



# KIMBERLY SCHOOL DISTRICT

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## Kimberly High School Student Handbook

### **KHS Mission:**

To educate students for the needs and challenges of today and tomorrow.

### **KHS Vision:**

We are a professional learning community dedicated to ensuring that each student gains the skills and knowledge to become a lifelong learner, critical thinker and problem solver. In partnership with parents and community, we are dedicated to guiding students in the development of long-term goals. These reflect resiliency, courage, commitment and compassion in a diverse global environment.

## Academics

### Schedule Change Deadlines

The following regulations will apply to class changes:

1. Course drops and adds may be allowed only during the first week of the semester. After (5) full school days, a signature of both the teacher and parent's/guardian's signature is required.
2. No new courses may be added after one week into the semester.
3. Courses dropped after the first week of a semester may receive a failing grade for the semester.
4. Class changes must be made before school, after school, or during advisory/lunch.

### Graduation Requirements - KSD Policy 2410

### Dual Credit and IDLA

#### DUAL CREDIT

Click [HERE](#) to see the most current dual credit offerings.

#### EXPENSES FOR DUAL CREDIT COURSES

Students who choose to take course work for college credit may have additional costs associated with the course including, but not limited to: tuition, textbooks, supplies, and other potential expenses.

In an effort to support students in their pursuit of advanced academia, Kimberly High School cooperates with institutes of higher education in Idaho, and the Idaho State Board of Education, to grant high school credit for college courses that meet or exceed KHS requirements, content and Idaho State Standards.

#### IDLA

IDLA (online) classes are available at Kimberly High School to offer a wider variety of curriculum. KHS has an IDLA lab for students to work on courses not offered at Kimberly High School. Students taking an IDLA class

are responsible for all communication with their IDLA teacher, and all parental communication shall be done through the IDLA Communication Portal. All IDLA courses are listed in PowerSchool under our school counselor (Jolene Nannini) but contact for the IDLA teacher and principal is found in the student's IDLA account.

### **IDLA course fees**

All high school level IDLA courses are \$75 per class. However, dual credit IDLA courses are \$75 per credit. For example, a three-credit college course is \$225. Books and/or additional fees are not covered with Advanced Opportunity funding.

Below are specific guidelines to make IDLA a successful experience for KHS students.

1. Courses that qualify for Advanced Opportunity funding are dual credit, courses for advancement, and overload. Overload courses are defined as courses over and above 6 KHS classes within a semester that are not for credit recovery, or courses taken in summer sessions.
2. Before a student is registered for an IDLA class, they must have an Advanced Opportunities form on file. To utilize AO funding, Mrs. Nannini must verify available funds, or they must pay the course fee if required. Fees must be paid to Vicki Sargeant. Once approval and/or proof of payment is received, the student will be enrolled into their IDLA course(s). Dual-credit fees are paid directly to the college when AO funds are not available to students.
3. Many times, students discover that online courses are difficult to manage when not in the lab at KHS, and their grade suffers. As part of responsible academic advising towards successful completion, anyone taking an IDLA course at home that drops below a C must return to the KHS IDLA lab to finish the course.
4. Any student requesting an IDLA course that we offer in-person must be approved by administration. These courses are not covered by AO funds and the student must pay for the course (\$75 per class). The course must be taken at home.
5. Any student who fails an IDLA course can only take one IDLA course the following semester.
6. Any student who fails more than one IDLA course, is strongly advised by KHS to cease accessing online courses of any kind.
7. IDLA credit recovery courses are not covered by AO funding and must be paid for by the student at a rate of \$75 per course.
8. A student who takes an IDLA credit recovery course and fails the course must return to the in-person course offered at KHS for the next attempt at passing.
9. Students will not have access to school issued computers for courses taken over the summer.
10. Students will not be given an IDLA lab period for Driver's Education.
11. No IDLA extensions will be granted for seniors in the spring semester that extend beyond the graduation date unless the student chooses not to participate in the graduation exercises.
12. If a student wants to drop an IDLA course, it needs to be within 3 weeks of the KHS semester start date to be placed into a class at KHS. The student will be responsible for making up all prior work to earn a credit when transferring into a class that has already started. After the 3-week mark, students will be placed on work release and must leave campus during that period.
13. When Advanced Opportunity funds are used to pay for an IDLA or dual credit course, the grade earned must be transcribed.
14. A course paid for by Advanced Opportunity funds and dropped after the drop deadline for IDLA or for dual credit will be transcribed on the transcript as a W.
15. If a student withdraws past the IDLA drop date or fails a course paid for by Advanced Opportunity funds, their account is frozen until the student pays for and passes one semester of at least one eligible Advanced Opportunity course. If a student takes more than one eligible course in a semester, all courses must be paid for by the student to regain eligibility to access funds.

Semester Finals are given during the last week of each semester. Finals are a reflection of a student's ability to demonstrate knowledge learned during the semester.

If a student requests to take a final earlier than the determined finals week, the decision to grant the request is up to the individual teacher. If a teacher is not able to provide the final before the finals week, the student must take their final after they return to school. A grade of Incomplete (I) will be given until the final has been taken.

The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent. Instructors shall update grades and progress utilizing the school district's student management system. Grades shall be entered within five working days from the date of collection. Major projects and assignments that deviate from this timeline shall be communicated with parents, students, and administration in advance.

The purpose of grading assignments, projects, test, etc. is to measure the academic achievement of the student. Every effort will be made to ensure assignments turned in late will not be so punitive as to cause the student to fail. Citizenship, work ethic, behavior, etc. may be measured by other means such as citizenship grades. The maximum deduction for late assignments will not exceed 50%. Acceptance of assignments and projects turned in more than fifteen (15) school days after the due date or due within five (5) school days of the end of the grading period will be at the discretion of the teacher. Major projects and assignments that deviate from this timeline shall be communicated with parents, students, and administration in advance.

The Board directs the Superintendent to establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility. The reporting system development shall include teachers, parents, and administration.

Policy History:

First Reading: 11/26/02

Adopted on: 1/28/03

Revised on: 08/25/14

## **Secondary Credit Transfers - KSD Policy 2413**

### **Secondary Credit Transfer**

It is the policy of Kimberly School District to ensure that students taking college level courses off campus receive appropriate high school credit for those courses successfully completed. The following procedures are in place for credit transfer and may offer an alternate pathway for students to meet Kimberly High School graduation requirements.

1. A student wishing to petition for a Request to Substitute a Graduation Requirement should gather sufficient documentation and justification to support a course substitution.

Documentation may include but is not limited to:

1.
  - o Course Outline of Record or
  - o Course Syllabus or
  - o Catalog Course Description from corresponding year and
  - o Explanation of the substitution.
2. The student should complete the Request to Substitute a Graduation Requirement form (2413 F) and submit it to the counselor. Once the form and the appropriate documentation are received, the counselor

- will route the form and attached documentation to the appropriate Building Academic Team, consisting of the Department Head, District Curriculum Director, and Building Administrator for review.
3. The Building Academic Team will review the form and supporting documentation.
  4. The Building Academic Team will schedule a meeting with the parent and student to discuss the request and obtain any additional information. They will then approve or deny the request. The district developed Crosswalk document (2413P) will serve as a reference point for determining credit transfers.
  5. The completed and signed Request to Substitute a Graduation Requirement Form will serve as written notification of the Building Academic Team's decision and will be provided to the requesting student and/or parent within 5 school days of the meeting date.
  6. Upon approval, the Request to Substitute a Graduation Requirement form will serve as record of the alternate pathway to graduation plan for the student. The counselor will review the plan annually. Any changes or revisions to the plan will go through the process as outlined above.

### **Disputes**

If a dispute over the Building Academic Team's decision arises, the student or parent may appeal the decision in writing to the Superintendent within 10 business days of receiving the written notification of the decision. The superintendent will form a committee composed of representatives from the District Leadership Team. This committee will address the written appeal and make a determination regarding the dispute within 10 business days of receiving the appeal. The determination of this committee may be appealed to the board following the dispute process and timeline as outlined above.

#### **Cross Reference:**

2140 Guidance and Counseling  
2167 Correspondence Courses  
2410 High School Graduation Requirements  
2415 Distance Learning

#### **Legal Reference:**

IDAPA 08.02.03.102 Instructional Requirements  
IDAPA 08.02.03.103 Instruction Grades 1-12  
IDAPA 08.02.03.104 Other Instructional Requirements  
IDAPA 08.02.03.105 High School Graduation Requirements  
IDAPA 08.02.03.106 Advanced Opportunities

#### **Policy History:**

Adopted on: June 19, 2019  
Revised on:

### **Valedictorian/Salutatorian - KSD Policy 2411R**

### **Advertising - KSD Policy 4331**

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other state educational agencies.

Non-school related organizations must ask the building principal's permission (the principal may refer the decision to the Superintendent at his/her discretion):

1. To display posters in the area reserved for community posters; or
2. To have flyers or other information distributed to students.

Posters and/or flyers subject to a request must be student oriented, non-commercial and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar or indecent. or is:
6. Commercial in nature and not benefiting the school.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings. No information endorsing any candidates for non-student elective offices or other Ballot issue(s) shall be posted in the school, or distributed to the students.

If permission is granted to distribute, the organization must arrange to have copies delivered to the school in a manner requested by the school(s). Distribution of the material will be arranged by the administration.

Policy History:

Adopted on: 08/21/2003

Revised on: February 26, 2009

Replaces Policy 3222 Distribution & Posting of Materials

## **Advisory**

**Rationale and Purpose for advisory:** A school-wide intervention to support academics.

**Advisory Schedule:**

### **Monday-Grade check and Goal for the Week:**

Students will meet individually with their advisor and go over current grades for all classes. Students will submit a goal for the week related to an academic assignment, test, or project. The remainder of the time will be for studying and completing assignments.

### **Tuesday-Silent Reading:**

Students will be reading any form of printed material (books, notes, magazines, newspapers, etc.). If a student uses a Kindle or E-reader device, this is acceptable for reading. Students are not allowed to have their cell phone out on Tuesday in advisory.

### **Wednesday-Incentive list for extended lunch:**

Students will be informed by their advisor if they qualified for extended lunch on Thursday by having no unexcused absences, no tardies, and no D's or F's. The remainder of the time will be for studying and completing assignments.

### **Thursday-Incentive lunch or remediation:**

Students in remediation should be silently working on assignments are getting caught up.

### **Rewards and Remediations Reward**

The timeline for incentive lunch is from Thursday of the previous week to Wednesday of the present week.

Students may qualify for an hour lunch on Thursday if they meet the following criteria:

1. No D's or F's
2. No Tardies
3. No unexcused absences or truanancies.
4. Grade level teams or admin can add exclude a student form the reward due to behavior.

### **Procedures:**

Advisors will receive a list of students who did NOT meet the requirements for extended lunch on Wednesday by 1st advisory. In advisory, teachers are to notify students if they are allowed to take an extended lunch on Thursday.

Each week advisory teachers will alternate being the rewards teacher and the remediation teacher. The remediation teachers will have all students who did not meet the requirements in their classroom for advisory. The rewards teachers will have an extended lunch.

IDLA grades will be updated weekly on PowerSchool by Wednesday at 11:00 a.m.

The rewards teacher will share a class list with their advisory team teacher. The remediation teacher will take attendance for both classes. Students who have met the reward shall be marked present. Once the remediation teacher shares the attendance list with the rewards teacher, attendance on PowerSchool will be updated.

### **Announcements**

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

### **Attendance Policy**

ATTENDANCE OFFICE PHONE NUMBER: 208-423-4170

Kimberly high school recognizes the importance of attendance and punctuality to obtain maximum educational opportunities. Frequent absences disrupt the continuity of the instructional process. Students who miss school frequently have difficulty achieving success in the classroom. Students who are absent interrupt the educational process of other students by disrupting the teacher who must provide special attention to those who have been absent.

### **ABSENCES**

A student may receive a Failure due to Attendance (FA) grade in the subject when the student is absent in excess of five (5) times per class per semester on the block schedule. If the class meets everyday for zero hour, they will receive an FA grade if they exceed 10 absences. Absence from school for any reason **other than** school related activities and/or doctor excused (or any health professional) will be counted towards the five days.

When students are absent from class due to school related activities is considered an educational experience and does not fall within the limits of this attendance policy, but it is subject to the school make-up policy.

Parent(s) or guardian(s) will be asked to validate each absence by calling the school attendance office by 10:00am on the day of their child's absence or by bringing a note to the Attendance office upon returning to school. All absences must be verified by a parent or legal guardian. Absences that are not verified will be counted as truanancies after seven calendar days. To reach the attendance office please call 208-423-4170 You may leave a voice mail 24 hours a day.

Medical excuses must be verified with a medical note from a doctor in the attendance office within forty-eight (48) hours of the student's return to school. Students with a continuing illness will be required to furnish a

written statement from the doctor who is treating the condition each school year. This statement must also verify the inclusive dates of treatment and the amount of time required for necessary recuperation and absences from school. This verification must be submitted within forty-eight (48) hours to the school attendance office upon the student's return to school. When a student is marked, doctors excused (D), any due dates should be extended by the number of days missed due to medical reasons. Medical, funeral, and court related absences can be waived with proper documentation and not be counted towards an FA grade.

**STUDENTS MUST CHECK OUT OF SCHOOL BY SIGNING OUT AT THE OFFICE AND MAY ONLY LEAVE WHEN THE OFFICE HAS PRIOR WRITTEN OR VERBAL PARENT/GUARDIAN APPROVAL.** Failure to follow proper check-out procedures will result in truancy. When you are counted truant, you must serve (1) hour of detention, either before school, after school, or at Saturday school. The time can be broken into two 30-minute detentions.

The parent(s)/ guardian(s) will be informed by the office when their child has accumulated six (6) absences and is in danger of receiving an FA grade due to lack of attendance. The student must make up the missed seat time by attending 1 hour of detention before school, after school, or at Saturday school for each absence beyond the 5th absence. For example, if a student has 8 absences in a class, they need to make up 3 hours of seat time. Failure to make up seat time will result in an FA for each class over 5 absences regardless of their academic grade.

If a family has a unique situation that caused their child to miss more than 5 days of school not covered by a school activity or doctor excused absence, they may appeal to the KHS Attendance Committee made up of the principal, vice-principal, school counselor, and two teachers appointed by the principal. The parent(s)/guardian(s) and child must meet in person with the Attendance Committee to request an exemption from an FA grade. The committee will convene on the last month of each semester on a "as needed" basis.

Students may appeal once per semester and will remain on an attendance contract for the entire school year. The appeals procedure is not intended to be an ongoing class by class, semester by semester process.

A student who has missed 10 consecutive days without parent validation may be withdrawn from the school for non-attendance.

### **MAKE-UP POLICY**

It is the belief of the staff of Kimberly High School that assigned work is given to enhance learning and instill responsibility. Homework requests can be made when a student is absent (2) or more consecutive days in a row.

One (1) day will be given for make-up for each day absent (for any reason) with the following exceptions:

1. Students who are absent (for any reason) on the day the pre-assigned work is due will hand it in the day they return. Pre-assigned exams will be taken the day the student returns.
2. Due dates on long term assignments: i.e., term papers, class projects, long reading assignment, etc. Must be met despite absences.
3. Assignments due on the day of a school activity must be turned in prior to leaving.
4. Variations in the above make up policy may be made at the discretion of the teacher.

### **TARDIES**

In view of the importance of establishing good work habits in students and the disruptive nature of irregular arrival of students to a classroom, the following concepts have been adopted:

1. Tardiness is defined as any appearance of the student beyond the scheduled time that the school day or class begins.
2. Students who are tardy by twenty (20) minutes or more to school or any class are considered to be absent. The student must have his/her parent (s)/guardian(s) verify this absence. If this absence is not verified, it will become a truancy.
3. All tardies reset to (0) at the start of a new semester.

Consequences of excessive tardies:

~~A student may accumulate 3 unexcused tardies with no consequences. Each tardy beyond the 3rd tardy will result in 10 minutes of detention for each additional tardy.~~

When a student reaches their 4th unexcused tardy in any class, they will be assigned detention. As a student accrues more unexcused tardies, they will have tiered system of consequences.

Unexcused tardies	Number of minutes
4th	30
7th	30
9th	30
10th	60
>10	1 day of ISS

## Truancy

If a student is truant for the entire day, they will receive a day of ISS (in-school suspension). Students who are truant during part of the school day will be assigned detention or work detail.

## Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom.

Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by good attendance.

Kimberly Public School District expects all students to attend school regularly and be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self discipline, and responsibility.

## STATEMENT OF POLICY

1. A student will not be given credit for any class, if the student has exceeded the number of absences (excused and unexcused) set by each school level. Building principals, at their discretion, may grant a waiver of the attendance violation granting the student credit if the violation is a result of extenuating circumstances.
2. A parent/student may, in writing, request an Attendance Review Committee hearing to appeal the "FA" (failure due to attendance violation) grade and lack of credit for the class due to an attendance violation. Membership and the role of the Attendance Review Committee will be established by the building level principal. It is the parent and student's responsibility to contact the principal of the school to schedule this hearing. Appeals of the Attendance Review Committee's decision will be taken to the superintendent. Appeals of the superintendent's decision will be taken to the Kimberly Board of Trustees whose decision is final.

## TRUANCY



1. Prohibited Acts: Any person between the ages of seven (7) and sixteen (16) years of age, living in the city/county of Twin Falls who is deemed truant from school or class, under the attendance regulations of the school, without the consent of the student's parent/guardian or school officials is guilty of a status offense.
2. Attendance Required: The parent or guardian of any child resident in this State who has attained the age of (7) years at the time of the commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools for the State of Idaho. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the Board of Trustees, or other governing body, operating the school attended.
3. Exceptions: Any exceptions to this requirement are as codified by any school district in which the student attended or, as contained in Idaho Code, title 33, Chapter 2 are hereby recognized and given full force and effect.

### **CLEARING AN ABSENCE**

Policies and procedures to clear an absence are set by each individual school and noted in the student handbook. Parents/guardians of students that will be considered un-excused will be contacted by the school.

### **EXCUSED ABSENCES**

An excused absence is given via verification and permission of the parent/guardian. Excessive days of illness resulting in an attendance violation could require a physician's written statement. Students and families are expected to work with teachers to secure assignments, and students are responsible to complete any necessary makeup assignments. Failure to return the completed work to the teacher in a reasonable time may result in a late grade for that assignment (Refer to policy 2420 regarding late assignments.) A reasonable length of time is generally considered to be within the same number of days the student was absent. The principal of the school is granted the authority to make exceptions based on individual/family needs.

### **TRUANCY - Defined**

A student is considered to be truant whenever he/she is absent from school or class without the consent of the student's parent/guardian or school officials. Absences from school or class after arrival at school and departures from school during the school day without permission of school officials shall be considered a truancy. A truancy is a major disciplinary violation and parents/guardians will be notified. After the fourth truancy, in any school year, the Board authorizes the building principal to declare a student habitually truant. Valid reasons for absences include illness, purposes concerning family operations, and other reasons deemed significant by parents and school officials.

### **UN-EXCUSED ABSENCES**

An un-excused absence given when permission to be absent has not been given/verified by a parent/guardian or a school official and may be considered a truancy. Allowing credit for assignments missed due to an un-excused absence will be at the discretion of the building administration.

### **TARDIES**

Tardy policies and procedures will be set by each individual school and noted in the student handbook.

### **SCHOOL ACTIVITY ABSENCES**

On occasion, a student may miss classes because of athletic or academic field trips. These are not considered absences, but rather an extension of the regular school program. Assignments missed will be given the same consideration as an excused absence.

### **Ten (10) Consecutive Absences**

In the event a student is absent ten (10) consecutive days the student will be dropped from enrollment. The principal will ensure that there has been communication with the parent/guardian regarding the absences. Building level principals may choose to keep a student enrolled, that has missed ten (10) consecutive days, if the absences are due to medical reasons or other extenuating circumstances. Principals should refer to policy 2155

Homebound, Hospital, and Home Instruction, to determine if the student qualifies for the services identified in the policy.

**Policy History:**

Revised: 9/15/94; January 1998; June 1999; May 2002; April 8, 2003; October 20, 2010; September 21, 2016; February 20, 2019.

## **Calendars & Schedules - KSD Policy 2100**

### **School Fiscal Year**

The fiscal year of the school is from July 1 through June 30.

### **School Calendar**

The Board annually shall establish the dates for opening and closing classes, teacher in-services, the length and dates of vacation, and the days designated as legal school holidays.

### **Holidays / Commemorative Days**

School holidays shall include New Year's Day, President's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day. For those commemorative days that fall on a school day, the teachers and students shall devote a portion of the day on each such day designated in I.C. § 73-108.

### **Instructional Hours**

The District shall provide the minimum number of instructional hours for students at each grade level as follows:

#### **Grades Hours**

Kindergarten - 450 hrs.

Grades 1-3 - 810 hrs.

Grades 4-8 - 900 hrs.

Grades 9-12 - 990 hrs.

### **Professional In-service Days**

Not more than twenty-two (22) hours may be utilized for in-service teacher activities.

#### **Legal References:**

I.C. § 33-512 Governance of schools

I.C. § 33-701 Fiscal year – Payment and accounting of funds

IDAPA 08.02.01.250.01 Required Instructional Time

IDAPA 08.02.01.250.03 Day In Session When Counting Pupils in Attendance

#### **Policy History:**

First Reading: 11/26/02

Adopted on: 1/28/03

### **Assembly Schedule**

#### **Class Period Start Time End Time**

0 Period	7:20	8:05
1st Period	8:10	9:30
2nd Period	9:35	10:50
Assembly	10:55	11:55
Lunch	11:55	12:30
3rd Period	12:35	1:50

### **Class Period Start Time End Time**

4th Period	1:55	3:10
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### **Daily Bell Schedule**

#### **Class Period Start Time End Time**

0 Period	7:20	8:05
1st Period	8:10	9:40
2nd Period	9:45	11:10
Advisory	11:15	11:35
Lunch	11:35	12:10
3rd Period	12:15	1:40
4th Period	1:45	3:10

### **Early Release Schedule**

#### **Class Period Start Time End Time**

0 Period	7:20	8:05
1st Period	8:10	9:20
2nd Period	9:25	10:30
3rd Period	10:35	11:40
Lunch	11:40	12:10
4th Period	12:15	1:20
Teacher Contact	1:20	1:50

### **Counseling & Guidance Services**

In general, conferences with the counselor will be arranged at the student's request. Students should request a conference by signing up outside the counseling office before school, between classes, at lunch, or after school. The counselor will send for the student from class as soon as possible. When sent to the office by a teacher, the student must be accompanied with a pass from that teacher.

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, Kimberly School District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information that can be utilized to improve the educational services offered to individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers and administrators in meeting academic, social and emotional needs of students.
6. Provide for a follow-up of students who further their education and/or move into the world of work.
7. Solicit feedback from students, staff and parents for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to gender, race, marital status, national origin or handicapping conditions, including reasonable efforts and encouraging students to consider and explore "nontraditional" occupations.

#### Legal Reference

I.C. § 33-1212 Elementary school counselors

IDAPA 08.02.03.108 Guidance Programs

#### Policy History:

First Reading: 11/26/02

Adopted on: 1/28/03

## Food Services

Kimberly High School has an excellent cafeteria that prepares wholesome "Class A" food at reasonable prices. Hot lunches, snack items, and salads are served. Students eligible for reduced rate or free lunches must complete the necessary forms at the beginning of each school year. These forms must be signed by a parent/guardian and returned to the any school office before the program can be initiated. Click [HERE](#) for a link to our lunch menu and prices.

**Mission:** To encourage students to adopt a life-long healthy life style through education and modeling good eating and exercise habits.

**Goal:** The primary goal in nutritional and wellness education is to promote and encourage a life-long healthy life style by providing healthful foods, access to nutritional information, and opportunities to be physically active. Individuals who maintain a healthy life style are more likely to remain physically active and continue to learn and thrive.

The Kimberly School District will maintain a Wellness Committee that includes the Principals, Food Service Director, staff members from the three different schools, parents/patrons, students, school board members, and others interested in the promotion of school nutrition and fitness. This committee annually will review and seek additional methods necessary to insure wellness.

Kimberly School District will maintain and continue to support the guidelines for reimbursable school meals as regulated and issued by the USDA. This includes the school breakfast program, the school lunch program and any other snack, fruit, or vegetable program as requested to help enhance academic performance of our students.

Kimberly School District will continue to offer adequate time for eating, a good environment that is clean and conducive to eating and socializing, and all lunch and breakfast programs will be available to all students.

Kimberly School District will continue to work with vendors to provide choices and selections for healthy food and beverages in their machines. All vendors will be asked to work with Kimberly School personnel in reaching these goals. Kimberly Schools will maintain the milk vending machines and require any additional vending machines to contain only those snacks and beverages that meet guidelines for healthy and nutritional items. The Kimberly School District also expects all classrooms to sell and/or provide only healthy nutritional snacks and/or beverages for students.

In meeting these nutritional goals, Kimberly Schools will encourage and adopt curricula in grades K-12 that instruct and promote good nutrition and eating habits. Elementary grades will introduce nutritional elements in each grade level. Secondary students will receive instruction in their health classes, science classes, and PE.

Kimberly Schools will continue to support fitness by offering regular PE programs K-12 including the after-school program. In addition to regular PE, all students on the secondary level are encouraged to participate in a variety of extra-curricular programs. The Kimberly School District encourages and supports all students to participate in activities offered by public vendors such as KYA, Lions Soccer, Club Sports and physical activities through CSI.

The Kimberly School District provides information to each work site about available wellness resources and services. The district encourages employees to participate in daily physical activity and provides classes for personnel to participate in. These programs are voluntary and include activities such as weight lifting, bike spinning, yoga, and noon hour walking. The district also has a wellness committee to assist in identifying and supporting the health, safety, and well being of all district employees.

Legal Reference:

42 U.S.C. § 1751, et seq. (National School Lunch Act)

Policy History:

Adopted: June 15, 2006

Revised: 1st reading December 17, 2009

Revised: January 21, 2010

## **Gifts**

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

## **Immunization Requirements**

The "School Immunization Law" [IDAPA 16.02.15](#) requires the following immunizations for students enrolled in preschool and kindergarten through 12th grades:

[Parent's Guide to the School Immunization Requirements](#)

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

[Idaho School Immunization Requirements Exemption](#)

## **Library Usage Policy**

Enjoy the KHS Media Center/Library. It is a learning center where a full range of print and audiovisual media, necessary equipment, and services from media personnel are accessible to both students and teachers. The chief responsibility of the media specialist is to provide a learning environment appropriate to the needs of the school community. The Media Center is open before and after school. Arrangements may be made with the media specialist to use the center during the lunch period. Regular books may be checked out for a four week period. Old magazines may be checked out for a one week period. Current magazines, AV materials, and reference materials may be checked out for overnight use. Vertical files may be checked out for a one week period. Students are welcome to use the computers in the Media Center as they are available. There are various materials offered on our computers, such as Career Information Services, word processing, and electronic encyclopedias.

## **Lockers**

Students should be careful about leaving valuables in their lockers and may provide their own locks for added security. Materials which may be offensive in nature shall not be displayed inside or outside of school lockers.

Lockers are the property of the school and subject to inspection by school officials at any time.

### **Procedure Searches and Seizure - KSD Policy 3231P**

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Procedure History:

Adopted On: April 8, 2003

### **Searches & Seizure - KSD Policy 3231**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

#### **School Property and Equipment as well as Personal Effects Left by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search the student and/or the student's personal effects in the student's possession when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating, either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:

Adopted on: April 8, 2003

Revised on:

## **Purchasing**

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

## **School Property - KSD Policy 4301**

The District encourages visits by Board members, parents and citizens to all District buildings. For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school and school grounds. Visitors are welcome on school property provided their presence will not be disruptive. During the regular school day all visitors must initially report to the building principal's office. The visitor will be issued a visitor's name tag at the school office before the visitor may visit a classroom if the visit is during the regular school day. Any person wishing to confer with a staff member must contact that staff member by telephone, via e-mail, or through the school office to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The District expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. In addition to prohibitions stated in other District policies, no person shall on school property:

1. Injure, threaten, harass or intimidate a staff member, student, a school board member, sports official or coach, or any person;
2. Damage or threaten to damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Idaho or laws of the City of Kimberly or Twin Falls County ordinances;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous devices or weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Engage in any risky behavior;
9. Willfully violate other District rules and regulations, or an authorized District employee's directive. As circumstances warrant, appropriate action will be taken by the District's administrators and/or law enforcement.

Legal Reference:

Pro-Children Act of 1994, 20 U.S.C. § 6081

I.C. § 33-205 Denial of school attendance

I.C. § 33-512 Maintenance of schools

Cross Reference:  
Policy 4313 Disruption of School Operations

Adopted on: 08/21/2003  
Revised on: 1/17/2013

## **School Sponsored Activities & Eligibility**

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

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

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

### **1. Student Organizations:**

- All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
- Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

### **2. Social Events:**

- Social events must have prior approval of the administration.
- Social events must be held in school facilities unless approved by the Board.
- Social events must be chaperoned at all times.
- Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.

### **3. Extracurricular Activities:**

#### **1. Eligibility:**

Age Eligible: A student becomes ineligible for athletics upon completion of the sports season in which he/she becomes twenty (20) years of age.

Academically Eligible 9-12: All students must be academically eligible. To be academically eligible a student must be enrolled full-time in school, be on target to graduate, must have passed 75% of their classes, and maintain a 2.0 overall GPA or higher during the previous semester. All incoming 9th grade students are automatically eligible for the first semester activities. All activities governed by the Idaho Activities Association are covered by this policy. Students falling below the minimum standard will become academically ineligible to participate in their chosen activity. Eligibility will be determined from the previous semester's report card. Anytime during the semester of ineligibility, a student may become eligible by retaking an equivalent course(s) through an accredited institution such as summer school, correspondence class, online courses, etc. These courses shall be taken outside of the regular scheduled school day and all cost associated with the courses shall be incurred by the student. On completion of the course(s) the new grade will be recalculated into the previous semester report card and if academically eligible requirements are met the student will then become eligible.



Academically Eligible 6-8: Those not maintaining a 75% (incoming 6th grade students are automatically eligible for first grading period) pass rate from the previous grading period will be placed on an academic contract and allowed to participate, provided the conditions of the academic contract are fulfilled.

In Season Eligibility 9-12: Grade checks will begin 3 weeks into each semester and will be checked weekly on Monday. If a student has an F in any class, he/she shall be placed on Academic Probation. The probation period will be for one week, Monday to Monday. During the probation period the student will still be able to practice and participate in the chosen activity. If the student still has an F at the end of the probation period, he/she will become academically ineligible. The student will be ineligible until all grades are passing. An ineligible student will be allowed to practice but will not be allowed to participate in a competitive contest. If the student still has an F the following Monday, ineligibility will continue. This process will continue until the student becomes eligible.

### **In-Season Eligibility 6-8:**

At the beginning of each sports season or 3 weeks after quarter begins, the athletic director will check grades of all in-season athletes. Cheerleader's season will correspond with the activity that is in season. Example, football cheer session corresponds with the football season. Any student-participants who have an "F" grade will be subject to the following procedure:

The student-participant with an "F" grade on a grade check will be declared academically ineligible. Academically ineligible students will not be allowed to participate in competitive contests until all grades are passing. The coach will notify the student-participant and parent of the temporary suspension of the athlete. Upon the next grade check, if the student is not passing all classes, the ineligibility will continue. The process will be continued until the student becomes eligible by having a passing grade in all classes.

All student-participants will have their grades checked on a weekly basis. The specific day of the week will be decided by school and athletic administration prior to the season starting. All coaches, parents, players, and teachers will be made aware of what that day is prior to the season. Grade checks will begin with the day of the first practice or three weeks after the beginning of school. At any grade check, student-participants with an "F" grade in any class will be subject to the same procedure outlined above. Teachers will not be able to allow a failing student-participant to become eligible to compete. The athletic director, assistant principal or principal will have the responsibility for a student.

On Target to Graduate 9-12: A student having the necessary number of credits to graduate, receiving a diploma, with their class through the normal school day program as indicated by a graduation plan. The minimum number of credits to be on track for graduation is at the beginning of the student's sophomore year - 12 credits; at the beginning of the student's junior year - 24 credits; and, at the beginning of the student's senior year - 36 credits. All student participants in high school activities and their parents will be required to read and sign a copy of this policy acknowledging their understanding of the guidelines herein.

## **2. Behavior eligibility:**

- A student who is on a written behavior plan written and monitored by the Kimberly High School Principal, or their designee, is not eligible to participate in any IHSAA activity for the duration of the written contract.
- A student who is violation of Policy 3340 Extra and Co-curricular Chemical Use Policy may not be eligible as provided for in Policy 3340.
- A student who is suspended from school may not participate in any IHSAA activity or practice.
- Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.

## **3. Equal Opportunity:**

In establishing an interscholastic program, the Board directs the administration to open all sports to all students enrolled in the District with an equal opportunity for participation.

Policy History:  
Adopted on:

April 8, 2003

Revised on:

May 1, 2008; October 17, 2012; February 18, 2015; October 19, 2023; December 20, 2023

References: Idaho High School Activities Association Rules

## **Extra & Co-Curricular Activities**

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

Students planning to enroll in a college or university following high school should be aware that successful involvement in co-curricular activities is one of the criteria often required in the admission process. When attending an athletic contest, students will be required to exhibit outstanding sportsmanship and sit in designated seating areas for students.

## **Homecoming and Senior Parade**

- A club advisor on the float will supervise students participating in the parade. Club advisors must be on the float and not driving the students.
- Parents and community members are allowed to drive the floats.
- Water balloons and squirt guns are not allowed on the floats. Only candy is allowed and may be gently tossed in front of community members attending the parade. Items like t-shirts or frisbees may be allowed with approval from school administration.
- All float participants must be approved by the student council advisor to participate.
- Only KSD students and staff are allowed to participate in the homecoming parade.
- Students must be on a float. Bikes, skateboards, and scooters are not allowed to ride next to floats. Students are not allowed to jump on and off a float.

## **Student Council**

The Kimberly Student Council serves as a role model to the rest of the members of Kimberly High School. They abide by the rules and help to enforce the rules in the student handbook. Members support their peers, their teachers, and school activities. The Kimberly Student Council is in charge of the class activities including the necessary fund raising activities for the year. Student Council members must maintain an overall 2.5 GPA and have no major disciplinary concerns.

## **School Functions (including athletic events)**

- Students are encouraged to cheer at athletic sporting events. Any cheer that singles out an individual or referee are not acceptable.

- Student signs must have positive and encouraging messages specific to our teams. Unrelated or inappropriate signs are not allowed.
- All noisemakers are not allowed. Powder and confetti cannons are prohibited at a school function.
- Students must stand on bleachers. Students may not gather in walkways or on stairs due to fire hazards and emergency exit safety.
- Fireworks are allowed at school functions when professionally organized and approved by the Kimberly Police Department and Rock Creek Fire Chief.

## **Extra & Co-Curricular Chemical Use - KSD Policy 3350**

### **PHILOSOPHY**

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

- Health and safety of the individual and others – any student participating in a student activity under the influence of an illegal drug or alcohol is a danger to everyone.
- Prevention – many students will be able to say “no” to drugs because they will have a legitimate reason; “I want to participate.”
- Students who publicly represent our school district in various IHSAA sanctioned activities and who test “drug free” will serve as role models for other students, especially younger students, encouraging those other students to become “drug free” or discouraging those other students from ever experimenting with drugs or alcohol.
- Intervention – students desiring to participate in IHSAA activities will seek professional, clerical, or parental assistance for their drug or alcohol problems.

The Board of Trustees for the Kimberly Joint School District #414 believes that this program gives a strong message to the student body and to the community that drugs and alcohol are not acceptable and offers assistance in getting free and staying free from drugs.

This program is not intended to, nor shall be used in any manner which results in the exclusion from participation, or in denial of benefits, services, programs, or activities of the District to, or in discrimination against, any qualified individual with a disability, solely on account or by reasons of such disability. This program shall be interpreted and administered in accordance with Title II of the Americans with Disabilities Act (42 [U.S.C.](#) 12020 et. Seq.) and Section 504 of the U.S. Rehabilitation Act of 1973 (29 [U.S.C.](#) §794).

### **DEFINITIONS**

**Activity:** District-sponsored, IHSAA-sanctioned, interscholastic activities as identified in the IHSAA's Rules and Regulations Manual.

**Activity Season:** If identified by the IHSAA, the period beginning on the first day of practice allowed by the IHSAA for any activity in which a student participates and ending the last day of competition for the school year.

**Alcoholic Beverages or Alcohol:** Any beverage that contains alcohol, including, but not limited to beer, wine, wine coolers, and liquor.

**Student:** Any student participating in a district-sponsored, IHSAA-sanctioned activity. **Disability:** This term shall have the same meaning ascribed in 42 [U.S.C.](#) 12010 (2) or as otherwise defined under the U.S. Rehabilitation Act of 1973.

Drug: Any controlled substance as defined in Idaho Code §37-2705 or §37-2707, except those possessed and/or used pursuant to a valid prescription.

IHSAA: Idaho High School Activities Association.

Positive Results: Confirmation of a student's random drug test for the presence of alcohol or drugs; an arrest or citation for the unlawful consumption of alcohol or drugs; or being identified as being present at a place where alcohol and drugs are being consumed provided such student tests positive for drugs and/or alcohol or admits to consuming the same.

Qualified Individual with Disability: An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, meets the essential eligibility requirements

for participating in programs or activities provided by the District. The term specifically excludes any person who is currently engaging in the illegal use of drugs or alcoholic beverages when the District acts in the basis of such use.

### **EFFECTIVE DATE**

Kimberly Joint School District #414 (the District) will, effective October 16, 1998, begin conducting a mandatory random drug testing program for high school students participating in activities.

### **WRITTEN CONSENT REQUIRED – SUSPENSION**

Before participating in any activity, the student and the student's custodial parent or lawful guardian shall execute and deliver to the District a written consent form attached hereto as Exhibit "A." Any student who refuses or fails to provide the duly executed consent form or who refused or fails to comply with the provisions of this policy shall not be allowed to participate in any activity or program sponsored by the District.

Any student who willfully provides a false saliva sample or who otherwise tampers with a saliva sample or undertakes any effort to obstruct (as defined in this policy), adulterate, or impair the accuracy of a drug test, shall likewise be prohibited from or suspended from participation in any activity, or until an unadulterated and accurate saliva sample is provided. Such options shall be determined solely at the discretion of the superintendent.

### **STUDENT SELECTION**

The District shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to:

- Ensuring that the names of all students are in the appropriate pool.
- Ensuring that the person drawing names has no way of knowingly choosing, or failing to choose, particular students for the testing.
- Ensuring that the identity of students drawn for testing is not known by the person making the selection or by persons involved in the testing.
- Ensuring direct observation of the selection process by at least two (2) adults.

At the option of the District, all students may be tested for drug or alcohol use at the beginning of any activity season. In addition, random testing may be conducted during the activity season on a weekly basis or any other frequency determined by the District. Selection for random testing will be by lottery drawing from a "pool" consisting of all students participating on an activity team.

Separate pools shall be established on a team-by-team basis.

### **PROCEDURES FOR RANDOM DRAWING**

Prior to the start of practice for a particular activity, all students who plan to participate in such activity shall

submit a signed and notarized consent in the form attached hereto as Exhibit A. Throughout the school year, at least five percent (5%) of the total number of students involved in IHSAA sanctioned activities for the season will be tested bimonthly (twice a month). To assure the anonymity of the participants, each student will be assigned a number at the beginning of the school year. These numbers and the identity of the student to whom such number is assigned will be known only to the student and the superintendent or his/her designee. The superintendent or his/her designee will keep the number lists in a secure place where access is limited only to the superintendent or his/her designee. All lists will be destroyed within thirty (30) days after the end of the school year (except for the numbers for students who have tested positive for use of illegal drugs or alcohol may be kept until the student is eligible to participate in IHSAA-sanctioned activities).

After all numbers are drawn for a particular week, they will immediately be returned to the pool of numbers for that activity in order to assure randomness of draw. It is possible that the number of an athlete may be drawn several times during the season, school year, or not drawn at all.

### **SAMPLING PROCEDURE**

On the day the numbers are drawn, those students selected will be notified and must promptly report to the designated place to produce a saliva sample. They will be given a saliva sample collector and will be asked to use the collector and extract an amount of saliva from their mouth necessary to implement the test. They shall then hand the collector to the staff member conducting the test.

The saliva sample collector will then be sealed with the number of the student printed clearly on the outside.

Saliva samples will be collected at a time to be determined by the superintendent or his/her designee. All students selected for testing shall be tested on the same day. If the student is absent on that day, they will be tested on the day they return to school.

### **PRESCRIPTION MEDICATION**

Students who are taking prescription medication must provide a copy of the prescription or a doctor's verification when requested by the MRO (Medical Review Officer) of that testing lab with instructions for the lab to consider the student's use of such medication in conducting its analysis. Prescription information provided by the student will not be disclosed to any school official.

Students who refuse or fail to provide timely verification of prescriptive drug use and who test positive will be subject to the actions specified below for "positive tests", irrespective of their prescription medication.

### **SCOPE OF TESTS**

The testing device is designed to test for one or more controlled substances or for alcohol. Saliva samples will not be screened for the presence of any substance other than any illegal drugs or alcohol, nor for the purpose of identifying the existence of any disability or physical condition.

### **ACCESS TO RESULTS**

The testing official or official at the testing lab will be authorized to report results only to the superintendent or to such other adult person(s) as the superintendent may designate. Test results may be provided to the superintendent or his/her designee by telephone, provided the superintendent or his/her designee recites a predetermined code designed to uniquely identify his/her person. Test results shall be destroyed at the expiration of one year after the last day of the activity season for the school year, except with respect to students who have tested positive.

### **ADDITIONAL COVERAGE OF POLICY**

In addition to the mandatory random drug testing procedures explained below, it shall also be a violation of this policy if any student:

- Is arrested and/or cited for unlawfully consuming alcoholic beverages and/or illegal drugs; or

- Is identified as being present at a site where alcohol and/or illegal drugs are being consumed, provided such student tests positive for such drugs and/or alcohol: or such student admits to the consumption of drugs and/or alcohol.

In the event a student is found to have violated this Policy as set forth above, such violations shall be subject to the same consequences as if a “positive result” had occurred.

### **PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

Whenever a student's first test result indicates the presence of an illegal drug or alcohol the following procedures shall be followed:

- The student shall be suspended from participation in their sporting activity as indicated by policy.
- If the sample tests negative for the presence of illegal drugs or alcohol, the student will be notified and no further action will be taken.

### **CONSEQUENCE OF POSITIVE RESULT (FIRST OFFENSE)**

In the event a student tests positive for the use of alcohol or the unauthorized or illegal use of a drug or drugs, the student will be given the option of:

- Complete a suspension from the activities that is greater than 20% and less than 25% of the regular season scheduled event/contest/game in which the student will become ineligible for that period of time. The intent of the 20%-25% range is to accommodate complete event/contest/games between the range. In the event the activity season ends before the student can complete the suspension the student will complete the balance of the suspension during the next activity season the student participates. Students who are not able to produce a negative drug screening within 30 calendar days will be removed from the team/activity for the remainder of the activity season in which the student was participating and the next activity season for which the student is eligible and qualified to participate. In addition, students, through the assistance of the school counselor, will develop a personal plan to stay drug and alcohol free and will meet to review the plan on a regular basis with the counselor as deemed necessary by school administration. Lastly, students will submit to bi-monthly drug testing for the remainder of the activity season. During the suspension period students will be required to attend practices/meetings and will not be able to travel with the team if the team leaves during the school day. Failure by the student to complete any of the above criteria will result in student being removed from the team/activity for the remainder of the activity season in which the student was participating and the next activity season for which the student is eligible and qualified to participate.
- Suspension from participation in all IHSAA sanctioned activities for the remainder of the activity season. In the event a student chooses this option and the remainder of the season would be less than the suspension outlined above, the student will be suspended the “balance” during the next activity season the student participates in.

Failure by the student to select an option within seventy-two (72) hours after notification of the test results shall be deemed to have selected option two (2).

### **CONSEQUENCE OF POSITIVE RESULT (SECOND OFFENSE)**

If any student tests positive and/or violation of policy 3340 a second time within two (2) calendar years of the first positive test result while enrolled at Kimberly High School or any other high school which conducts a similar drug testing program, the student will be suspended from participating in the IHSAA-sanctioned activity for the remainder of the activity season of the activity in which the student was participating and the ensuing activity season for which the student is eligible and qualified to participate.

### **CONSEQUENCE OF POSITIVE RESULT (THIRD OFFENSE)**

If any student tests positive and/or violation of policy 3340 a third time within two (2) calendar years of the first positive test result while enrolled at Kimberly High School or any other high school which conducts a similar

drug testing program, the student will be suspended from participating in the IHSAA-sanctioned activity in which the student was participating and the two ensuing activity seasons for which the student is eligible to participate. If a student has violated Kimberly School District Policy 3311 Drug Free School Zone while a non-athlete and violates policy 3340 and/or 3350 for the first time it will be considered a second offense of policy 3340 and/or 3350.

### **NON-PUNITIVE NATURE OF POLICY**

No student shall be penalized academically for testing positive for use of illegal drugs or alcohol, nor shall any student be denied any benefits or services, other than the district sponsored athletic and co-curricular programs as outlined above. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests shall be kept confidential between the superintendent, the building principal, their designee, the student's custodial parent or legal guardian, and the student. In particular, test results will not be disclosed to law enforcement or juvenile authorities absent a

valid and binding subpoena or other legal process issued by a court of competent jurisdiction. In the event of service of any such subpoena or legal process, the student's custodial parent or legal guardian will be notified in writing as soon as reasonably possible, but in no event less than seventy-two (72) hours before a response is made by the district unless a response is due within a shorter time frame. Notification shall be made in writing and shall be deemed complete upon the deposit thereof in the U.S. Mail, postage prepaid, addressed to the last known address of the student or his/her custodial parent or legal guardian or upon personal service upon the student's custodial parent or legal guardian. Verbal notification may be given, if time does not permit written notification within the seventy-two (72) hour time frame.

### **VOLUNTARY TESTING PROGRAM**

The Kimberly Public School is truly concerned and committed to helping students who are encountering drug or alcohol problems. The district recognizes that a student with a drug dependency or use problem is not able to work to his/her fullest potential and stands a greater chance of coming into contact with law enforcement personnel due to increased exposure to criminal activity. To assist in the ultimate goal of drug-free schools and drug-free students, the District will provide voluntary drug testing (saliva sample) to any student whose parents request that the testing be done.

The procedure for sampling and testing of saliva samples shall be conducted under substantially the same procedure as set forth above, provided, however, immediate on-site results may be given to the student's custodial parent or legal guardian. The testing will be provided at no cost to parents and will be kept absolutely confidential, except for the superintendent or his/her designee, parent/guardian, student, and test laboratory personnel. No legal or criminal actions will be taken by the District based upon such test results, and no discipline by District officials will result from such voluntary testing. No record will be kept of such voluntary test results. This service is offered solely for the information of the parent(s) and is ultimately their decision what to do with the information. The results of a positive test result obtained pursuant to a positive drug test will not be used as a basis to determine eligibility to participate in district sponsored athletics and co-curricular activities. Notwithstanding the foregoing, voluntary drug testing will not be allowed for any student between the time when he or she has been selected for a random drug test and until the test results therefore have been determined positive or negative.

APPROVED:10/15/98

Adopted on:April 8, 2003

REVISED:3/17/2005

Revised:June 18, 2009

Revision:Oct. 16, 2013

Revised: February 20, 2020

**Student Council**

The Kimberly Student Council serves as a role model to the rest of the members of Kimberly High School. They abide by the rules and help to enforce the rules in the student handbook. Members support their peers, their teachers, and school activities. The Kimberly Student Council is in charge of the class activities including the necessary fund raising activities for the year. Student Council members must maintain an overall 2.5 GPA and have no major disciplinary concerns.

#### **School Functions (including athletic events)**

- Students are encouraged to cheer at athletic sporting events. Any cheer that singles out an individual or referee are not acceptable.
- Student signs must have positive and encouraging messages specific to our teams. Unrelated or inappropriate signs are not allowed.
- All noisemakers are not allowed. Powder and confetti cannons are prohibited at a school function.
- Students must stand on bleachers. Students may not gather in walkways or on stairs due to fire hazards and emergency exit safety.
- Fireworks are allowed at school functions when professionally organized and approved by the Kimberly Police Department and Rock Creek Fire Chief.

## **Student Activity Cards**

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

## **Students of Legal Age - KSD Policy 3130**

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law. Parents of adult students will be notified and communicated with regarding the educational matters of adult students. Independent adult students living on their own and that are financial independent may request that their parents do not have access to their educational information. Such request must be initiated by the independent student by contacting the building principal.

### **Admission to School:**

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

### **Field Trips/Athletic Programs:**

Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

### **Absence-Lateness-Truancy:**

Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122 and will be reported on the report card.

### **Suspension/Expulsion:**

All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.



**Withdrawal from School:**

Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

**Permission to Inspect Student Records:**

Adult students may request permission to inspect their school records if they are eligible students according to Family Education Rights Privacy Act (FERPA).

**Report Cards:**

Progress reports will be given in person or sent to the parent or legal guardian.

**Excuses from School:**

The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

**Financial Responsibility:**

Students of legal age can be held financially responsible for damage to school property.

## Policy History:

Adopted on: April 8, 2003

Revised on: April 20, 2016

**Student Behavior**

The following are considered obligations shared by all students

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

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

**Student Discipline****DISCIPLINARY ACTIONS**

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

Step 1 - Verbal Warning

Step 2 - Classroom Consequence

Step 3 - Conference with Teacher

Step 4 - Phone or Written Communication with Parents

## Step 5 - Student/Parent/Staff Intervention

## Step 6 - Removal from Class - Conference with Administrator

Major behavioral offenses may also include the following:

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing
- Initiations of any type.
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:
  - On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
  - Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
  - Traveling to and from school or a school activity, function or event; or
  - Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

## Disciplinary Measures

- Disciplinary measures include, but are not limited to:
  - expulsion
  - suspension (both off campus and on campus)

- detention, including Saturdays
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

### **Gun-Free Schools**

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § 33-205 and Policy 3300.

### **Possession of a Weapon on School Property – Misdemeanor**

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

- "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
- "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.

This section of this policy does not apply to:

- Law enforcement personnel;
- Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his/her vehicle in an unobtrusive, non-threatening manner;
- A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
- A person or an employee of the school or school district who is authorized to carry a firearm with the permission of the board of trustees of the school district or the governing board.

## Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

### Cross Reference:

3300 Corrective Actions and Punishment

### Legal Reference:

I.C. § 33-205 Denial of school attendance

I.C. § 18-3302D Possession weapons or firearms on school property

I.C. § 33-1224 Powers and duties of teachers

20 U.S.C. § 8921, et seq. Gun Free Schools Act

29 U.S.C. § 701 Rehabilitation Act of 1973

### Policy History:

Adopted on: April 8, 2003

Revised on:

## Student Fees & Material Costs

Some classes that a student chooses to take may require a fee for materials used by the student. Additional fees may be charged for functions or activities provided for the students. The following fees have been set for this school year:

Student Activity Card	\$45.00
Student Yearbook (optional)	\$45.00
Laundering Fee (required for Athletics)	\$8.00
PTSO Membership (optional)	\$5.00
Booster Club (optional)	\$25.00
Parking Permit	\$20.00
Key Club (required for membership)	\$20.00
FFA (required for membership)	\$20.00
NHS (required for membership)	\$15.00
BPA (required for membership)	\$30.00
Student Quarter awards (optional)	\$10 or above

\*School Fees are assessed for optional activities, clubs, organizations, and classes.

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extra-curricular activity, student-activity, or membership in a voluntary club or association. The Board or designee may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Additional fees may be charged for “enhanced programming and materials” which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost for the upgrade).

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If school property in a student's possession is lost, broken or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

The District may require, as a condition of graduation, issuance of a diploma or certificate, or issuance of a transcript, that all indebtedness incurred by a student is satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the District be returned.

Legal Reference: I.C. 33-603 Payment of Fees or Returning of Property

Policy History:

Adopted on: April 20, 2016

Revised on:

### **Corrective Actions and Punishment - KSD Policy 3300**

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the district's policies relating to corrective action or punishment:

- "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days at one time. Administrators may temporarily suspend.
- "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent (or the Board) can extend an initial temporary suspension.
- "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.
- "Expulsion" is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.
- "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the district. Discipline may not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed. Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

When disciplining students with disabilities, Kimberly School District #414 should follow the guidelines developed by the Idaho Department of Education in its Idaho Special Education Manual. As of the development of this amended policy, the most recent version of this manual is 2018, but subsequent revisions of the manual may also be followed. The manual can be found on the internet by going to the Special Education section of the Idaho State Department of Education website, or you can contact the Kimberly School District Office for information about how to attain a copy of the Special Education manual.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs. No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

**Legal Reference:**

20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act

I.C. § 33-205 Denial of school attendance

I.C. § 33-512 Governance of schools

**Policy History:**

Adopted on: April 8, 2003

Revised on: May 21, 2009; June 15, 2022

**Student Health - KSD Policy 3410**

**Student Records - KSD Policy 3600**

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal law grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy and State and federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

**Legal Reference:**

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.99

I.C. § 33-209 Transfer of Student Records -- Duties

I.C. § 32-717A Parents' Access to Records and Information

**Policy History:**

Adopted on: April 8, 2003

Revised on:

**Textbooks**

The textbooks used by each student are the property of the school. Textbooks are issued for student use during the time of enrollment in school and must be returned at the end of the school term or when the student withdraws from school or has a schedule change. Textbooks should be numbered and coded with the teacher keeping a record of the books issued to each student. Occasional book checks may be conducted to be certain that students have their own textbooks. Lost textbooks must be paid for by the student to whom they were issued. This will be paid in the office, and the student will be given a receipt. A new book will not be issued until the student pays for the one which has been lost and shows the receipt to the teacher. If the lost textbook is found, the student must present the book and receipt in the office in order to obtain a refund. Requests for refunds should be requested no later than the last day of school.

Fines for damage to textbooks may be assessed. If a book is damaged to the extent that it cannot be used again, the full price of the book will be charged. A student will not receive records or be allowed to re-enroll until the textbooks record is clear.

**Trespassing**

It is the policy of Kimberly High School to preserve and maintain in good order all properties belonging to the school. Mindful of its obligation to make the property available for authorized public use, the school must see that the properties are safeguarded. School authorities shall take appropriate legal or disciplinary action against

all trespassers. A trespasser is any student or other person present on school property without expressed permission from a school official.

### **Video Policy**

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

The District shall offer courses of study which will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions.

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and the free exchange of ideas and information. However, guest speakers who will be espousing controversial issues must be pre-approved at least 24 hours in advance by the school administration.

In the study or discussion of controversial issues or materials, however, the Board directs the teaching staff to take into account the following criteria:

1. The relative maturity of students;
2. Kimberly District philosophy of education;
3. The community standards, morals and values;
4. The necessity for a balanced presentation; and
5. The necessity to seek prior administrative counsel and guidance in such matters.

In the event that a parent or guardian does not want their child to participate, they need to communicate, in writing, with the student's teacher. The teacher will provide an alternative assignment.

### **Legal Reference:**

I.C. § 33-512 Governance of schools

### **Policy History:**

First Reading: 11/26/02

Adopted on: 1/28/03

Revised on: 8/15/18

### **Visitors**

Visitors to Kimberly High School must report to the office immediately upon entering the building. At no time should a visitor call a teacher or student from class for a conference at the door of the room. Students from neighboring schools are not permitted to visit classes at Kimberly. Unauthorized visitation on the campus is criminal trespass and may result in charges being filed. Unauthorized visiting of other school campuses by Kimberly students is prohibited. Visitors wishing to attend social activities at KHS must have an enrolled student request and obtain a guest pass in advance. Visitors to social activities must be less than twenty-one (21) years of age. No middle school students are allowed.

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance. Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Principal and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy. When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have a need to know of the affected student's condition. Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information. Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

#### Legal Reference:

I.C. § 33-512 Governance of Schools

#### Policy History:

Adopted on: April 8, 2003

#### **Illness at School**

A student who becomes ill at school should request a pass from their teacher and report to the office. All students must check out in the office for any reason before leaving school. Students must receive administrative approval and a parent or guardian must be notified before a student will be allowed to leave school. It is important that the school be provided with the current telephone number where parents or guardians may be reached. See **COVID-19 Plan here: [/khs/khs-learning-plan-1](#)**

#### **Medications - KSD Policy 3416**

#### **Bussing**

Students riding school buses are expected to conduct themselves in a manner that is not a distraction to the driver and that does not jeopardize the safety of others. Students riding the bus are under the jurisdiction of the driver



and are subject to disciplinary action by the school. The privilege of riding the bus may be revoked if a student is a problem on the bus.

### **Safety and Efficiency**

Due to the continual growth within the Kimberly School District, new zone boundaries have been determined and the transportation department has a need to provide new guidelines and procedures. These procedures are necessary to ensure safety, proper placement of students, and keep routes efficient and economical. Exceptions to the following procedures, for extenuating circumstances, may be presented in writing to, and considered by, the Transportation Director and School Principal.

1. To make things safe, easy and less stressful, we ask that you choose only one AM and one PM bus stop. AM stop may be different than PM stop.
2. Students will be granted a temporary change in bus stops only when a family emergency is present. (such as hospitalization)
3. Children at daycare may be granted transportation to or from Daycare providing the daycare is within the school zone they are attending.
4. If there is a need to change your daycare provider, transportation may grant the change if requested in writing to the transportation office.
5. Notes to drivers will no longer be accepted as a means of changing transportation plans.
6. Students may be transported to/from a new permanent address (such as a rental home) if they have moved to that address and it is within the zone that they attend school. (See Policy #3135, Resident Students)
7. Upon entering the bus, students may not leave the bus (other than their designated stop) without permission from the students' respective school office or administrator.
8. Kindergarten parents need to be *visible* at their students assigned stop when the bus arrives at the stop. Drivers' will not leave students unsupervised at the stop. If a parent is not at the designated stop, the student will be brought back to school.
9. Fifth graders living in the South Zone, will be shuttled to/from Sticker by transferring from their route bus to a shuttle bus at High School loading zone for the 2018-19 school year only.
10. Students with special transportation needs will be transported across zone boundaries as indicated in the IEP or 504.
11. If your child missed the bus you will be responsible to get them to school. (Do not follow the bus to get them on at another stop)
12. Students will not be able to have additional students ride with them on the bus.
13. As the new boundaries have changed, the instrument measurement "cut off rate" is no longer current. In FY19 a new safety busing "cut off" rate will be determined. By FY20, some students within a mile and a half from any Kimberly school may not be granted transportation by the district.

If you have any questions or concerns, ***please call the transportation department first*** at 423-4170 x 3306

### **Cheating & Plagiarism**

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## **Dress Code - KSD Policy 3224**

Students wearing a shirt, such as a crop top that does not cover their stomach when standing, must wear an outer shirt. The outer shirt may be unbuttoned, but it may not be removed while on campus.

The Board of Trustees of Kimberly School District recognizes the individual right of students to choose their style of dress. The Board expects and requires students to dress appropriately for the K-12 educational environment. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others. The school dress code shall be gender neutral during the school day as well as school activities. The District will allow students to dress in a manner that is consistent with their gender identity as long as it is not in violation of the dress code. This policy is intended to provide guidance for students, staff, and parents.

Front and Back

### **Minimum Requirements:**

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length. Undergarments must be covered.
2. Shoes must be worn at all times and should be safe for the school environment.
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear must allow the face to be visible to staff, and not interfere with the line of sight of any student of staff. Hoodies must allow the face and ears to be visible to school staff. Sunglasses are not to be worn indoors.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
6. Clothing and visible tattoos may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
7. Clothing and visible tattoos may not depict or imply pornography, nudity, or sexual acts.
8. Clothing and visible tattoos may not display or imply vulgar, discriminatory, or obscene language or images.
9. Clothing and visible tattoos may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
10. Clothing and accessories that endanger student or staff safety may not be worn.
11. Apparel, jewelry, accessories, visible tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extra-curricular or other special school activities.

A student seeking a religious exception to the dress code will be handled by the administration.

The administrators as well as teachers are charged with the responsibility of enforcing student dress codes in their classes, hallways, and within campus boundaries. If it is determined that a student's attire is disruptive of

the educational atmosphere or is detrimental to the health and safety of the student or other students, or otherwise violates this policy, said student will be asked to change their clothes (if possible) at school, or will be sent home to change into suitable clothing before coming back to school. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire

If a student is repeatedly sent home under this policy, the student and their parents will be required to meet with the Superintendent, or his/her designee, to discuss and resolve this matter. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Repeated failure to follow this policy may result in further discipline.

### **Electronic Devices/Cell Phones**

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### **Additional Cell Phone restrictions:**

- Kimberly High School respects the right of privacy for all students and staff. Taking pictures of other people while on campus during school hours requires their permission BEFORE taking their photo or video. Violation of this rule will result in the student having their cell phone confiscated and parents will be contacted.

### **Food & Drinks**

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

### **Gang & Cult - KSD Policy 3611**

The Board is committed to insuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation. Students on school property or at any school-sponsored activity shall not:
  - o Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
  - o Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
  - o Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
    - Soliciting membership in or affiliation with any gang;
    - Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
    - Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Policy History:

Adopted on: April 8, 2003

Revised on:

### **Harassment/Bullying - KSD Policy 3225**

It is the policy of Kimberly School District to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Students attending any Kimberly School are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
2. Prohibited from sexually harassing other students; and
3. Strongly encouraged to report, to the school principal or designee, any harassment of which the student becomes aware. The Board encourages students to report any harassment, and if the reporting student(s) asks, every attempt will be made to make the reporting confidential. This policy applies to all conduct on the district's premises and at school sponsored events, conduct during transportation to and from school and school sponsored events, and to conduct off the district's premises that has an effect upon a student's educational environment.

### **DEFINITION OF HARASSMENT**

Harassment is defined to include ethnic slurs, racial jokes, verbal/physical abuse or other offensive or persistently annoying conduct directed at someone's sex, race, color, national origin, age, religious beliefs, ethnic background or disability which:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;

2. Demeaning jokes, taunting, slurs, and derogatory “nicknames”, innuendos, or other negative remarks relating to the victim’s sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim’s sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.
4. Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

### **SEXUAL HARASSMENT**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Sexual harassment refers to sexual overtures or conduct that are not welcome, that are personally offensive, that effect morale, that may create a hostile environment, and that, therefore, interfere with the student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s education, or creating an intimidating, hostile, or offensive-educational environment.

### **DISABILITY HARASSMENT**

Disability harassment involves intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or educational opportunities. Examples of disability harassment may include, but are not limited to, the following:

1. Conduct directed at the characteristics of a student’s disabling condition, such as jokes and derogatory remarks, taunting or belittling, or imitating a student’s manner of speech or movement.
2. Impeding the mobility, or interfering with the necessary equipment of a student with a physical disability.
3. Seeking to involve a student with a disability in antisocial, dangerous, or criminal activities where the student, because of their disability, is unable to comprehend fully or consent to the activities.

### **REPORTING PROCEDURES**

Any student, and/or parents or advocate of a student who believe they are being harassed should report the situation to school personnel.

1. Any employee of the school district receiving a report of harassment from a student; becomes aware that a student is being subjected to harassment; or in good faith, believes that a student is being subject to harassment; is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter shall be reported to the superintendent of schools.
2. Any district employee who witnesses harassment of a student must take immediate, appropriate action to intervene to stop the harassment.

3. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

## **INVESTIGATION**

When a report of harassment is received by the principal or the superintendent, immediate steps shall be made to do the following:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain written statements from witnesses, if any; and
4. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation, or the principal/superintendent may conduct the investigation. The investigation should normally be completed within ten (10) working days.

## **DISCIPLINARY ACTION**

If the allegation of harassment involves a teacher or other school employee, the principal shall submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegations, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record. No record of the allegations will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegations.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly, or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the Kimberly Police Department.

## **PROTECTION AGAINST RETALIATION**

No retaliation shall be taken by this district, or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

## **CONFIDENTIALITY**

Any investigation WILL be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse shall be reported to the proper authorities as required by Idaho Code.

## **RECORD OF ALLEGATIONS**

This district shall keep and maintain a written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of sexual harassment is reported to district personnel. The information in the written record shall also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

## **LEGAL REFERENCE:**

Idaho Code Section 16-1619

Title IX of the Education Amendments of 1972

Franklin v. Gwinnett Co. Pubic Schools, 112 S. Ct. 1028 (1992)

Gebserv. Lago Vista Independent School District, 118 S. Ct 1989 (1998)  
Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1999)

**Policy History:**

ADOPTED: 1st Reading January 1993

2nd Reading February 1993

AMENDED 1st Reading September 21, 2000

2nd Reading October 19, 2000

REVIEWED April 8, 2003

**Injury/Hazardous Weapons**

Any student causing, attempting to cause, or threatening to cause physical injury to another person shall be subject to disciplinary action including suspension or recommendation for expulsion. Students who knowingly and/or voluntarily possess, handle, transmit or use an instrument that can be used as a weapon of any kind will be subject to disciplinary action. Possession, use, or attempt to use anything as a weapon shall result in disciplinary action including suspension or recommendation for expulsion. (Safe School Act)

**Interference with the Educational Process**

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

**Public Displays of Affection (PDA) - KSD Policy 3148**

**PHILOSOPHY:**

The Kimberly School District Board of Trustees recognizes their obligation to provide a safe and secure learning environment. The Board recognizes that they have the power and duty to protect the morals, health and safety of all pupils of the Kimberly School District. These obligations and authority include providing all students an environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection.

**POLICY:**

Therefore, all students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on busses, or at any district sponsored event, on campus or elsewhere.

Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

1st Reading: February 21, 2007

2nd Reading: March 15, 2007

**Substance and Alcohol Abuse - KSD Policy 3620**

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District

relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C). It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others. The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action deemed appropriate, including but not limited to, notifying the parent or legal guardian and notifying local law enforcement, suspension and/or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he/she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate.
5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student's parents.
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees.
8. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Legal Reference:

I.C. § 33-210 Students using or under the influence of controlled substances.



Policy History:

Adopted on: April 8, 2003

Revised on:

### **Withdrawing from School**

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