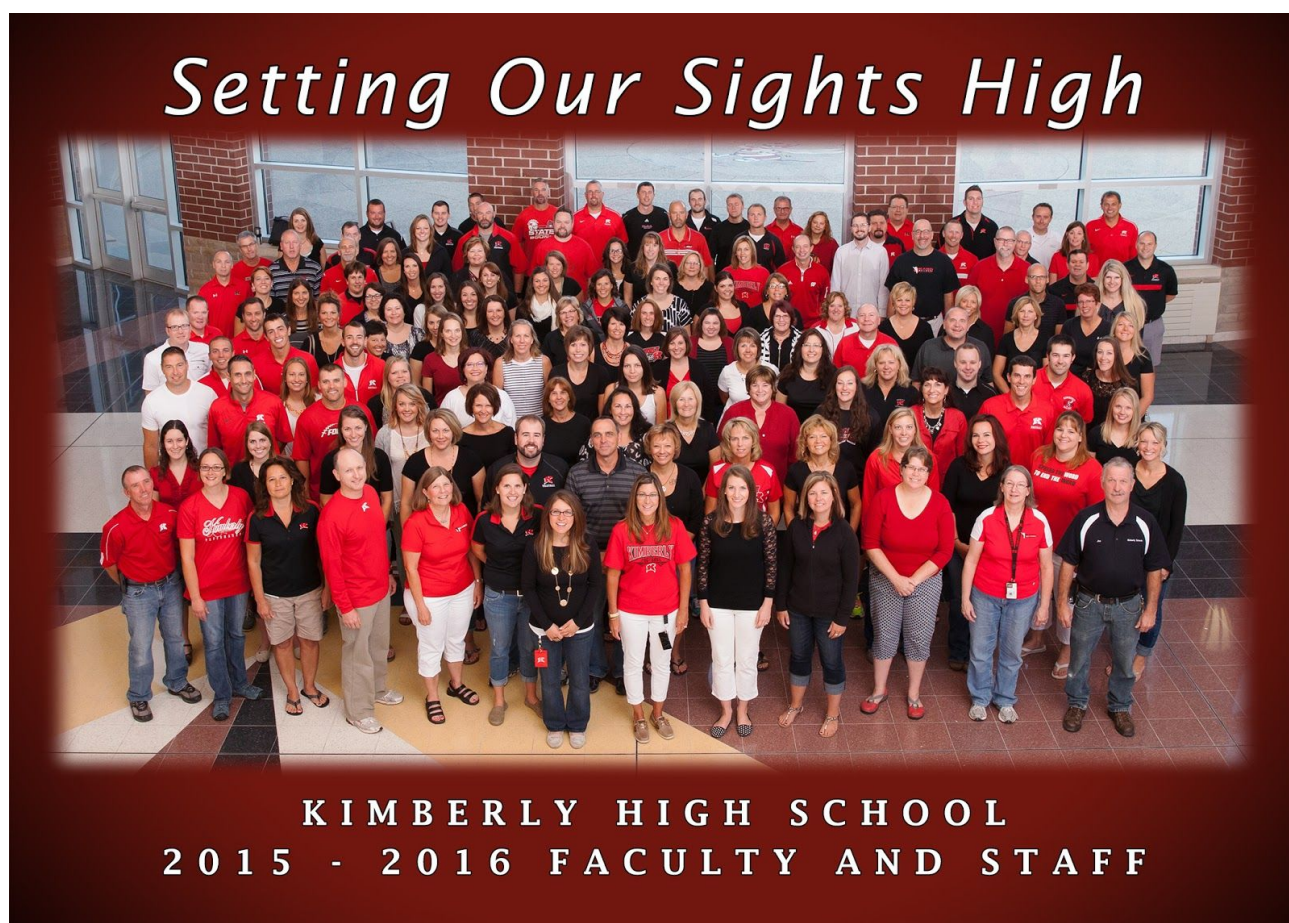


# Kimberly High School Information for Students and Parents New to KHS



*Kimberly High School Teachers and Staff Welcome You!*

Main Office 687-3024  
Attendance 423-4161

Athletics 423-4160  
Student Services 423-4162



**Kimberly High School**  
**1662 E. Kennedy Avenue**  
**Kimberly WI 54136**



**Answers to Questions Asked By Students and Parents New to KHS**

**Question:** Whom do I call if I have questions or concerns?

**Answer:** We ask that you first attempt to discuss the concerns with the teacher, coach, or advisor. If you have additional concerns do not hesitate to contact:

- Mike Rietveld, Principal
- Lori Verhagan, Associate Principal
- Steve Verboomen, Assistant Principal
- Jason Nate, Assistant Principal
- Ryan McGinnis, Director of Athletics
- Tracie Halfmann, School Counselor (last names A-F)
- Sara Siegesmund, School Counselor (last names G-Le)
- Katie Phillip, School Counselor (last names Li-Schmi)
- Chris Biolo, School Counselor (last names Schmo-Z)
- Sarah Tennie, Academic & Career Counselor
- Rachel Phillips, School Psychologist
- Mark Wery, Police School Liaison Officer
- Kathie Menting, Office Manager (student fees and fines)

**Question:** What is the school time schedule?

**Answer:** We will begin each school day at 7:40 a.m. The school day will end at 3:00 p.m. We will run a different schedule on Wednesdays with classes beginning at 8:20 and student extended learning time beginning at 2:15 p.m. Busses still run at the regular time and students arriving early may use the LMC or Commons. Students will be supervised from 7:00 a.m. – 3:30 p.m. daily.

**Question:** Will we have a full day of school on the first day?

**Answer:** All students will have a full day of school on the first day. We will run a regular schedule starting at 7:40 a.m. on Tuesday, September 6<sup>th</sup>.

**Question:** What is extended learning time?

**Answer:** On most Wednesdays we run a shorter schedule of classes. The last block ends at 2:11 p.m. From 2:15 to 3:00 p.m. students can seek out teachers for additional help, complete work missed due to absences, or use the time for studying. Many clubs and organizations also meet during this time. Busses run at the regular time. Students can be required to remain for extended learning time. We will **NOT** run a Wednesday schedule on September 7<sup>th</sup>.

**Question:** Why the late start on Wednesdays?

**Answer:** The start of the day on Wednesday is teacher learning time. Our teachers work collaboratively to improve learning opportunities for students. Freshmen with incomplete or failing grades may be asked to attend from 7:45 to 8:15 a.m. to work with selected staff members. Freshmen and their parents will be notified by the attendance office if they are requested to attend.

**Question:** Do I need a lock on my locker and can I place my own lock on my locker?

**Answer:** You will need the school lock that was assigned at the beginning of the year, on your locker at all times. If the lock is lost or stolen please see the attendance office. The replacement cost is \$7.00.

**Question:** When can I pick-up my schedule and look around?

**Answer:** A schedule of registration and orientation sessions is on our school website. **All students must attend one of the sessions below to have their picture taken and to complete registration.** You will receive your school ID card at registration.

Students and parents are welcome to look around KHS any time after August 17<sup>th</sup>. Please understand we cannot provide access before August because cleaning is in progress.

#### 2016 Registration Schedule

<b>2016-17 Registration</b>	<b>Time</b>	<b>Class</b>	<b>Reason</b>
<b>Tuesday, August 16</b>	<b>8 to 10 am</b>	<b>Freshmen</b>	<b>Schedules/ID Pictures</b>
	<b>10 to Noon</b>	<b>Sophomores</b>	<b>Schedules/Pictures</b>
<b>Bldg closes 12-3</b>	<b>3:00 to 5:00</b>	<b>Juniors</b>	<b>Schedules/Pictures</b>
	<b>5:00 to 7:00</b>	<b>Seniors</b>	<b>Schedules /Pictures</b>
<b>Monday, August 22</b>	<b>1:00 to 2:30</b>	<b>Juniors</b>	<b>Schedules/ID Pictures</b>
	<b>2:30 to 4:00</b>	<b>Seniors</b>	<b>Schedules/Pictures</b>
<b>Bldg closes 4-5</b>	<b>5:00 to 6:30</b>	<b>Freshmen</b>	<b>Schedules/Pictures</b>
	<b>6:30 – 8:00</b>	<b>Sophomores</b>	<b>Schedules /Pictures</b>

**Question:** Is it true I must have my School ID Card to get into the school?

**Answer:** The student entrances are locked at all times. Student must scan their ID cards for entry. If a student or staff member leaves during the day for an appointment, a volunteer site, or lunch they will need to scan their ID card in front of a card reader in order to open the entry door. Student ID cards will be used for many purposes including: library checkout, entry to dances, athletic pass, and for identification purposes. We do have occasional door checks to verify students are carrying their ID. If a student loses their card they can obtain a new card in the office. Students with ID cards are admitted free to all home athletic contests. The charge for a lost card is \$6.00.

**Question:** What is the Link Crew Program for freshmen?

**Answer:** Link Crew is a mentoring program designed to help freshmen with the transition to high school. We have selected juniors and seniors to serve as mentors for small groups of freshmen students. The goal is to have juniors and seniors support freshmen throughout their first semester at KHS. Our Link Leaders have been preparing the Freshmen Welcome Event for several months and look forward to meeting with freshmen on August 31st from 8 to Noon.

**Question:** What about the parents? Is there anything extra for new parents to KHS?

**Answer:** Yes we have Parent Link Crew and the date is August 31st from 6:00 – 8:00 PM which starts with the the Activities Fair in the high school commons. Parents will also email you throughout the year updating you on high school activities.

**Question:** Do freshmen get picked on?

**Answer:** No hazing or any form of harassment is tolerated at KHS! We deal with all reported concerns. Report these issues to a teacher, counselor or administrator. A discussion occur and a plan will be created. There will be a follow up with you to make sure the issue is resolved. The plan will take into account your needs and may be monitored by a student leader. Parents of all sides will be notified of the concern and plan.

**Question:** What is the definition of Bullying and Harassment?

**Answer:** Bullying is unwanted aggressive behavior among school aged children that involves power imbalance and repeated over time. At KHS we believe catching any type of behavior early is important and we refer to this as a student interaction. If bullying behavior continues we refer to it as harassment and our PSL is involved. Please note more information on bullying is attached at the end of this document.

**Question:** Are there times there is a student interaction and the high school attempts to deal with it at school?

**Answer:** Yes we understand when you have many teenagers in one area there could be issues (sometimes referred to as high school drama), Administration or counselors will be involved along with older students acting as mentors or mediators. We always follow-up with all parties and if there are still issues then involve parents. We still expect your son or daughter to communicate with you and if you have any concern please call attendance or student services.

**Question:** If a student has a student interaction, bullying or harassment issue who should they go to?

**Answer:** The student may talk to any adult at the school but in many cases students should feel free to report the behavior to their counselor or attendance staff.

**Question:** What time should I get to school?

**Answer:** We recommend that students arrive by 7:20 a.m. Many students arrive early and have breakfast in our commons. Fruit, coffee, juice, milk and other breakfast foods are available for purchase prior to school.

**Question:** How long can I stay after school?

**Answer:** Our LMC is open until 4:30 most days. Many students also choose to study in our commons. If there are issues caused in the commons you will not be allowed to stay after 3:15.

**Question:** Is the lunch hour closed?

**Answer:** The lunch hour is closed for freshmen. Freshmen are required to remain on campus during the school day so we can provide opportunities for them to access additional academic support during the lunch period and to assist in their transition to KHS. We encourage all students to stay at KHS for lunch. Chartwells, our food service provider, consistently makes additional changes to their menu. For students packing a lunch from home, we like them to pack a healthy, nutrient-balanced lunch.

**Question:** What are the guidelines for backpacks at KHS?

**Answer:** Each teacher will create classroom guidelines for back packs based upon what they feel is most appropriate for their classroom. They will consider safety, the number of students in the class, the space available, the type of class being taught, and their teaching style in making their decision. It is expected that students will follow the guidelines put forth by each teacher, realizing there will be reasons for differences.

**Question:** Can I change my schedule?

**Answer:** It will be very difficult to make schedule changes because many classes are at capacity. Contact Student Services if you have any schedule questions-prior to the start of the school year. Schedules are built based upon your requests from last spring and changes will likely be challenging to accomplish.

**Question:** What clothing is acceptable at KHS?

**Answer:** 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. Parents will be notified of any violations. An explanation of the dress code is also included at the end of this packet.

**Question:** What about hats and jackets?

**Answer:** Jackets and hats should be left in your locker during the school day. The air conditioning and heating systems are well designed and we should be able to keep everyone comfortable. If students are easily chilled they should keep a sweatshirt or sweater in their locker.

**Question:** Are cell phones allowed at KHS?

**Answer:** Cell phone use, without teacher approval, is not allowed in the classrooms at Kimberly High School. Students using cell phones in the classroom will face consequences from their teacher and/or assistant principal. Parents will be notified of any violations.

**Question:** How can I monitor academic progress?



**Answer:** All parents and students can access grades by way of the Infinite Campus. If you need a new password for Infinite Campus please contact the Student Services office. Teachers will attempt to update information weekly.

**Question:** What if I have concerns about my son or daughter's academic progress?

**Answer:** Please begin by contacting the classroom teacher, they can provide the most accurate assessment of what is occurring. If challenges persist it is a good idea to contact your son or daughter's school counselor.

**Question:** What are the academic expectations for students?

**Answer:** We strive to provide academic challenges to our students. Often, students may struggle with concepts or content. Our teachers are available to support students before or after school and during Wednesday extended learning time. It is often through the challenge or struggle that a higher level of understanding can develop. If the challenges are ongoing please contact our Student Services staff to discuss tutoring or other options for supporting learning.

**Question:** Where can I get information on bussing?

**Answer:** Some routes are changing and Lamers Bus Company will be providing information to bus students and parents in early August.

**Question:** Will we be able to have food or beverage in classrooms?

**Answer:** Food or beverage will be limited in the classroom section of the building and LMC because it causes more clean-up than we plan for with our cleaning staff. Teachers will review their expectations with you about food and beverages in their classroom.

**Question:** How does the lunch program work?

**Answer:** Each student has a 45-minute lunch period. A wide variety of food is available from our food service area. Students may also bring a lunch and purchase milk or juice. The average cost of a meal is about \$3.75. Free and reduced lunch information is available from the office.

**Question:** Is there an elevator?

**Answer:** Yes, students who need to use the elevator may obtain clearance in the office. We activate the elevator control on your ID card.

**Question:** Are there supervisors in the lunchroom and hallways?

**Answer:** There are a number of teachers and adults who function as lunch supervisors during each lunch hour. We monitor hallways prior to school, during passing time, and after school.

**Question:** Where will dances be held? How long will the dances last?

**Answer:** Dances will be held in the commons or rented off-campus facilities. Dances, with the exception of Homecoming and Prom end at 11:00 p.m. ID Cards for our students and their visitors are required for admission. Visitors must be from high school age to twenty years old. All who attend the dances are subject to random alcohol testing with a PBT (Preliminary Breath Tester). The Freshman Link Crew dance is scheduled for October 14th and will end at 11:00.

**Question:** Why is our mascot the wasp?

**Answer:** Historically, various paper companies contributed to the economic stability of the community. The paper wasp makes paper-like combs to create its nest. We are the Papermakers (the mighty, mighty Makers) and are represented by the paper wasp.

**Question:** When can I take Driver Ed?

**Answer:** We offer Classroom Driver Education based on birthdates. It is taught at 6:45 to 7:30 a.m. daily for one nine-week quarter. The schedule for this school year is:

<u>Birthday</u>	<u>Enrollment Quarter</u>
November 2000 to May 2001	Quarter 1
June 2001 to August 2001	Quarter 2
September 2001 to November 2001	Quarter 3
December 2001 to February 2002	Quarter 4

The cost is \$20. We don't offer behind-the-wheel instruction parents may choose any driving school they would like. We may also offer a summer classroom Driver Education Program.

**Question:** What will be the hours for the LMC?

**Answer:** The LMC will be open from 7:00 a.m. until 4:30 p.m. Students may also use the LMC during their lunch hour. Students must adhere to our authorized computer use policy.

**Question:** What are some issues students have had with the acceptable computer use policy?

**Answer:** We have had a few students were on the school internet system accessing pornography, inappropriate drug and alcohol sites, and use social media site to harass or bully other students. Our filtering catches most of these issues and administrators are alerted. After a due process conversation the appropriate school discipline is applied and parents notified.

**Question:** What information must be completed before I can start athletic practice?

**Answer:** You must have a current physical card and completed athletic information card on file before beginning practice. Any questions on forms can be answered by the staff in the athletic department. **Please contact the Athletic Office if you missed the mandatory parent meeting.**

**Question:** Where will the various sports teams practice?

**Answer:** Football Teams- KHS and Papermaker Stadium  
Soccer Teams- Fields on east side of Gerritts Middle School  
Tennis Teams- KHS Courts  
Golf- Countryside Golf Course  
Cross Country- KHS  
Track- Gerritts Middle School Track; Practice will begin indoors at the KHS  
Softball- Sunset Park  
Baseball- Varsity at Sunset; JV at Gerritts Middle School; freshmen at KHS  
Swimming and Diving- Appleton West  
Basketball- KHS  
Volleyball- KHS  
Wrestling- KHS  
Dance- KHS  
Hockey- Appleton Ice Center

**Question:** Tell me about the fitness center/weight room.

**Answer:** The weight room/fitness center has been made possible by the generous donations of community booster clubs, organizations, and individuals. The lower level features the free weight equipment and the upper level features aerobic and related fitness equipment. Students may use the center during posted hours. Supervision is provided.

**Question:** Where do we park?

**Answer:** All student parking is on the west side of the building or in the church lot. Permits are required and will be available at registration to eligible students. Parents who are dropping off students should drop off students on the west side of building. All bus students will be dropped off on the east side of the building. Bicycles, mopeds and scooters must be parked in the identified area in front of school.

**Question:** Can I use the east (back) exit?

**Answer:** No, this is an emergency exit and entrance only. We have the north gate open for pedestrian access.

**Question:** Are the security cameras monitored?

**Answer:** Yes, our camera system will monitor the parking lots, entrances, and ravine area. The cameras are in place and working. Several cameras can be operated so we can zoom in on problems or can be programmed to rotate and survey broad areas. There are several monitors and the cameras are connected to a digital recorder that records the cameras 24 hours a day, 7 days a week. The camera system is designed to provide security in parking lots and entryways to the building.

**Question:** How will I find my way around?

**Answer:** It is easy to find your way around KHS. The commons, gym, weight room, auditorium, offices, LMC, and food service areas are all near the entrance of the building. The classrooms are located in a three-story wing near the ravine, and the band, choir, and drama classrooms are behind the auditorium. All student lockers are in the classroom area. There are numerous stairwells and lots of space to move. The lower level (all rooms begin with 0) is yellow. The first floor (all rooms begin with 1) is blue. The second floor (all rooms begin with 2) is red.

**Question:** What is the LGI?

**Answer:** The LGI is short for the Large Group Instruction Room. This is a large pit style room that seats 125 people and can be used for large group presentations and meetings. Driver Education will take place in the LGI. The LGI is right across from the gym.

**Question:** How big is the auditorium?

**Answer:** The auditorium seats 750 people and has a full fly and orchestra pit.

**Question:** How big is the gym?

**Answer:** The gym contains four full size basketball courts. The entire floor is wood. There is also a separate competition volleyball court. There are two divider curtains to partition off sections of the gym. There is seating for 2100 people.

**Question:** What do I wear for physical education class?



**Answer:** Shorts, t-shirts, or other workout clothing is appropriate. Clothing needs will vary based upon the weather.

**Question:** Are there lockers for band instruments?

**Answer:** There is a separate band instrument locker/storage room that students can easily get to for storing their instruments. There are no hallway lockers in the music wing in order to reduce noise and traffic. There is video surveillance in the instrument storage room.

**Question:** How do the parents excuse their son or daughter from school?

**Answer:** The parent should contact the attendance office at 423-4161 by 9:00 the day the absence will occur. Parents can excuse their son or daughter up to 10 days a year without a doctor's excuse. Students must notify the attendance office when going home ill from school.

**Question:** What is truancy?

**Answer:** A truancy is when a student (under the age of 18) is absent (or unaccounted for) for any part of the school day. If a student is truant 5 or more times in a semester, they are considered habitual truant and police involvement may be required.

**Question:** Will we be using the student agenda books?

**Answer:** We will not require students to purchase an agenda book. All items that were part of the planner will be sent to students and parents through email. Students will also be able to access the events calendar through their school email accounts.

**Question:** How can I find out information about clubs and organizations?

**Answer:** All meetings are announced during the morning announcements. Information will also be available following the Freshmen Welcome on August 31<sup>st</sup>. Parents are also welcome to attend the Clubs and Organization Fair that will be part of the Parent Link Crew meeting on the evening of August 31<sup>st</sup>.

**Question:** Will there be older students in freshman classes?

**Answer:** Yes, in some elective classes you will find sophomores, juniors, and occasionally seniors. Most of the core classes (English 9, Civics/Geography, and Physical Education) will be comprised of freshmen.

**Question:** How much homework can be expected?

**Answer:** This will depend on the type of classes students have each quarter. On the average students can expect at least an hour of homework each night. It is important to plan time for reading.

**Question:** What is the grading scale at KHS?

**Answer:** We use a standardized grading scale and differentiated grade points, for example an A- is 3.67 and an A is 4 grade points. Our Student Services staff can answer any questions.

Grade	GPA Points	Percentage
A+	4	100% to 97%
A	4	96% to 93%
A-	3.67	92% to 90%
B+	3.33	89% to 87%
B	3	86% to 83%
B-	2.67	82% to 80%
C+	2.33	79% to 77%
C	2	76% to 73%
D	1	65% to 72%
F	0	64% and below
I	0	Incomplete

**Question:** What are the graduation requirements at KHS?

**Answer:** The requirements are summarized in the chart below.

<b>KIMBERLY HIGH SCHOOL GRADUATION REQUIREMENTS</b>	<b>Minimum Credits Required</b>
<b>English</b> Students in grade 9 are required to take 2 credits of English. Students in grades 10-12 are required to take 1 English credit per year.	<b>5</b>
<b>Mathematics</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>Social Studies</b> 1 credit must be Modern American History or AP U.S. History	<b>3</b>
<b>Physical Education</b> A minimum of ½ credit is required each year	<b>2</b>
<b>Personal Finance</b> Courses meeting this requirement: Consumer Related Math, Personal Finance or Life On Your Own	<b>.5</b>
<b>Health</b>	<b>.5</b>
<b>Electives</b>	<b>11</b>
<b>Total</b>	<b>28</b>

Revised February 24, 2009

**Question:** When can I meet with teachers? When are conferences?

**Answer:** We hold parent teacher conferences during the 1<sup>st</sup> Quarter (October 10) and 3<sup>rd</sup> Quarter (February 20). On dates of conferences students are dismissed at 2:00 p.m. Conferences run from 5:00 p.m. to 8:00 p.m. in fall and until 7:00 p.m. in February. Teachers are also available before school, after school and during prep time for meetings. We strongly encourage students to join parents and teachers at conferences.

**Question:** What is grade indexing at KHS?

## **Grade Indexing and Laude Honors**

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. For example:  
*A student enrolled in AP Calculus for four quarters 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 1 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 reported based as indexed grades on transcripts.
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 Quarter 3 of the senior year will be used to determine class rank and awards for seniors. *(The end of Semester 2 grades and rank will be used for any awards with due dates prior to the end of Quarter 3).*

### **Youth Options**

**Indexing applies to Youth Options courses meeting the following descriptions**

1. The college course has an AP course as a prerequisite and the student has successfully completed the prerequisite.
  - o *Example: College Calculus following AP Calculus BC*
- or
2. The college course has a 300 level course as a prerequisite and the student has successfully completed the prerequisite.
  - o *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 or college to begin the application process.
2. The student must apply and be accepted by the university or college 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 or university 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.

## **Laude Honors at Kimberly High School**

- Students will earn 1 Laude Point for each ½ credit enrolled in a Laude course.
- Laude Points can be earned through Quarter 3 of the senior year (a total of 15 quarters).
- The following criteria will be used in determining Laude awards. These numbers are absolute and no rounding will be utilized.

### **Effective for the Class of 2017, Laude honors will be determined using the following process:**

1. Students must have an absolute 3.4 indexed grade point average or higher to be considered for the Laude system **and** 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.
2. In order to earn Summa Cum Laude honors, a student will have met the above requirements and be in the top 5% of indexed quarters completed by students in the class. The top 5% is a whole number value with no rounding.
3. Magna Cum Laude honors will be awarded to students that met the above stated criteria (1 and 2) and be in 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.
4. Cum Laude honors will be awarded to students that met the above criteria (1 and 2) and have be in the 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.
5. 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
- **One** Laude Point is awarded for each **1/2 credit quarter** of the courses designated in the course handbook (also available on our website or in Student Services. All other courses students wish to have considered for Laude Points must be pre-approved by the Administration.

**Question:** What advanced courses are offered at KHS?

**Answer:** Kimberly High School offers a comprehensive curriculum that includes numerous advanced and accelerated courses.

- Advanced Placement (AP) courses: Art History; Biology; Calculus AB; Calculus BC; Chemistry; English Language and Composition; English Literature; European History; U.S. Government and Politics; Environmental Science; Human Geography; Psychology; Statistics; U.S. History; Microeconomics; Music Theory; Physics 1; Physics 2; Statistics
- Cooperative Academic Partnership Program (CAPP) Courses conducted in conjunction with UW-Oshkosh: Spanish 312; Pre-Calculus; Intro to Business
- CLEP courses: Accounting 2, Marketing 3, Business Law; Principles of Management

- Articulated Courses offered in conjunction with Fox Valley Technical College: Accounting I, Design and Landscaping, Health Occupations, Sociology,

**Question:** When is Homecoming?

**Answer:** Homecoming Week 2016 is September 19 to September 24. The powder puff football games are on Monday, September 19<sup>th</sup>. The parade is on Wednesday, September 21<sup>st</sup>, the Pep Rally and Football Game are Friday, September 23<sup>rd</sup>, and the Homecoming Dance is Saturday, September 24<sup>th</sup> from 8 to midnight.

**Question:** When are class officers selected?

**Answer:** We will conduct student council elections for freshmen in early September. Each year the class will select a president, vice president, secretary, treasurer, and two representatives. Nomination forms will be available the first week of school.

**Question:** How do I earn my numerals or a letter?

**Answer:** Each coach or advisor will provide students with information on the requirements for earning numerals or a letter. Numerals must be earned during the freshman year. Any questions about athletic awards should be directed to the coach or athletic director.

**Question:** What kinds of fundraisers are conducted?

**Answer:** Each organization is responsible for fundraising money for their programs. The KHS Activities Director must approve fundraisers. We encourage service based fundraisers.

**Question:** Will students go on field trips? What are the costs?

**Answer:** Some classes have field trips or other community based activities as part of their curriculum. The students are charged for one-half of the cost of the bus and the cost of any ticketed admission on all field trips. Permission forms are required for all field trips.

**Question:** What groups will be drug tested as part of drug-testing?

**Answer:** Four pools will be formed for random drug-testing.

- All students who are co-curricular participants
- Students who want to park vehicles on school property
- Students who are members of Life Force
- Students involved in elective summer programs

**Question:** Why can't all students be tested?

**Answer:** A free appropriate public education is a **right** granted to all citizens. As a result we cannot restrict a student's right to an education by requiring drug testing. We are only allowed to attach conditions like drug testing to **privileges** such as participation in co-curricular activities, parking, and joining a voluntary group like Life Force.

**Question:** What is Life Force?

**Answer:** Students who are members of this organization will sign a promise to refrain from drugs and alcohol. Life Force members are rewarded by a number of activities and events exclusively planned by and for members of Life Force. Life Force members will be leaders in making a statement about the importance of not using drugs or alcohol and will assist with presentations at other schools in our school district.

**Question:** What items will be included on the test?

**Answer:** The test will screen urine for the following: amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, PCP, ecstasy, and alcohol.

**Question:** Why are students with parking permits being tested?

**Answer:** Parking is a **privilege**. During periodic sweeps of the parking lot by drug dogs we find more signs of drugs being present in vehicles than any other place. Students who may be driving while impaired place large numbers of people at risk.

**Question:** Why are you focusing on athletes?

**Answer:** Participation in co-curricular programs is a **privilege**. Students involved in co-curricular programs need to be exemplary in the eyes of other students and the community. Furthermore, the district needs to be proactive in ensuring the safety of students participating in co-curricular programs. It is the purpose of this policy to prevent students from participating in co-curricular programs while having alcohol or drug residues in their bodies. 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.

**Question:** Can a student be part of more than one pool?

**Answer:** Yes, a student who requests a parking permit and chooses to participate in co-curricular activities would be in two possible testing pools. If the student became a member of Life Force they would be in a third pool. Summer testing is a separate pool.

**Question:** Can I be tested more than once a year?

**Answer:** Yes, each student will remain in the pool throughout his or her school career. All students return to the pool(s) even after their number is selected. A student's number could be drawn weekly or not at all.

**Question:** Who will assign the numbers and keep the list?

**Answer:** When a student submits a parking registration form, a co-curricular form, or Life Force Pledge they will be assigned a number by a high school administrator. The KHS Principal and Associate Principal will be the only people with access to the list of names assigned to each number. The list will remain confidential and stored in a secure file that is not part of the permanent record file area.

**Question:** Who selects the people to be tested each week?

**Answer:** Randomly selected numbers will be computer generated by our testing company. They will notify us weekly of the numbers that were selected for testing.



**Question:** Who will see the results of the tests?

**Answer:** The test results will be communicated by the testing company to the KHS Principal or Associate Principal. Parents will be notified by mail of negative results and by mail and phone of positive results.

**Question:** Who is doing the testing?

**Answer:** Our school nurse will gather urine samples in a confidential manner at KHS. An additional school official will assist in the documentation process. The chain of custody for samples will be documented. Samples will be picked up by a courier from the testing lab and transported for testing. Construction Data Services will be administering, maintaining, and serving the program at Kimberly High School. Toxicological services (testing) will be provided by Quest (SmithKline), the largest and most experienced NIDA/SAMHSA certified lab in the United States.

**Question:** What if the student is on a prescribed medication?

**Answer:** Students may be asked to document prescribed medications to the testing lab if the tests show a positive result.

**Question:** What happens if a student has a positive test?

**Answer:** Parents will be notified by telephone. The student and parents will be given an opportunity to explain any possible reason for the positive test to the Medical Review Officer of the testing lab. Parents will have an opportunity for re-testing at a certified laboratory of the family's choice and at the family's expense.

**Question:** How many students will be randomly chosen?

**Answer:** Each week three co-curricular participants, two students with parking privileges, and one Life Force will be randomly selected for testing. These numbers may be adjusted based upon direction from school administration.

**Question:** What if the student is unable to provide a sample?

**Answer:** The student will be provided with water and time.

**Question:** What if we refuse to sign the permission for testing?

**Answer:**

- Students who fail to fully complete the parking permit form that includes permission for random drug testing will be denied the privilege of parking on school property.
- Students who fail to fully complete a co-curricular participation form that includes permission for random drug testing will not be allowed to participate in any practices, games, or events.
- Students will not be admitted to Life Force activities unless the Life Force Pledge is signed by parents and student.

**Question:** Will the results of a positive test be used for other school discipline?

**Answer:** No, if there is a positive test the only consequences that will apply must be linked to the privilege. We can't use a positive test to suspend or expel a student from school (unless they are directly under the influence at the time the sample is gathered).

**Question:** How will students be notified of testing?

**Answer:** The student will be called to the office from a classroom by a secretary and met by a school official. This is a typical process for calling students to attendance or student services.

**Question:** What if a student is selected and refuses to be tested?

**Answer:** Students who refuse to submit to a drug-testing directive, falsify information, or alter samples will be sanctioned as follows:

- **Co-curricular Participants:** 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 with Parking Privileges:** Students will lose the privilege of parking on all Kimberly Area School District property for the period of one year. The student must successfully pass a drug test prior to reinstatement of parking privileges.
- **Life Force Members:** The student will lose the privilege of participation in the Life Force organization for the period of one calendar year. The student must successfully pass a drug test prior to reinstatement to Life Force.

**Question:** What are the penalties for a positive test?

**Answer:**

- **Co-curricular Participants:** Positive results will be counted cumulatively with any other violations of the code for the purpose of determining consequences.
- **Students with Parking Privileges:** Positive results of drug testing (evidence of illegal drugs) will result in loss of parking privileges for a period of six (6) months (1<sup>st</sup> violation). That consequence may be reduced by half (3 months) upon agreement of school officials if the student adheres to an approved program of assistance designed to deter illegal drug use.
- **Life Force:** Consequences will be determined by the bylaws of Life Force.

**Question:** If I suspect my son/daughter is using drugs can I have them tested?

**Answer:** Yes - you will need to contact a school administrator or counselor and we will have you fill out a form. You will need to notify your son/daughter they will be tested.

**Question:** What if a student selected for testing is absent?

**Answer:** The student will be tested the next testing day he or she is in attendance.

**Question:** What is the school's policy on E Cigarettes

**Answer:** E cigarettes are treated the same as regular tobacco cigarettes and the student will be subject to the appropriate discipline. E Cigarettes will be tested by our Police Liaison Officer for other drugs.

## 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.**

Plan to attend the Club and Organization Expo on August 31st to get more information or to sign up for most clubs and organizations.

Fall sports information is available at KHS.

Anime Club	Mrs. Reader		LARP (Live Action Role Play)	Mr. Holtein
Art Club	Mrs. Wise, Mrs. Schaefer		Life Force	Miss Voissem, Mrs. Verstegen, Mrs. Yaniskivis, Mrs. Phillip
Band(Jazz, Marching, Pep)	Mr. Gall, Mr. Goethals		Link Crew	Mr. Yunk, Mrs. Sutton, Mr. Sutton
Baseball	Coach McGinnis		Math Team	Mrs. Shrode
Basketball (boys)	Coach Wurtz		Multicultural Club	Mrs. Eckerman Ambas
Basketball (girls)	Coach Cullen		National Honor Society	Mr. DeKoch
Book Club	Miss Nokes		Paintball Club	Mrs. Wilson, Mrs. Hietpas
Bowling Team	Coach Hanson, Mrs. Guthrie		Peacemakers	Mrs. Phillip
Car Club	Mr. Girod		Project Green	Mrs. Heling, Mr. Simon
Chorus	Mr. Popke		Shooting Sports (Archery/Trap Team)	Mr. Sahr, Mr. Luke Smith
Color Guard/Flag Team	Coach Siegel		Ski/Snowboard Club	Mr. Klitzke, Mr. Yunk
Cross Country	Coach Heling		Soccer (boys)	Coach Gardner
Cross Country Ski Club	Mr. Verboomen		Soccer (girls)	Coach Ruhsam-Tegelman
Dance Team	Coach Arnold, Coach Buchberger		Softball	Coach Weyers
DECA/School Store	Mrs. Kalnins, Mrs. Hoffman, Mr. Brown, Mrs. Fischer, Mr. Schaaf		Sparklz	Mrs. Phillip
Drama	Mr. Wegner		Student Advisory	Mr. Verboomen
FCA	Mr. Murray		Student Council	Mrs. Ramponi, Mrs. Jansen
FCCLA	Mrs. Scherg		Swimming (boys)	Coach Terlap
Football	Coach Jones		Swimming (girls)	Coach Terlap
Forensics	Ms. Loomis, Mrs. Yunk		Technology and Engineering Club	Mr. Janota
Golf (boys)	Coach Lueneburg		Tennis (boys)	Coach Holschuh
Golf (girls)	Coach Lueneburg		Tennis (girls)	Coach Holschuh
Graphics Club	Mr. Bowers		Track (boys)	Coach Hoerth
Hockey (boys)	Coach Schwehr		Track (girls)	Coach Kroncke
Hockey (girls)	Coach Fox		Volleyball (boys)	Coach Seidl
HOSA	Mrs. Buss		Volleyball (girls)	Coach Scharenbroch
KHS Alliance (GSA)	Mr. Glenn		Wrestling	Coach Engelland
Key Club	Mrs. Paruch, Mrs. Dollevoet, Mrs. Mathes		Yearbook (Kimet)	Mrs. Yunk

Please be sure to check the display boards in the physical education hallway for more information on athletics and the display boards for clubs in the hallway near the commons and LMC.

All groups have a display board to post current information.



## Kimberly High School 2016-17 Time Schedules



### Regular Schedule

Block 1 (announcements at end)	7:40	9:20	100
Block 2	9:30	11:00	90
Block 3a	11:05	11:49	44
Block 3b	11:52	12:36	44
Block 3c	12:39	1:23	44
Block 4	1:30	3:00	90

### Extended Learning Schedule (Wednesday) Not on Sept. 7

Busses run on the regular schedule; LMC and Study Areas open prior to 8:20

Block	Start	End	Minutes
Teacher Learning Time	7:25	8:15	50
Block 1 (announcements at end)	8:20	9:40	80
Block 2	9:50	11:00	70
Block 3a	11:05	11:40	35
Block 3b	11:43	12:18	35
Block 3c	12:21	12:56	35
Block 4	1:01	2:11	70
Extended Student Learning	2:15	3:00	45

### Early Release Schedule for Staff Development

Sept. 30, Nov. 11, Dec. 9, Jan. 20, Mar. 17, May 12 (Bus Pick-up at 11:36)

Block	Start	End	Minutes
Block 1 (announcements at end)	7:40	8:35	55
Block 2	8:40	9:25	45
Block 3a	9:30	9:52	22
Block 3b	9:54	10:17	23
Block 3c	10:19	10:41	22
Block 4	10:46	11:31	45

### Early Release Schedule for Parent-Teacher Conferences

October 10 and February 20

(Bus Pick-up at 2:00)

Block	Start	End	Minutes
Block 1 (announcements at end)	7:40	9:05	75
Block 2	9:15	10:30	75

Block 3a	10:34	11:12	38
Block 3b	11:16	11:53	37
Block 3c	11:57	12:35	38
Block 4	12:45	2:00	75

### **Late Start-Two Hour Delay**

<b>Block</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>
Block 1 (announcements included)	9:40	10:48	68
Block 2	10:56	12:01	65
Block 3a	12:06	12:38	32
Block 3b	12:41	1:13	32
Block 3c	1:16	1:48	32
Block 4	1:55	3:00	65

### **Schedule for Homecoming Pep Rally Friday, September 23**

<b>Block</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>
Block 1	7:40	8:58	68
Block 2	9:08	10:16	68
Block 3a	10:20	10:53	33
Block 3b	10:57	11:30	33
Block 3c	11:34	12:07	33
Block 4	12:17	1:30	73

## **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. Clothing with beer, alcohol, drug, or sexually suggestive messages, chains and blankets are not permitted at Kimberly High School.
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:

1<sup>st</sup> offense – warning, attempt to modify clothing, and follow up with parent communication

2<sup>nd</sup> offense – open suspension

3<sup>rd</sup> 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.



## Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

## Types of Bullying

**Verbal bullying is saying or writing mean things. Verbal bullying includes:**

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

**Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:**

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

**Physical bullying involves hurting a person's body or possessions. Physical bullying includes:**

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

## Where and When Bullying Happens

Bullying can occur during or after school hours. While most reported bullying happens in the school building, a significant percentage also happens in places like on the playground or the bus. It can also happen travelling to or from school, in the youth's neighborhood, or on the Internet.

**Please report any concerns to your school counselor, classroom teacher, administrator, or other adult employee immediately.**