. "Skipping" is truancy by being absent for all or part of the school day without parental knowledge or being unaccounted for in or out of the building by school personnel including AM and PM extended learning on Wednesdays.
5. The parent failed to call the attendance office within a 24 hour period. UNEXCUSED ABSENCES NOT CLEARED WITHIN 24 HOURS

AFTER NOTIFICATION OF THE STUDENT OR PARENT MAY REMAIN UNEXCUSED ON THE STUDENT'S RECORD.

6. The student did not follow the proper steps to prearrange an absence.
7. Student refusing to attend scheduled time by staff members—examples: Extended Learning Time, noon hour English recovery, Freshmen Extended Learning Time.

Attendance Procedures and Policy for Accumulated Unexcused Absences

Absenteeism will be recorded on a *per term per class basis* using the following procedure:

1. The individual classroom teacher is crucial in determining academic success. The teacher who is concerned about a student's attendance will contact parents, the guidance counselor, and the Assistant Principal -Student Services. All parties will cooperate to resolve the problem through conferences, phone calls, and monitoring of attendance.
2. Should unexcused absences continue, the student will become a habitual truant by state law. (Unexcused absences for all or part of 5 days over the course of a semester). At that time the parents will be notified by mail and a conference with the student and parent will be arranged to investigate, develop, and implement a plan of action designed to return the student to productive behavior.
3. Should the unexcused absences continue, school personnel will consider subsequent Juvenile Intake or Municipal Court for local ordinance violation, or referral to the Superintendent and Board of Education with the recommendation that the student be expelled. The goal of these interventions is to help the student attend school and achieve success.

OTHER ALTERNATIVES:

- A. Disciplinary leave.
- B. Out of school suspension one to five days.
- C. Alternative program or schedule.

Local, State and County Attendance Mandates

In addition to school regulations, the state and county governments require the schools to comply with the following regulations:

1. Make every reasonable effort to notify the parent of student absence.
2. Notify the parent when a student becomes a habitual truant. The county and state declares a student as habitually truant when he/she misses part or all of five (5) days in a semester.
3. Conduct a parent conference and file a truancy petition with County Juvenile Intake and/or Municipal Court.

TARDINESS

A student is considered tardy if he/she is not in his/her assigned place when the class is scheduled to begin. It will be considered a truancy if a student reaches 5 tardies in one class in one quarter. Each additional tardy will be an additional truancy.

MAKE-UP POLICY

It is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments and other work missed. When a parent requests homework for any amount of time, please notify the **Attendance Office by 9:00 AM** of your need for make-up work and allow 24 hours for the school to gather materials needed.

COLLEGE VISITATIONS

1. Students are allowed to visit institutions where advanced training may be taken beyond high school.
2. Generally these visits can be planned during school breaks or vacation time.
3. Students should discuss plans to attend advanced training institutions with their guidance counselor. Specific appointments should be made with the institution to be visited.
4. Discretion must be used by students who utilize this privilege. ***A prearranged absence form is required.***

WITHDRAWAL FROM SCHOOL

Withdrawal procedures are initiated in the **Student Services Office**. Students withdrawing are to use the withdrawal form to obtain release signatures from all teachers, assistant principal and the office. All obligations are noted on this form. The completed form is to be returned to the office. Refer to [policy 5200](#) for additional information regarding attendance

STUDENT CONDUCT

Students enrolled at Kimberly High School are members of the school district and are responsible for following the Student Code of Conduct (Board [Policy 5500](#)). This code shall apply at all school sanctioned activities and functions. Violations of this code shall result in disciplinary action by authorized school district officials.

1. All students are expected to: complete all assignments and work on time; report to scheduled classes on time with required work materials and participate in class activities.
2. All students must respect the rights of others and school and personal property.
3. All students must be punctual and attend class.
4. Students are expected to show concern for the safety of others and to conduct themselves in an orderly and acceptable manner both in the classrooms and hallways and at all school sanctioned activities.
5. Pursuant to Wisconsin Statutes (S.48.983 and S.120.12), smoking and possession of smoking materials and tobacco products are not permitted on school grounds or at any school sanctioned activity or functions conducted off of school grounds.

STUDENT DISCIPLINE (SEE [POLICY 5600](#))

Discipline at Kimberly High School is a necessary element of the school as in any other office or institution. We request that students become familiar with the school's rules, regulations, and policies and make every effort to abide by them. The kind of discipline that works in a democracy is self-discipline. A person has the freedom to act and choose but he/she must accept the responsibilities and consequences of his/her actions. A purpose of education is to make every individual responsible with his/her freedom. Freedom used with responsibility creates a self-disciplined person. All students are expected to meet classroom expectations as set forth by the instructor.

ASSISTANT PRINCIPAL

The purpose of assigning a student to the Assistant Principal is:

1. To provide a setting for the student to examine his or her actions and make a commitment to correct this behavior and possibly create a plan for academic success.

ASSISTANT PRINCIPAL Guidelines:

1. While in the Assistant Principal Office the student will fill out a form on what they believed happened in class.
2. This form is shared with the teacher and sent to the parents.
3. Consequences may include a discussion with the Assistant Principal for a plan of improvement or a parent/teacher meeting may be required.
4. Failure to meet outlined expectations will result in additional consequences.
5. A student referred to the Assistant Principal must report directly to the Assistant Principal and remain until permission to leave is granted by a school official.

STUDENT ANTI-HARASSMENT NOTICE ([POLICY 5517](#))

It is the policy of the board of education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the board.

BULLYING NOTICE ([POLICY 5517.01](#))

The board of education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the district, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by school district officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

STUDENT HAZING NOTICE ([POLICY 5516](#))

the board of education believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of state law. It prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored activity or event.

GANG AND GANG-RELATED BEHAVIOR

In order to provide a safe environment for all students and staff, the display of gang-related graffiti or identification and participation in related gang activities are prohibited from Kimberly Area School buildings, grounds, vehicles, and activities. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate or promote activities which threaten the safety or well-being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district. A "gang" as defined by this policy is a group of two or more individuals that may have a unique name, identifiable marks or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity. The following gang-related behaviors are prohibited in school buildings, school buses and school-sponsored activities:

1. The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation, or sympathy with a gang.
2. Displaying gang markings or slogans on personal property or clothing.
3. Uses of gang-related hand signs or signals.
4. Possessing literature that indicates gang membership.
5. Antisocial or criminal activities which disrupt school or school-sponsored activities.
6. Committing a crime.
7. Initiations, hazings and intimidation.
8. Papers and assignments with gang-related messages or graffiti on them will not be accepted by the teachers.

If the administration verifies a student's involvement in gang activities, the parent or guardian will be informed in writing as will the appropriate law enforcement agency. Violation of this policy will subject students to appropriate disciplinary action, which may include suspension or expulsion. ([Board Policy 5610](#))

WEAPONS ([POLICY 5772](#))

The board of education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the district including, but not limited to, property leased, owned, or contracted for by the district, a school-sponsored event, or in a district vehicle, to the extent permitted by law without the permission of the superintendent.

This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms.

For this policy the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal and/or the Superintendent as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved on-site);
- C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

CORPORAL PUNISHMENT/USE OF FORCE

Corporal punishment shall not be used in the Kimberly Area School District. Corporal punishment is defined as the intentional infliction of physical pain, physical restraint and/or discomfort upon a student as a disciplinary technique. School personnel are not, however, prohibited from using incidental, minor or reasonable physical contact designed to maintain order and control or from using reasonable and necessary force under the following conditions:

1. To quell a disturbance or prevent an act that threatens physical injury to any person;
2. To obtain possession of a weapon or other dangerous object within a student's control;
3. For the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes;
4. To remove a disruptive student from school premises, a motor vehicle or school-sponsored activity;
5. To prevent a student from inflicting harm on him/herself; or
6. To protect the safety of others.
7. Use of force by an employee may be subject to a student's I.E.P.

School personnel who have used physical force with students shall report such use to the building principal immediately. The staff shall annually be informed of this policy. ([Board Policy 5630](#))

STUDENT USE OF TWO-WAY COMMUNICATION, ELECTRONIC OR PAGING DEVICES

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and/or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. Refer to policies 5136 and 9151 for additional details.

Electronics at Kimberly high school should only be out in the classroom with teacher's permission and if permission is not given then stored in locker or non-visible in a silent mode.

ACCEPTABLE COMPUTER USE POLICY

The Kimberly Area School District is providing access to computer and network resources for students to promote educational excellence in schools by providing resource sharing, innovation, and communication. ([Board Policy 7540](#))

Some of the information found on the Internet may be considered inappropriate or immoral by some people. The Kimberly Area School District will attempt to keep students from accessing such information through the use of filtering products and direct supervision. However, it must be understood that the student is responsible for his/her own actions. It should further be understood that the Kimberly Area School District has no control over the informational content found on the Internet.

The smooth operation of the Internet depends upon the proper conduct of the users. These guidelines are provided so that students are aware of their responsibilities. Violations of the following guidelines will result in disciplinary actions as determined by the school and district administration.

ACCEPTABLE USE

The computer network system has been established by the Kimberly Area School District for limited education use, which includes classroom activities, career development, web page creation, and teacher-directed self-discovery, endeavors.

The use of your account must be in support of education and research and consistent with the educational objectives of the Kimberly Area School District.

Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening or obscene material.

Pirating, the illegal copying or selling of software, is prohibited.

PRIVILEGES

1. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.
2. School administration will determine consequences for inappropriate use.
3. School administration may request the system operator to suspend specific student accounts until the inappropriate use is reviewed.

NETWORK ETIQUETTE (NETIQUETTE)

Electronic mail (email) privileges or accounts may be given to students for educational use. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not write messages that will harass, offend or insult other people.
2. Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly prohibited.
3. For your personal protection, do not give out your address or phone number.
4. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users. Lengthy file attachments should be approved by supervising personnel before transmission.
6. Email via the Kimberly Area School District Network is not for sending unwanted e-mail, chain e-mail messages.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system operator or your instructor. Do not demonstrate the problem to other users.

1. Do not use another individual's account or password.
2. Attempts to logon to the network as a system administrator may result in cancellation of user privileges.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

VANDALISM

Vandalism will result in cancellation of privileges.

1. Vandalism is defined as any malicious attempt to modify, damage, or destroy data, software, operating systems or equipment.
2. This includes, but is not limited to, the loading or creation of computer viruses.
3. Data and software should only be saved to designated areas for students use.

The Kimberly Area School District (KASD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

1. The KASD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service disruptions caused by its own negligence or your errors or omissions.
2. The KASD is not responsible for any costs, liabilities or damages caused by the way you use the system.
3. Use of any information obtained via the Internet is at your own risk.
4. The KASD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

CODE OF ACADEMIC INTEGRITY

Every faculty member and student at Kimberly High School belongs to a community of learners where academic integrity and the fulfillment of our community values of **Respect**, **Honesty**, **Responsibility**, and **Kindness** are paramount. Our community values are the foundation of this code of academic integrity.

Honesty

Honesty implies a refusal to lie, steal, cheat or deceive in any way. Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained.

Examples include:

1. Copying from another person's work during an examination or while completing an assignment.
2. Allowing someone to copy during an examination or while completing an assignment.
3. Using any unauthorized materials not specifically approved by the instructor during any exam or while completing any assigned work.
4. Collaborating on any group or individual assignment without the direct authorization of the instructor.
5. Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you.
6. Altering a graded work after it has been returned, then submitting the work for re-grading.
7. Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
8. Stealing, reproducing, circulating or otherwise gaining access to or providing information about examination materials prior to the time authorized by the instructor.
9. Retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate they are to be returned to the instructor at the conclusion of the examination.
10. Providing false information in connection with any inquiry regarding academic integrity.
11. Falsifying of records and/or official documents: academic records; grade reports, letters of permission, add/drop forms, ID cards, absence excuses, parent notes, etc.
12. Continuing work on an examination or assignment after the allocated time has elapsed.

Respect and Responsibility

Respect can be defined as being regarded with honor or esteem and a willingness to show consideration or appreciation.

Responsibility can be described as an act or course of action that is demanded by position, custom, law, or religion. Plagiarism runs contrary to both **Respect** and **Responsibility** and is a form of intellectual theft that violates the principles of academic integrity. It is the verbatim repetition or paraphrasing, without acknowledgment, of another person's expressions. Examples include:

1. Copying another student's work and submitting it as one's own work (i.e. homework, term papers, group projects etc.).
2. Using any other person or organization to prepare work which one then submits as his/her own.
3. Paraphrasing the thoughts of another writer without acknowledgment.
4. Citing a source that does not exist.
5. Attributing to a source ideas and information that are not included in the source.
6. Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.

7. Intentionally distorting the meaning or applicability of data.
8. Inventing data or statistical results to support conclusions.

All significant phrases, clauses, or passages taken directly from source material must be acknowledged either in the text itself, in footnotes, or in any other format specified by the teacher.

Kindness

Aristotle defined **Kindness** as “helpfulness towards someone in need, not in return for anything, nor for the advantage of the helper himself, but for that of the person helped”.

Academically dishonest, deceitful, or inappropriate acts that contradict our expectations of kindness include but are not limited to:

1. Pressuring or encouraging another student to participate in any violation of the code of academic integrity.
2. Planning with another to commit any act of academic dishonesty.
3. Profiting financially or otherwise by advocating, assisting, or supporting any unethical act.

Violations of the Code of Academic Integrity

We are a community of learners and consequences for the violation of the code of academic integrity must reflect our expectations for learning. Any violations of the code of academic integrity occurring in the classroom will be subject to behavioral sanctions established by the classroom teacher. The student would be required to repeat the activity in order to assess the student’s learning. The classroom teacher may require the student to complete the learning during extended learning time, after school, or under some form of additional scrutiny and with a specific time

line. The teacher will communicate the violation and sanction to the student, the student’s parents and administration.

In more blatant/severe cases, the student would be required to repeat the activity in order to assess the student’s learning and the classroom

teacher will refer the incident to the Assistant Principal of Student Services. These referrals, or any violations occurring outside the classroom, will be subject to disciplinary actions that may include the following but are not limited to any combination of the following:

1. Suspension from school
2. Exclusion from school activities and events
3. Removal from the National Honor Society
4. Loss of Letters of Recommendation
5. Repeated violations or significant violations may result in the student withdrawn from the course or removed from AP or Honors courses, or loss of Laude points associated with the course.

STUDENT DRESS CODE

Responsibility for the personal appearance of students enrolled in the Kimberly Area School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming should not, however: a. affect the health or safety of students, or b. disrupt the learning process within the classroom or school. NO student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activities (e.g., gang-related colors) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision. This policy is in force during the school day, in school vehicles and at all school activities. ([Board Policy 5511](#)) Students may not wear clothing with writing, pictures, symbols, or slogans depicting drugs, tobacco, alcohol, vulgarity, racism, gangs, mutilation, and/or sexual connotation. Students may not wear immodest clothing. Bare midriffs and exposed undergarments are not allowed. Students may not wear or carry hats, caps, visors, or bandanas. Students should place their outerwear in their locker upon arrival at school. KHS Clothing Policy is at the end of this student agenda.

SEARCH AND SEIZURE ([POLICY 5771](#))

The board of education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places. The Board directs that the searches may be conducted by the:

(Superintendent, building principals, assistant principals, Police Liaison Officer, Designee.)

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance. Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search. Additionally, students approved for permit are required to participate in random drug testing program.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property if:

- A. The presence of the dogs on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices. following conditions:

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

CARE OF DISTRICT PROPERTY

In accordance with [Policy 5513](#) Care of District Property, the following administrative guidelines are established when Kimberly Area School District students destroy district property and/or property of employees of the Kimberly Area School District.

- A. Students will be reported to local law enforcement authorities and local law enforcement will be encouraged to prosecute to the fullest extent of the law.
- B. Students and/or their parents will be financially liable to damage to property including labor, material rental and other costs incurred in the clean-up of any vandalism.
- C. Destruction of school property and material will be considered a violation of the co-curricular code of conduct. The severity clause in the co-curricular code may apply.
- D. Students may be prohibited from attending activities and/or events outside of the normal school hours.
- E. Students may receive a suspension and/or expulsion from the schools within the Kimberly Area School District.
- F. Students may face loss of other privileges which may include, but are not limited to, participation in the graduation ceremony.

STUDENT AND EMPLOYEE USE OF ALCOHOL AND OTHER DRUGS ([POLICY 5530](#))

It is the Kimberly Area School District's policy to ensure all students have a safe environment to achieve their highest potential. In order to assure a safe environment, the Kimberly Area School District will have "Zero Tolerance" for alcohol and other drug use or possession by students on school property and/or whenever students are at school sanctioned activities. The district shall have "Zero Tolerance" for alcohol and other drugs or possession by employees who are acting under the scope of their employment duties.

No student of the Kimberly Area School District shall knowingly possess, use or distribute, or be under the influence of alcohol, controlled substances, controlled substance analogs or any other mood altering chemicals while on school property or during school sanctioned activities. The possession, use or distribution of drug paraphernalia, look-alike drugs, tobacco, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school sanctioned activities. A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Student violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of co-curricular advisors and the athletic director; notification of the district superintendent or designee; suspension from school; recommendation for expulsion.

No employee of the Kimberly Area School District shall knowingly possess, use or distribute, or be under the influence of alcohol, controlled

substances, controlled substance analogs or any other mood altering chemicals while acting under the scope of their employment duties. Staff violation of this policy may lead to disciplinary action up to and including termination of employment.

Use of prescription or over-the-counter medication in compliance with Board Policy shall not be considered a violation of this policy. Secondary distribution of any prescribed drug on school property or during school sanctioned activities is prohibited.

Legal Reference: Wisconsin State Statutes 48.983, 118.45, 120.13(1), 125.05(8m), 125.07, 125.09(2) and Chapter 961

SUSPENSION

State statutes permit the out-of-school suspension of students (S.120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of Kimberly High School staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, or work in any co-op or work experience program, during the term of their suspension. For the purpose of making up school work missed while suspended from school, suspensions are considered excused absences. Following are some of the major reasons for which students may be suspended from Kimberly High School. Legal charges may also be brought against students who commit an illegal act.

Chronic misbehavior: Repeated inappropriate behavior.

Disruptive behavior: Repetitive behavior that disrupts the learning process.

Insubordination: Failure to comply with directions given by school officials.

Assault: A physical or verbal attack.

Alcohol: Students may not purchase, possess, or consume any alcoholic beverage (S.125.07 and 125.09). Students in possession of or under the influence of alcoholic beverages will face school and legal sanctions.

Battery: A student causing bodily harm to another, by an act done with intent to cause bodily harm to that person harmed, is guilty of a misdemeanor (S.940.19)

Disorderly Conduct: Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (S.947.01).

Drugs: It is illegal for any person to possess a controlled substance unless it is obtained from a valid prescription (S.161). Students found to be in possession of illicit drugs will face school and legal sanctions.

Gambling: Whoever makes a bet in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement is guilty of a misdemeanor (S.945.02)

Harassment: A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact, or threatens to do the same, is in violation of the law. (S.947.01).

Hazing: No person may intentionally or recklessly engage in acts of forced activity which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school (S.948.51).

Obscenity: A student who imports, prints, advertises, sells, has in possession, offers for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes (S.944.21 and S.944.23).

Possession of a Dangerous Weapon: Any person (except a peace officer) who goes armed with a weapon or switch blade knife in any school building or on school property is guilty of a Class A misdemeanor (S.941.235 and S.941.24 and S.948.61).

Possession/Discharge of Fireworks: No person shall sell, use, discharge, or explode any fireworks in a school building or on school property (S.167.10).

Slander/Libel: State statute prohibits intentionally defaming another person, whether a student or staff member. This includes anything which exposes the other person to hatred, contempt, ridicule, or disgrace in their line of work (S.942.01).

Theft: No student may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another person without the other's consent (S.943.20).

Tobacco: State statute prohibits the possession of tobacco products by a minor (S.48.983). Use of tobacco products on school district property by any person is a violation of state statute (S.120.12).

Vandalism: Any student who intentionally causes damage to a school building and/or school property is guilty of a misdemeanor (S.943.01).

Noncompliance with rules: made by the superintendent or any principal or teacher designated by him/her with the consent of the school board; or

Conduct: while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.

Prior to the suspension, the student must be advised of the reason for the proposed suspension and given an opportunity to explain or refute the charge (due process). If the suspension is ordered and the student suspended is a minor, the parent or guardian shall be given reasonable notice of the suspension and the reason. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the superintendent or a person designated by him. The designee shall be someone other than a principal, administrator, or teacher in the suspended student's school. If, as a result of the conference, it is found that the suspension was unfair, unjust, or inappropriate, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension must be expunged from the student's school record and the student must be given the opportunity to make up any missed work. The finding shall be made within 15 days of the conference.

EXPULSION

According to Wisconsin Statutes (S.120.13), the Kimberly Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district.

STUDENT AND PARENT COMPLAINTS

We realize that from time to time there will be complaints with regard to classes, school rules, etc. in order to avoid unnecessary consumption of time, and creation of additional problems, would you please follow the procedure outlined below when registering complaints:

1. The initial complaint should always be registered with the teacher or person in charge of the area of complaint.
2. If satisfactory resolution is not reached through step #1, the next step is contact with a High School Building Administrator.
3. If there is still no satisfaction, the building administrator will direct the complaint, on your behalf, to the District Administrator.
4. The final step in the process would be a hearing by the Board of Education.

Please follow the above procedure, step by step. Your complaint will not be considered unless the above procedure is followed.

NOTICE OF REFERRAL

Upon request, the Kimberly Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting:

Tim Fosshage, Director of Pupil Services
Kimberly Area School District
at (920) 788-7900
or by writing him at
Kimberly Area School District
PO Box 159
Combined Locks, WI 54113

PARENT PARTICIPATION IN TITLE I PROGRAMS ([POLICY 2261.01](#))

The Kimberly Area School District recognizes that it is important to involve parents in the Title I Program as well as other district programs

REQUEST OF PROGRAM MODIFICATION AND RELIGIOUS ACCOMMODATIONS

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

For more information refer to policies 2240, 2270 and 2416

NONDISCRIMINATION POLICY & ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY ([POLICY 2260](#))

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy [1422](#), Policy [3122](#), and Policy [4122](#) – Nondiscrimination and Equal Employment Opportunity.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board [Policy 7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient,

including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

The following individuals shall serve as the District's "Compliance Officers" for the District. S/He is hereinafter referred to as the "Compliance Officer".

Dawn Thomas
Director of Human Resources
920-788-7900
425 S. Washington Street
PO Box 159
Combined Locks, WI 54113
dthomas@kimberly.k12.wi.us

Tim Fosshage
Director of Pupil Services
920-788-7900
425 S. Washington Street
PO Box 159
Combined Locks, WI 54113
tfosshage@kimberly.k12.wi.us

The name, title, and contact information of this individual will be published annually in the parent and staff handbooks and/or on the School District's website.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The Compliance Officer shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the Compliance Officer will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the Compliance Officer should consult the Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the Compliance Officer will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the Compliance Officer will initiate an investigation.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the Compliance Officer shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Compliance Officer may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Compliance Officer, the Superintendent must either issue a final decision regarding whether or not the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to the complainant.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed in a timely manner (ordinarily within ten (10) business days). At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the Compliance Officer or Superintendent shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

During the course of an investigation, the Compliance Officer will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

THE KIMBERLY HIGH SCHOOL CLOTHING EXPECTATIONS

Clothing worn to school must be appropriate for an education setting. Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

THE KIMBERLY HIGH SCHOOL DRESS CODE GUIDELINES:

1. Student MUST wear clothing that covers their: Undergarments, Stomach, Lower Back Chest/Rib Cage, Buttocks, and Cleavage.
2. No student shall be permitted to wear any headgear (cap, hat, hood etc.) other than for religious or medical reasons in the school building during the school day.
3. Students may not display the Confederate Flag on any school supplies or clothing (shoes, hats, or buckles) or in vehicles while on school property.
4. Chains, blankets, beer/alcohol/drug messages, or messages that disrupt the learning at Kimberly High School are not permitted.
5. Students must wear appropriate footwear in and around school at all times
6. Students must wear safety or special-purpose equipment whenever it is required.

MORE INFORMATION:

- KHS administration will be the last word in the appropriateness of clothing worn at KHS. Parents will be notified of any violations.
- Staff should contact the attendance office immediately when they see a clothing issue. We request first block teachers use Infinite Campus with all clothing issues.
- Staff members who witness inappropriate apparel in the hallway or commons should have the offending student(s) report to attendance or should immediately notify attendance right away of the clothing issue.
- Students and parents can also contact attendance if they see clothing issues at Kimberly High School.

CONSEQUENCES OF CLOTHING ISSUES:

The actions for clothing violations are:

- 1st offense – warning, attempt to modify clothing, and follow up with parent communication
- 2nd offense – open suspension
- 3rd offense – suspension
- A student may be asked to turn shirts inside out or to put on a school issued garment to comply with our policy. The garment must be washed and returned. The school reserves the right to send students home to change clothing

QUESTIONS:

- Please contact the KHS attendance office at (920) 423- 4161.

CLUBS AND ACTIVITIES

There are a wide variety of clubs and activities available to you as a student of Kimberly High School. You are encouraged to consider the benefits of participating in the activities of our school clubs and organizations. **The co-curricular code of conduct applies to all clubs and activities.**

CLUBS/ACTIVITIES

ADVISOR

Anime C	Mrs. Reader
Art Club	Mrs. Schaefer/Mrs. Wise
Band (Jazz, Marching, Pep)	Mr. Gall/Mr. Goethals
Baseball.....	Coach McGinnis
Basketball (boys).....	Coach Wurtz
Basketball (girls).....	Coach Cullen
Bowling Team	Mrs. Hanson/Mrs. Guthrie
Car Club.....	Mr. Girod
Chorus.....	Mr. Popke
Flag Team and Color Guard	Ms. Seigel
Cross Country.....	Coach Heling
Cross Country Ski Club	Mr. Verboomen
Dance Team	Coach Arnold/Coach Buchberger
DECA	Mr. Brown/Mrs. Fischer/Mrs. Kalnins/Mrs. Hoffman/Mr. Schaaf
FCA.....	Mr. Murray
Football	Coach Jones
Forensics	Ms. Loomis/ Mrs. Yunk
KHS Alliance	Mr. Glenn
Golf (boys and girls)	Coach Lueneburg
Graphics Club.....	Mr. Bowers
Hockey (boys).....	Coach Schwehr
Hockey (girls)	Coach Fox
HOSA (Health Occupations Students of America).....	Mrs. Buss
Key Club	Mrs. Dollevoet/Mrs. Mathes/Mrs. Paruch
LARP	Mr. Holtien
Life Force	Mrs. Verstegen/ Mrs. Phillip/ Mrs. Yaniskivis/ Ms. Voissem
Link Crew	Mrs. Sutton/Mrs. Weyers/Mr. Yunk
Math Team	Mrs. Shrode
Multicultural Club	Mrs. Eckerman Amba
Musical & Theatrical Productions	Mr. Wegner
National Honor Society	Mr. DeKoch/Mrs. Kasper
Paintball Club.....	Mrs. Hietpas/ Mrs. Wilson
Peacemakers.....	Mrs. Phillips
Photography Club	Mr. Bowers
Project Green.....	Mr. Simon/Mrs. Heling
Project Unify	Mrs. Reed
Shooting Sports (Archery/Trap Team)	Mr. Sahr, Mr. Smith
Ski/Snowboard Club.....	Mr. Klitzke/Mr. Yunk
Soccer (boys).....	Coach Gardner
Soccer (girls)	Coach Ruhsam-Tegelman
Softball.....	Coach Weyers
Sparklz.....	Mrs. Ringler
Student Advisory Committee.....	Mr. Rietveld
Student Council.....	Mrs. Ramponi/Mrs. Jansen
Swimming (boys and girls)	Coach Terlap
Tennis (girls).....	Coach Holschuh
Tennis (boys).....	Coach Holschuh
Track (boys).....	Coach Hoerth
Track (girls)	Coach Kroncke
Volleyball (girls)	Coach Scharenbroch
Volleyball (boys).....	Coach Seidl

Wrestling	Coach Engelland
Yearbook (Kimet)	Mrs. Yunk