

Grades K-12

**STUDENT
HANDBOOK**

KIMBALL SCHOOL DISTRICT #7-2

**KIOTES & WiLdKats ~
“Knowledge is Power”**

ADOPTED BY THE BOARD OF EDUCATION
August 2019

Welcome

Welcome to the Kimball School! The Kimball School will assist you in making the best choices for your career and also give you the opportunity for a well-rounded education. If you work hard and have a positive attitude toward your schoolwork, you will get all the help you need. We want you to succeed and to be happy in school. You must also want these same things, and work for them, if they are to happen.

It is impossible to cover all situations that will present themselves to you, so you and your parents are urged to discuss any problems you may have with your teachers, advisors, the guidance counselor, or an administrator.

The Kimball Board of Education may, for proper supervision of the school, adopt, revise, or eliminate any policies at any time it deems necessary.

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Non-Discrimination Statement

The Kimball School District will not discriminate in any of its policies, practices, and programs, or educational programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability and will not violate any of the provisions of applicable federal programs, statutes or regulations (e.g., Title IX, Title I, Rehabilitation Act Section 504, American’s with Disabilities Act).

In keeping with this statement, the following will be objectives Kimball School District.

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

Inquiries concerning the application of Title VI (Business Manager); Title IX (Superintendent/CEO); or Section 504 (School Counselor) may be made at 300 South East Street, Kimball, South Dakota 57355 – by phone (605) 778-6231 - or to the Regional Director, Department of Education, Office for Civil Rights, 1244 Speer Blvd. Suite 310, Denver, Colorado 80202-3582.

In compliance with applicable federal laws and regulations, Kimball School District has appointed the Superintendent/CEO of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The Superintendent/CEO can be reached at Box 479, Kimball SD 57355, phone-605-778-6232.

Homelessness Policy

Enrollment, Transportation, School of Origin and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services
 - Education services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
 - Programs in vocational and technical education
 - Programs for gifted and talented students
 - School nutrition programs

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also

addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week (seven calendar days), the circumstances of the complaint and render a decision, within two weeks (fourteen calendar days), after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week (seven calendar days) to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

Patriotic Exercises & Flag Displays

The Kimball School District shall provide all students the opportunity to salute the United States and the flag each day by reciting the pledge of allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag; however, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event.

Observation and commemoration of special days and events will be considered a valuable part of the instructional program of the school.

Attendance & Absences

It is compulsory that all children who reach six years of age by September 1st of the school year regularly attend school until they are 18 years of age, unless excused. Regular attendance is absolutely essential to a student's success in school. It is the parent/guardian responsibility to notify the school on the day the child is absent or prior to the child being absent. ***If notification is not received by the end of the second day; the absence will be considered unexcused. Excuses exempt from school attendance are allowed for school related activities, funeral leave, college visitation, and extreme circumstances for which the school has been consulted.*** *These exempt absences do not count against the attendance and/or truancy policy absences. Also, appointments for senior pictures during school hours will not be considered an excused exempt absence.*

Any other absence will be considered "out of school day" and will count towards the 8 days permitted before losing credit for the semester. Any out of school day absence for which the student does not have parental excuse, will be a day for which to make up time.

Students in grades 9-12 will not be granted credit for a semester course if non-exempt absences from that class have totaled more than 8 days/class periods in a particular class (see attendance appeal procedure.) It is the student's responsibility to keep track of their absences. The school will also be monitoring this. The administration may request a parent/student conference at any time to address any attendance problems.

Any student in grades K- 8 missing more than 16 non-exempt school days in a school year may not be promoted to the next grade and also will be subject to charges through the Brule County State's Attorney. It is impossible for the student to miss over three weeks of school and glean the full content of the course of study.

If you skip school, your parent or guardian will be notified and you will be required to make up the time missed before or after school. You may be assessed a one day in-school suspension. For a second violation, you may be assessed a two day in-school suspension, and you will not be readmitted until a conference has been held with you, your parent or guardian, and an administrator and/or counselor. For a third violation, you may be assessed a three day in-school suspension, and an additional conference may be scheduled and the possibility of expulsion.

To participate in or attend extra-curricular activities held after regular school hours, you must attend school for a minimum of one-half of a school day (4 consecutive periods), and absences for the remainder of the day must be excused. You may ask an administrator to waive this rule.

You must make up incomplete work because of an absence, and it is your responsibility to make arrangements with your teacher for assignments and class activities missed. You will be allowed double the number of days missed to complete make-up work.

In the event you are required to leave school, your parent or guardian should send a written note or phone the Kimball School office stating the reason they request your dismissal before the close of daily sessions. You will not be allowed to leave school before the close of the school day without permission from the principal or other administrator. If you leave school without administrative approval at any time, your absence will be counted as an unexcused absence and you may be subject to further discipline.

The administration reserves the right to require professional verification for any absences.

The essential purpose of school is to educate children. In order to do this the student must be present in class. Absenteeism is detrimental to providing an excellent education;

therefore we encourage families to plan vacations and other activities around them when school is not in session.

In order to receive perfect attendance recognition at the end of the school year, a student must not have any absences or unexcused tardies. Participation in school-related activities does not count towards attendance.

Attendance Appeal Process

An appeal may be filed by a student or a parent if credit is not granted for semester courses due to extenuating circumstances that have caused that student to exceed the maximum 8 day absent allowed during a semester. The student or parent shall briefly summarize the appeal in writing to the principal within 5 calendar days of being notified that they will not receive credit for the semester classes that student is taking. The principal will have three school days to respond back in writing to the patron's written appeal. The principal will also present the written appeal and a written summary of his/her resolution to the superintendent.

If the patron is not satisfied with the principal's decision, he/she may appeal to the superintendent. The appeal must be made within seven calendar days of the principal's response. The superintendent will respond to the patron in writing within three school days of the appeal. The superintendent shall present the appeal and the written resolution of the matter to the Board of Education.

If the superintendent does not satisfy the patron with the resolution of the matter, he/she may appeal to the Kimball School Board of Education. The patron may mail or deliver written notice of the appeal to the Board of education and at that time the patron may request to be placed on the agenda of the next scheduled Kimball School Board meeting for consideration by the Board. The Board shall, within 30 days of final Board action on the matter, advise the patron in writing of its decision.

Truancy Policy

A letter of attendance will be sent to parents after 8 days of unplanned (non-school sponsored or exempt) absences per year. Failure to comply with mandatory attendance laws will result in notification of the courts that there is a lack of attendance and charges will be brought by the school administration. This will take place after 16 unplanned absences per year and every 5 days thereafter when attendance records will be forwarded to the Brule County State's Attorney.

Planned and unplanned absences for illness will be considered exempt if accompanied with a doctor's note explaining the reason for the absence. Students may be considered exempt for funerals based upon principal approval.

If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal may be given to the principal. If further consideration is sought, a written appeal may be given to the superintendent within 5 school days following the written response from the principal. The superintendent will render a written decision within 5 school

days of the appeal. A final appeal may be made to the school board and a hearing will be held at the next scheduled school board meeting.

Tardiness

K-12 students are tardy if they arrive after school starts but before 30 minutes of the school day has been completed. In grades K-12 for the initial period of the school day, if you are late 30 minutes or less you must obtain a tardy slip from the principal/office. When you are more than thirty minutes late, you will be considered absent from the class period. You will not be admitted to class when tardy unless you have obtained an admittance slip from the principal/office, or an admittance slip from the teacher or principal detaining you.

For students in grades K-4, after the third tardy, students will make up time missed in school during free time on a day to be set by the teacher.

For students in grades 5-12, after the third tardy, you will be required to serve a detention at a time assigned by the Principal. Failure to appear will result in a one-day in-school suspension. All work must be completed during the suspension. Grades will be given for work completed. If you are late four or more times per semester, you will serve in-school suspension for each tardy after the 4th and be required to complete class work for credit, or may be subject to further discipline. Letters will be sent home notifying the parent of the situation after the 3rd tardy. After the 4th tardy the school may file truancy charges with the Brule County State's Attorney.

Kindergarten

The Kimball School District's Kindergarten program is all day every day. Screening for Kindergarten is done at the Kimball School in the spring for the next school year. A student needs to be 5 years old by September 1st of the upcoming school year to attend Kindergarten.

Registration for Kindergarten for the upcoming school year can be done at the screening or any time after May 1st and a copy of a state certified birth certificate for the student is needed at the time of the registration. Out of state students that register for Kindergarten, will also need a copy of their current immunization records

Phone Calls

A student will not be called to the phone for personal phone calls.

Phone calls during class time tend to be disruptive, therefore, we ask that only phone calls of essential nature be made and if possible they are to be made prior to school time, during lunch time or after school.

Messages concerning medical appointments which are due to circumstances that could not be made before school are an exception.

Any other messages that are directed to the students in grades 7-12 will be posted on the message board outside the main office and students will be responsible for checking the board.

Kimball School District Cell Phone Policy

- Cell phones will not be allowed with the student during class. Upon entering the classroom, cell phones shall be placed in the pocket holders located near the entry inside each classroom. They must be turned off or on silent. The student may retrieve their cell phone at the end of the class period or with permission from the classroom teacher.
- Failure to follow these guidelines shall be handled according to the criteria below:
- **1st Offense-** Teacher will take the cell phone from the student and turn it in to the Principal with proper form/information following the class period. The student will need to stop in the Principals office and sign for the phone at the end of the day.
- **2nd Offense-** Teacher will take cell phone from student and turn it in to the Principal and turn in the info to the Principal following the class period. The Principal will fill out the information as to the Second Offense and the student will serve a 30 minute detention prior to the parent picking up the phone from the Principal and signing the documentation for the phone.
- **3rd Offense-** Teacher will take the cell phone and turn it in to the Principal and turn in the info to the Principal following the class period. The Principal will fill out the information as to the Third Offense and the student will be given a penalty of Loss of cell phone privileges for a period of time up to one week or 5 days of school and will also serve two detentions. The penalty must be served by the student and there must be a Parent, Student & Principal meeting prior to releasing the phone back to the student and Parent. The phone will be checked in with the Principal before school and signed out from the Principal following school. This is left up to the Principal as they see fit and the penalty will be within reason. Following the parent/student meeting with the Principal before cell phone is returned to the student or parent. The parent and student will again be given documentation to sign upon release of the cell phone. The days until the cell phone is returned to the student do not count as part of the 5 days loss of phone privileges, the clock will start on those days after the parent/student meeting.
- **4th Offense-** Teacher will take the cell phone and turn it in to the Principal and turn in the info to the Principal following the class period. The Principal will fill out the information as to the Fourth Offense and the student will be given a penalty of up to two after school detentions and two noon hour detentions during school and loss of cell phone privileges for a period of time up to two weeks or 10 days of school. Other penalties could be applied if warranted by the progressive Discipline Policy for any behavioral problems outside of the improper use of the cell phone. such, this is left up to the Principal, following discussion with the Superintendent as they see fit, the penalty will be handed out and it will be within reasonable parameters in accordance with this policy. This will also include the need for a parent/student meeting with the Principal before cell phone is returned to the student or parent. The parent and student will again be given documentation to sign upon release of the cell phone.

- Any further Offenses will result in complete loss of Cell Phone privileges for the remainder of the school year.

Video Surveillance

The Kimball School District places the highest the priority on student safety. Placing video cameras in and outside of the school are ways that we can help maintain discipline and to ensure to the safety of students and staff. The Kimball School District is equipped with a video surveillance system and the footage from this can only be viewed by administration and will not be shared with any sources outside of school with the exception of an insurance claim, law enforcement, or court order.

Entering the School

When entering the main building, the west entrance, the lunchroom doors and east entrance will be open before the start of school. Once school has started and during school hours, all visitors are asked to use the west main entrance doors and check in at the office.

Gun Law

You may not knowingly use or possess a firearm or weapons of any type as defined in SDCL 13-32-7 and Section 921 of Title 18 of the United States Code, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions or activities.

If you intentionally violate this policy, you will be expelled for a period of not less than twelve months.

The School will report your name to the Sheriff of Brule County, or a deputy, if you are found to be in intentional violation of this policy.

Dress

There is believed to be a direct relationship between appearance and student behavior. K-12 students on school premises require proper dress and conduct. Students may be sent home if their appearance is deemed inappropriate. Student dress and appearance should be acceptable in style and taste and non-disruptive. Students who fail to comply will be asked to make the necessary change. Clothing which displays lewd, obscene or profane words or pictures or advertise alcohol, tobacco, etc. will not be tolerated. Hats (head coverings) are not to be worn in the school building without permission from the administration. Students wearing such attire will be asked to remove the hat.

The administration will be the final decision makers when determining what is considered inappropriate dress.

Attendance at Events

The Kimball Administration recommends that all students in grades K-6 attending extra-curricular activities be accompanied by a parent, guardian, or other adult. Students in grades K-6 are not allowed to attend an extra-curricular event or activities after school if they have been absent from school the day of the event due to illness.

For students attending events, students are expected to sit and watch the event and the playground may not be used during extra-curricular activities unless such use is supervised by an adult.

The school will not be responsible for supervision on the playground during extra-curricular activities; this also applies to activities at the Houma Athletic Field and practice facilities.

Student Conduct

The following conduct is not allowed on school premises or at school activities:

- a. Unauthorized presence in the school building after 3:50 p.m. unless they are attending a supervised school activity. If students do not have a pass from a teacher and are unsupervised, they will be asked to leave.
- b. Vandalism
- c. Use or possession of tobacco products
- d. Cheating
- e. Use of obscene or profane language or offensive gestures
- f. Refusal to follow reasonable directions from any staff member or school employee, including custodial staff, cooks, and bus drivers
- g. Criminal activity of any kind
- h. Possession, use, sale, or dispensing any controlled or mind altering substance or paraphernalia, including, but not limited to, glue for inhaling, drugs, alcoholic liquor, wine and beer.
**Participation in these activities may result in a detention, suspension or expulsion which would be determined by the administration.

Fighting

If you are fighting, you will lose all privileges for a minimum of twenty-four hours. This specifically includes all games, practices, play field trips, and open noon hour. You may also receive in-school suspension and its consequences.

Kimball School District Discipline Plan

Student Discipline – grades 5- 12

Violation of student conduct regulations may lead to detention, suspension, or possible expulsion from school.

Detention involves remaining in a supervised school area before or after normal school hours.

In-school suspension involves supervised isolation from other students, or supervised work detail on school property for a period of from one to five days and parental notification. **During ISS students will receive 80% credit on work due or assigned on the day of ISS.**

Out-of-school suspension involves denial of participation in school activities for a period not in excess of ten days and parental notification. **During out-of-school suspensions, students serving their first offense will receive an 80% credit for their work assigned during the days off OSS. Second offense will receive 70% for their work assigned during the days of OSS, and any subsequent offense will receive 60% credit for their work assigned during the days off OSS.**

Expulsion involves denial of participation in school activities for a period of time as determined by the school board and parental notification.

Cheating

Cheating will be handled in the classroom unless referred to the office for further consequences.

There will be the three strike policy. If a student is caught cheating three times in the same class, that student will be removed from the class and will be placed in a Study Hall.

Student Discipline - grades K - 4

Inappropriate behavior by elementary students will not be tolerated. Any student who violates this rule may be given one warning. A second violation may result in a telephone call to parents and supervised detention after school the following day. This detention may be in the following manner:

- a. Students in grades kindergarten through second may be detained for fifteen minutes.
- b. Students in grades three through five may be detained for thirty minutes.

Students who are detained in the above manner for disciplinary purposes will not be released until their parents furnish any necessary transportation following the detention. A written note to the teacher verifying that the necessary transportation may need to be provided to the teacher the morning of the detention.

Detention Policy

Teachers will be given "Detention Passes" to complete and return to the Principal. These passes will document the reason for a student's detention. All offenses will result in 30 minutes in detention which must be served within a 48 hour period of being notified of the detention. Multiple offenses will be punished at the discretion of the principal.

The teacher will monitor detention after school from 3:30-4:00, unless the teacher asks the Principal or other school personnel to cover the scheduled detention.

Use of laptop or desktop computers will not be allowed during detention unless the student has a permission slip from their teacher or the principal.

Harassment Policies

***Sexual Harassment Policy**

It is the policy of the Kimball School District #7-2 that sexual harassment is unacceptable and will not be tolerated. Any employee or student of the district determined to have sexually harassed any person of the district will be subject to disciplinary action, possibly including termination of employment.

Definition

Any sexual activity or conduct that has the effect of unreasonably interfering with another's work performance, or that creates an intimidating, hostile, or offensive employment or educational environment for any person regardless of intent, constitutes sexual harassment. Sexual harassment specifically includes the making of any unwelcome sexual advances, solicitation, or coercion of sexual activity by promise of reward or threat of punishment, making of sexual remarks, or sexual assaults.

Responsibility

All school district administrators and employees are responsible for maintaining an environment free from sexual harassment.

Complaints

Any person desiring to complain that he or she has been the subject of sexual harassment by an employee or officer of the District shall report the incident of the alleged violation of this policy to their immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. The supervisor shall thoroughly investigate the matter and report his finding and recommendations to the superintendent of schools or, if appropriate, to the chairman of the Board of Education. The superintendent or chairman shall take such action as is required to fully implement the intent of this policy.

***Bullying**

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power

imbalance element where a bully targets a student who has difficulty defending him or herself.

The forms of bullying:

- Physical-involves harmful actions against another person's body
- Verbal-involves speaking to a person or about a person in an unkind or hurtful way
- Emotional-involves behaviors that upset, exclude, or embarrass a person
- Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances
- Racial-involves rejection or isolation of a person because of ethnicity

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. When bullying does occur, all pupils should be able to tell any school personnel and know that incidents will be dealt with promptly and effectively. Any bullying complaints or concerns will be reported to the building principal by all school personnel.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

***Cyber-bullying**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to

comply with this subsection. All students will sign an acceptable use policy. Please see pages 28-32 for more information on this policy and internet safety.

School Counseling Services

The role of a school counselor in a K-12 setting is to implement a comprehensive school counseling curriculum. Services offered through the school counselor include confidential individual counseling, group counseling, crisis counseling, individual student planning, classroom guidance, and academic support. A full time professional school counselor is available during school hours.

Fund Raising

Fund raising is to be done outside of class time. No food or lunch items are to be sold in the morning prior to lunch. No interruptions during class time are allowed.

Transportation

The Board of Education of the Kimball School District #7-2 recognizes that parents of students rightfully expect that the school will provide safe transportation and proper supervision of students traveling to and from out of town school activities. The Board also recognizes that an instructor/coach may, as a disciplinary measure, to promote morale, or for other valid purposes, wish to impose uniform traveling requirements on all students participating in an event. To facilitate understanding between parents and staff on transportation issues, the Kimball School Board has adopted the following policy:

All students participating in out of town school activities shall travel to and from such activities on vehicles furnished by the school district, and under approved school supervision, unless excused as herein provided:

1. A school administrator, upon parent or guardian request, and after consultation with the instructor/coach involved in the activity, may:
 - a. Allow a student to travel to and/or from an activity with a parent or guardian.
 - b. Allow a student to travel to and/or from an activity with an adult other than a parent or guardian.
 - c. Allow a student to be released to alternative transportation and supervision at some point between the site of the activity and Kimball.
2. An instructor/coach may, at their discretion, allow a student to travel to and/or from an activity with the parent or guardian of the student, upon request of the parent or guardian made personally to the instructor/coach, and approved by the appropriate administrator.

Busing

A student that lives outside of the city limits may apply to ride to school on a bus by contacting the school office. The bus driver is an official representative of the school and has authority to discipline students on the bus. The driver is authorized to assign seating on the bus. It is the student's duty to do their part to keep the school bus in good

condition and to abide by the stated rules. Violation of school bus rules could mean cancellation of bus riding privileges.

Follow these rules:

- a) No lighting of matches or smoking on the bus.
- b) No fighting
- c) No obscene language
- d) Obey the driver
- e) No littering
- f) No moving around in the bus
- g) No extension of arms, legs, head, or feet from the windows
- h) No loud or boisterous behavior
- i) No throwing of objects
- j) No tampering with bus equipment of emergency door
- k) Sit as assigned by the driver
- l) Cooperate with the bus driver
- m) Arrive for pick up on time
- n) Depart in a safe manner from the bus
- o) Be quiet when the driver stops at railroad crossing so he/she is able to hear
- p) Any damage to the bus will be the responsibility of the person responsible for the damage
- q) No activities which would distract the driver in any way from his/her duties.
- r) Be courteous

****Misbehavior on the Bus:** Penalty at the discretion of the bus driver depending on circumstances (this may cause the loss of your bus riding privileges). Bus driver will report the infraction to the administration or the transportation director. A report will be on file at school.

Students: Please be at your best so the bus driver can give total attention to your safety.

When crossing in front of the bus to get on or depart from the bus, always walk about 10 feet ahead of the vehicle and check for traffic before crossing in front of the bus.

Food or drink (no glass) for student's enroute to and from school will be determined at the discretion of the bus driver. In activities allowing food or drink (no glass containers), it is up to the discretion of the coach or person in charge of the activity. The litter must be cleaned up before leaving the bus after the activity.

Church Night

School activities will not be scheduled on Wednesday evenings after 6:15 p.m., and no formal practices or rehearsals will be scheduled on Sundays, except in extreme circumstances approved by the Superintendent.

Fines

Textbooks are furnished by the School District. Fines may be levied against students who mutilate books, and reimbursement will be sought for lost books. School privileges will be withheld until all obligations are met. The librarian may levy library fines.

Medication Policy

The Kimball School employees who have completed the medication training for the non-nursing staff will administer medication to students with parental approval. Medication forms need to be filled out by a parent/guardian and on file at the school prior to the child receiving medication from school personnel.

Extracurricular Policies, Regulations, and Activities

The Kimball School sponsors many extracurricular activities and encourages you to participate in them. Certain policies and regulations govern these activities, and if a student chooses to be involved, they will be provided copies of these regulations. It is the policy of the Kimball Board of Education to allow only enrolled students of the Kimball School District #7-2 to participate in any school sponsored activity including Missoula Children's Theatre.

Grading

Students in grade K-2 will be graded in the following manner:

- S+ Standards mastered
- S Satisfactory, but standards not mastered
- S- Below standards
- N Needs intervention

Students in grades 3-12 will be assigned letter grades using the following standards:

A+: 99-100	A: 96-98	A-: 94-95
B+: 92-93	B: 89-91	B-: 87-88
C+: 85-86	C: 81-84	C-: 79-80
D+: 77-78	D: 72-76	D-: 70-71
F: 69 and lower		

You may be given an incomplete grade, subject to teacher and administrative discretion, if you have not satisfactorily completed your work on time. If you receive an incomplete grade at the end of a nine-week grading period, you will have ten school days to make up the work, unless there are mitigating circumstances such as illness. Failure to complete the work will mean that the missing grades will be changed from an incomplete to failing and the final grade will be calculated.

Grades 7-12 Eligibility

Grades will be checked for ineligibility every week. If a student is failing a class, they are ineligible until the next grade check. At which time all grades will again be checked

and if all grades are passing, they are once again eligible. If they are not passing all of their classes, they are still ineligible until the next grade check point.

Honor Roll

A student honor roll is compiled for grades seven through twelve. The honor roll is a listing of all students who have achieved superior grades and are deserving of recognition. The honor roll will be prepared at the end of each nine weeks which reflects grades earned for that specific term. You will have an opportunity to attain one of two honor rolls.

“A” Honor roll: All grades must average 3.670 or higher

“B” Honor roll: All grades averaged between 3.000 – 3.669

No student will be eligible for the honor roll if he/she has any quarter grade of a “C-” or lower regardless of his/her point average.

Points for grades:

AP 4.50 (Advance Placement)

A+ = 4.33 A = 4.00 A- = 3.67

B+ = 3.33 B = 3.00 B- = 2.67

C+ = 2.33 C = 2.00 C- = 1.67

D+ = 1.33 D = 1.00 D- = 0.67

F = 0.00 I Incomplete

The same grading scale used for the honor roll will be used to figure a student's four-year grade point average. The valedictorian will be the senior student with the highest cumulative GPA and he salutatorian will be the senior student with second highest cumulative GPA after the completion of seven semesters. Any senior with a 3.670 cumulative GPA at the end of seven semesters will also be named an honor student, and will be honored at the awards ceremony and graduation.

To receive honor roll recognition at the end of the year, a student must have been on the “A” honor the first three quarters of the year.

High School Reading Policy

All grades will be encouraged to read and report on a certain number of pages per year. The pages will consist of a variety of sources including: Books, Magazines, Journals, Newspapers, and Internet. Teachers will have access to a grading folder organized by grade on the staff server. Each student's required pages will appear on grading spreadsheet in the staff server. Students will be required to report in either written or oral form to their advisor. Grading information can then be entered onto the staff server. In order to effectively input grades, all reports must be completed 1 week before the end of the quarter. No reports will be accepted after the closing date. Pages will count 10% of the total English grade each quarter.

Requirements

150 pages may come from an alternate source such as a magazine, journal, newspaper, and internet article. If a student chooses to read and report on a book that is on the pre-selected classics reading list, they will add 100 pages to their total pages read.

PAGE GRADING SCALE		
7th-8th	9th-12th	
Pages	Pages	Grade
500	600	A+
450	550	A
400	500	A-
375	475	B+
325	425	B
300	400	B-
275	375	C+
225	325	C
200	300	C-
175	250	D+
150	200	D
125	150	D-

Free Read

Study halls will require the first 15 minutes to be used for reading magazines or books. Students will be responsible for bringing their own reading material to each study hall. Failure to bring material will result in an automatic 30 minute detention. Study hall monitors will not allow students to go to their lockers or library in order to get reading material after the second bell beginning study hall. Student may sign out to obtain additional material once the 15 minutes are complete. The only exception to this reading time will be students who have been absent or will be absent and need to make up homework.

The computer labs will be closed for the first 15 minutes of study halls and no study halls will meet in the computer labs, unless no other rooms are available.

Study Hall Policy

Study hall monitors will be given sign-out pads to be filled out by students to record where they are going, what time they left, and what time they returned. Destination blocks will be provided to each study hall for locations such as the office, restroom, locker, computer lab, and library. These will replace the sign out sheet to those locations and ensure only one person is gone to that location at a time. Getting help from a specific teacher will require a written pass from that destination’s teacher. All written passes must be obtained before entering the study hall; for example a student will not be allowed to “sign out” to go get a pass. Teachers may use the phone intercom system in place of a

written pass. Students must also return and sign in before the bell ending the period regardless of where they went. Failure to return will result in a loss of study hall privileges for an amount of time determined by the study hall teacher or administration.

Students will only be allowed to take one study hall per semester. Juniors and Seniors that are taking upper level classes and also two or more dual credit classes per semester may be allowed more than one study hall per semester. The administration will determine if they can be enrolled in two study halls.

ICU Program

Every student is expected to complete every assignment with quality. The quality of work will be determined by the teachers and/or administration.

- Students will have 5 school days to complete any homework/classroom assignments. After the 5 school days it will be left up to the teacher to determine how they want to handle the assignment(s).
- It is imperative that the students and teachers COMMUNICATE when they have a missing assignment and/or late work.
- Test redo's will be left up to the teacher. If a teacher wants to allow a test redo the teacher and student must make arrangement to do so.
- Students with three or more missing assignments on the ICU list will not be allowed to leave school early for an event.

Senior Project

Each senior will complete a Senior Project as a requirement for graduation as a way to exhibit the knowledge and maturity he/she acquired while attending Kimball School District. Too often the senior year becomes a lost opportunity as students use the time to relax and party. The project must be a learning stretch, meaning the topic is not something the student has already experienced, but should be an area of interest or possible career path. Each student will have two mentors: a teacher assigned to help them stay on track, and a subject specialist for guidance. The student must meet with and document at least 10 contacts with the specialist mentor. The senior projects will be assessed by following grading rubrics created for each section of the project by a panel of judges, and all sections must be passed with at least a 70% in order for the student to graduate. The senior project consists of four parts:

- 1) **Research Paper** – 1,500 words using MLA format following the handbook *A Rookies Guide to Research*. *The paper is also a requirement of the senior level English class.
- 2) **Project/Product** – Created by the student that is an extension of the research paper. It can be oriented around a performance of a skill, the development of some physical product, or the study of a profession. It should demonstrate the application of acquired knowledge from the research, and show evidence of creativity and attention to detail in its design.
- 3) **Portfolio** - Collection of documents to demonstrate what has been accomplished including: journal logs, mentor contacts, sample works (rough draft, photographs,

sketches, etc...), timelines, final paper, and presentation (PowerPoint, video, note cards, etc.)

- 4) **Oral Presentation** – 10-15 minute explanation of the purpose, content, and experience of the senior project in front of an evaluation panel.

Senior Project (.5) credit required for graduation.

Graduation Requirements

In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement, and Advanced Honors Endorsement.

* In order to graduate from Kimball High School, students will need to obtain one additional credit on top of the state minimum requirements. This can be in the form of any core elective class or career & technical educational course. The total number of credits needed to graduate from Kimball High is 23 credits.

Advanced Endorsement Requirements

(Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.)

4 Credits of Language Arts must include:

- Writing: 1 Credit
- Speech or Debate: .5 Credit
- Literature: 1 Credit (must include .5 credit American Literature)
- Language Arts Electives: 1.5 credits

3 Credits of Mathematics must include:

- Algebra I: 1 Credit
- Geometry: 1 Credit
- Algebra II: 1 Credit
- May also include: Senior Math or Pre-Calculus

3 Credits of Science must include:

- Biology: 1 Credit
- 2 other lab sciences (Physical Science, Advanced Biology, Physics, Anatomy, or Chemistry)

3 Credits of Social Studies must include:

- U.S. History 1 Credit
- U.S. Government: .5 Credit
- Social Studies Electives: 1 ½ Credits

1 Credits of Fine Arts must include either:

- Vocal
- Art
- Band

1 Credit of Any Combination

- Approved Career & Technical Education
- Capstone Experience
- World Language

.5 Credit of Personal Finance

.5 Credit of Physical Education

.5 Credit of Health

5 ½ Credits of Electives

***Plus any additional electives to get to 23 credits.**

Advanced Career Endorsement Requirements

(Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.)

4 Credits of Language Arts must include:

- Writing: 1 credit
- Speech: .5 credit
- Literature: 1 Credit (must include .5 credit of American Literature)
- Language Arts electives: 1.5 credits

.5 Credit of Personal Finance

.5 Credit of Physical Education

.5 Credit of Health

4 ½ Credits of Electives

*** Plus an additional credit of any elective to get to**

23 credits

3 Credits of Mathematics must include:

- Algebra I: 1 Credit
- Mathematics electives: 2 credits (may include: Pre-Algebra, Business Math, or Geometry)

3 Credits of Science must include:

- Biology: 1 Credit
- Science Electives: 2 Credits (may include: Physical Science, Advanced Biology, or Anatomy)

3 Credits of Social Studies must include:

- U.S. History: 1 Credit
- U.S. Government: .5 Credit
- Social Studies Electives: 1.5 Credits

2 Credits of Any Combination of the following:

- Approved Career & Technical Education credit from the same career cluster OR
- Capstone Experience

AND

Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or Higher

1 Credit of Fine Arts may include:

- Vocal
- Band
- Art

Advanced Honors Endorsement Requirements

(Indicates a student has pursued advanced rigorous, academic coursework consisted with SD Codified Law 13-55-

3.1- High school course requirements for opportunity scholarship eligibility).

All high school coursework must be completed with "C" or higher

4 Credits of Language Arts must include:

- Writing: 1 credit
- Speech: .5 credit
- Literature: 1 Credit (must include .5 credit of American Literature)
- Language Arts electives: 1.5 credits

4 Credits of Mathematics must include:

- Algebra I: 1 Credit
- Geometry: 1 Credit
- Algebra II: 1 Credit
- Advanced Mathematic: 1 Credit (may include: Senior Math, Pre-Calculus, or a Dual Credit course meeting the requirements)

4 Credits of Science must include:

- Biology: 1 Credit
- Physical Science: 1 Credit
- Chemistry
- Physics
- Anatomy
- Advanced Biology

3 Credits of Social Studies must include:

- U.S. History: 1 Credit
- U.S. Government: .5 Credit
- World History: .5 Credit
- Geography: .5 Credit
- Social Studies Electives: .5 Credit

2 Credits Of Any Combination of the following:

- Approved Career & Technical Education
OR
- Modern or Classical Language; must be in the same language

1 Credit of Fine Arts may include:

- Vocal
- Band
- Art

.5 Credit of Personal Finance

.5 Credit of Physical Education

.5 Credit of Health

2 ½ Credits of Electives

*** Plus an additional Credit of any elective to get to**

23 credits

Regents' Scholar

South Dakota's Department of Education and the South Dakota Board of Regents, annually recognize high school seniors committed to academic excellence by issuing Regents' Scholar diplomas. Recipients are accepted for automatic admission to any public university in South Dakota. To be eligible, a student must have completed the following courses with no final grade below a "C", and a cumulative grade point average no lower than a 3.0.

4	Credits of English
4	Credits of Mathematics*
2	Credits of one Foreign Language
.5	Credit of Computer Science
4	Credits of Science**
3	Credits of Social Studies
1	Credit of Fine Arts
Total	18.5 credits

* 3 of these credits must be algebra or higher mathematics

** 3 of these credits must be an approved laboratory science (chemistry, biology, physics)

Online/Dual Credit Courses

The Kimball School District supports students who are willing to challenge themselves by enrolling in online/dual credit courses. The school will assist in the registration process but the cost of the course is the responsibility of the student. The cost includes the course and all materials necessary to complete the course.

Grade Leveling

Credits represented on student transcripts will reflect placement of student into grade level. Students will be considered freshman (9th) when 0-5.5 credits are transcribed. Students will be considered sophomores (10th) when 6-11.5 credits are transcribed. Students will be considered juniors (11th) when 12-17.5 credits are transcribed. Students will be considered seniors (12th) beyond 18 transcribed credits. Enrollment into grade level will take place once a year on the student's first day of school. Leveling can be changed based on discretion of administration.

Graduation Commencement Participation Requirements

A student must be within 1 credit or less to participate and walk in the graduation ceremony. A determination of participation will be made by the principal and guidance counselor after 2nd semester grades have been submitted.

College/Shadow Days

Open to Juniors and Seniors. The student will be allowed college days - 2 days for Juniors – 3 days for Seniors. Visitation arrangements need to be made through the counselor's office. Proof of attendance needs to be provided to the office upon return from the visit. Without proof, it will be considered an unexcused absence. Notification needs to be given in advance, and homework needs to be completed before you go.

Pupil Progress Reports

Pupil progress (midterm) reports will be sent home to parents on a regular basis. Parents are encouraged to log onto the parental portal to monitor their student's progress.

Lunch Policy

The National School Lunch Program is offered for Kimball students. K-8 town students may go home for lunch upon the school receiving a phone call from a parent giving permission. No students are allowed to drive during lunch time.

The pop machine may not be operated from 7:50 a.m. to 3:30 p.m. on days when school is in session.

Lunch Accounts

A lunch account will be created for each student. Meal and milk sales will be made through the school secretary in the Kimball School office. Prices are set at the start of each school year. Parents are recommended to make advance lunch payments on their child's account to keep it from reaching a negative balance.

Parents will be notified as to the status of their child's account. If an account has a negative balance, a student will be allowed up to ten meals before they will no longer be able to eat school lunch or breakfast and the student will need to provide their own lunch and/or breakfast.

Parent Teacher Conferences

Parents may make appointments for conferences with any teacher, counselor, or the principal by telephoning the school office anytime during the school year.

Regular conferences are scheduled in October and February. Conferences with K- 4 elementary teachers will be scheduled for a specific time and conferences with teachers of grades 5-12 will be held on a walk-in basis.

Midterm Report Cards

Midterm report cards will be available for parents during any scheduled Parent Teacher Conference. If a parent is unable to attend the Parent Teacher Conferences, the report card will be mailed home. If there is no scheduled Parent Teacher Conference, no midterm report cards will be mailed.

Parties/Dances

Students in grades K-6 may have parties in their rooms for Halloween, Christmas, and Valentine's Day. A gift exchange may be arranged for the Christmas party if the classroom teacher wants her class to participate in an exchange. Students may bring treats to school on their birthday.

High school dances may begin at 8:30 p.m. and must end by midnight. Advisors for the class or organization must chaperone, and at least four parents must be present. The school doors must be locked 45 minutes after the dance starts, and no student will be allowed to leave and return.

Dances are sponsored for students presently attending the Kimball School. Grade designation will be posted prior to the dance. **Outside guests** must be registered with the principal prior to the last period of the school day before the dance is scheduled to be held. Live bands or sound systems will be allowed with permission of an administrator.

Prom

No caps of any type will be worn during the Grand March.

The time for picture taking will be determined each year by the advisors and class officers. All spectators will be asked to leave after the crowning of the King and Queen and the first dance.

Anyone leaving the school building after the Grand March, and up to the end of the prom, will not be allowed to reenter.

Law enforcement will be notified if any student is drinking alcoholic beverages during the decorating of prom or at prom. The students' parents will be notified, and the student will receive an out-of-school suspension for the first six days following prom. Other disciplinary action may be administered as deemed appropriate.

Bomb Threat

The school buildings will be evacuated if a bomb threat is received. The Superintendent will have access to the key for the American Legion. The Catholic Church is always open. Elementary pupils will be evacuated to the American Legion; middle & high school students will go to the Catholic Church. All staff members except the superintendent will accompany the students to support the teachers with supervision. The superintendent will remain in the school to notify law enforcement agencies and the fire department. Students who live in town are not to be dismissed unless there is a dismissal of all students. If there is a dismissal, buses will load at the American Legion and Catholic Church.

School Closing

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Announcements will be made on radio stations WNAX, KMIT, KPLO, KWYR, and all area commercial television stations including KELO Closeline. Reports will be made in the morning between 6:00 a.m. and 10:00 a.m.

Food/Beverage

Pop, carbonated beverages & energy drinks may not be possessed or consumed in the school buildings during school hours.

Beverages and food are allowed in the commons area only, before, during lunch, and after school. These items are not allowed in the classrooms/hallways from 8:10-3:25. Please keep these items out of the other areas of the school as they create a mess if spilled. Students are asked to please use the wastebaskets that are placed throughout the building complex. We have taken great pride over the years in the cleanliness of our building. Please help us keep our building looking good. The penalty for having beverages/food in unauthorized areas (per semester):

First Offense: Warning and contraband confiscated

Second Offense: Detention and contraband confiscated.

Third Offense: Detention and contraband confiscated.

Subsequent offenses: ISS

Exceptions may be considered by the administration upon a teacher's request.

Transferring Out of District

If you wish to change schools, or withdraw for any reason, you must notify the school office. Records will be mailed to the school district requested by your parent or guardian.

Visitors

If you wish to bring any visitors to school, you must check in advance with your teachers and the principal. Students from other schools in the area will not be allowed as visitors if their school is in session. No visitors will be allowed during semester test times.

Special Programs

The Kimball School District participates in various federal and state programs designed to assist you to reach your full potential as a student. Information about these programs can be obtained from the school counselor, your teacher, or an administrator.

Passes

Students are not permitted to leave the school grounds during school hours, with the exception of students in grades 9 – 12 who may go off campus for lunch, without first securing a pass from the principal and showing it to your teacher.

Pass Policy

Any student leaving class for any reason must have a pass. If you do not have a pass, you will be considered truant, and disciplinary action will be taken. This may include detention, loss of privileges, suspension, and in extreme cases, referral to the board for expulsion.

Pre-registration

Pre-registration for the next school year will take place during the spring semester or summer for those students that transfer in to the Kimball School.

Lockers

All students will be assigned a locker at the beginning of the school year. Lockers may be subject to search by the administration at any time. The best way to keep your valuables safe is in a shut and lock locker. The school is not responsible for lost or stolen items. If a locker is damaged or repairs are needed, the student may be assessed a fine for the damage.

Make-up slips

When a student in grades 7-12 is absent from school, a parent/guardian must notify the school of the absence in writing or with a phone call. The student will need to go to the office following the absence to obtain a make-up slip that they will take to their teachers for assignments and signatures.

Add and Drop Procedure for Course Work

If you wish to add or drop a course, you must obtain an add/drop sheet from the principal and secure the permission of the teachers involved in the course changes. You will have three days at the beginning of each semester to make course changes. Students are able to enroll in online courses not offered through the Kimball High School or for credit recovery at the cost of the student. The fee for the class is the responsibility of the student and needs to be paid before the class begins.

Student Driving

You may not drive a motor vehicle during school hours, including the noon lunch break. You are also not allowed to ride with other persons during school time, or at noon, without permission from an administrator. In the event school is dismissed due to inclement weather, you will be released to drive home, unless your parent or guardian notifies the school that you are not to drive.

Student Parking

Parking is permitted on the lot on the east side of the Kiote Kanyon and the east side of the playground. A clear lane next to the Kanyon is to be maintained and left open for delivery trucks and emergency vehicles. Student parking is also allowed south of the bus garage parking lot entrance. Parking is prohibited on the west side of the school.

Any vehicle parked on school property may be subject to search by the administration, deemed necessary if given reasonable cause.

Failure to follow the Basic Participation Rules at a School Function

If a student breaks the 'basic participation rules' (see activities handbook) while attending a school sponsored event, the punishment will be as follows:

1. 3 Days of Out of School Suspension
2. Ineligible in all extra-curricular activities/athletics for a minimum 2 weeks.
3. Not allowed to attend any over-night school sponsored event for the remainder of the school year.

The second offense will result in:

1. 6 Days of Out of School Suspension
2. Ineligible for all extra-curricular activities/athletics for the remainder of the school year.

Student Complaints and Grievances

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with in a fair manner. A process such as this, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the school and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels are provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he considers unjust or unfair.
2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher may bring the matter to the principal's attention for his consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the Student Council for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the chief executive officer (CEO) Superintendent for his/her consideration.
5. Complaints that remain unresolved following any action of the (CEO) Superintendent may be referred in writing to the School Board for review.

Grievance Policy for Patrons

A grievance may be filed by a patron if the patron feels that a school rule, regulation, or policy is unfair or is being unfairly applied, that a rule, regulation, or policy is discriminatory in nature, or that an unfair procedure has been used in arriving at a punishment.

The patron filing the grievance shall briefly summarize their complaint in writing. If the grievance involves dealing with a teacher or other personnel, an attempt must be made to resolve it with them first before taking it to the principal. Only after such an attempt has failed should it be brought forward to the principal. The written grievance should be presented to the principal. The principal may respond immediately, or may have three school days for study and deliberation before he/she responds. The principal shall present the written grievance and a written summary of his/her resolution to the superintendent.

If the patron is not satisfied with the principal's resolution, he/she may appeal to the superintendent. The appeal must be made within seven calendar days of the principal's response. The superintendent will respond to the patron in writing within three school days of the appeal. The superintendent shall, as soon as possible, present the written grievance and the written resolution of the matter to the Board of Education.

If the superintendent does not satisfy the patron with the resolution of the matter, she/he may appeal to the Board of Education by mailing or delivering written notice of appeal to the Board of Education. The matter shall be placed on the agenda of the next scheduled Board meeting for consideration by the Board. The Board shall, within 30 days of final Board action on the matter, advise the patron in writing of its decision.

All proceedings under this policy involving student or employee will be held in executive session, unless made open to the public at the request of both parties, or is of such a matter as is required to be heard in open session.

Retention (K-8)

Whenever a teacher or teachers recommend that a student be retained at the present grade level, the parent/guardian should be notified of the retention concerns no later than the end of the third quarter. Parents/guardians and teachers are encouraged to communicate regularly about the child's progress.

It shall be the policy of Kimball Schools that whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

Head Lice Policy

Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small. Head lice survive less than 1–2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp.

Students diagnosed with live head lice will have their parents notified and be asked to pick up their child.

The student may return to school once a treatment procedure has been administered.

A note will be sent home with the other students in the classroom notifying parents of the presence of head lice in their student's classroom.

Senior Privileges

The Senior Class will be allowed to have "open campus" during non-class periods beginning on the first day back of the second semester of this school year based upon their conduct and that they meet the stipulations below. If student actions are satisfactory—being on time, respectful, keeping grades up, etc this will continue throughout the second semester. This means Senior students are only required to be in the building during their class time.

General Guidelines---

Seniors may drive during school hours, however, they are not to be driving around school buildings and being disruptive in any manner or any place.

Only Seniors are allowed in vehicles during school hours--no underclassmen.

Continue to maintain a minimum of C- in all subjects and not be academically deficient in any area.

No lateness for class.

Must sign in and out at the Principal's office

Must be orderly in arriving and leaving the building--quiet in halls.

If students choose to remain in study hall, all usual study hall rules apply to them.

Abide by all school rules

Principal or Superintendent may revoke privileges from any student or all students at any time.

Privileges can only be granted if this letter is signed by student and parent/guardian and on file.

Must attend all class meetings and assemblies.

Open Campus during Semester Tests

9th -12th grade students that meet the criteria will be granted open campus privileges during semester tests. 9th -12th grade students will be allowed to leave school when they are in a study hall. No students will be allowed to drive during Open Campus. The only time students are allowed to drive is when they arrive to school and leave school for the day. If a student is driving while on Open Campus, they will serve a one hour detention, lose their Open Campus Privileges, and are ineligible for Open Campus the following semester. Student privileges will require parental/guardian and meet the other criteria listed:

- a. All make-up hours completed (unexcused absences)
- b. In good academic standing in all classes
- c. All lunch bills must be paid
- d. All Music/Band fees must be paid (including fund raising money)
- e. FACS projects need to be out of the FACS room and all bills paid
- f. All FFA projects must be out of the Ag room and bills paid
- g. All Industrial Tech projects completed and out of the Shop.
- h. All FBLA bills paid.
- i. All overdue books need to be returned to the library and fines paid
- j. All Office fine/bills must be paid
- k. Any athletic equipment that is still out must be turned in

1. Turn in all absence notes from parents which are needed in the office

Comprehensive examinations, in addition to daily and weekly assignments, tests will be given at the end of each semester. Each student must take all examinations given during and at the end of each semester according to the schedule. However, students, grades 9-12, with an “A” in each class AND not more than 3 days unexcused absence, may be excused from the examinations. All students will be required to take at least one semester test, per semester. Students must also have no more than 6 excused absences in each class to get out of a semester test. Student must choose a semester test in one of the following core academic areas: Math, Science, English, or Social Studies. The administration ultimately can decide if a student will receive open campus or not.

Expenditures for National Convention

For those organizations having students who qualify for National Conferences or conventions the Kimball School District will pay up to \$500 of the cost for transportation and lodging up to a total of \$5000 annually. This amount will be prorated on a basis of the number of students and one advisor per organization qualifying and attending the conference. This policy assumes that students will make the attempt to raise funds sufficient to meet their needs to attend the conference. The policy of the District shall be to encourage participation and thus, the Board will help to meet costs when the funds cannot be generated or a large number of students deplete the organizations cash reserve and thus prevent as full a participation as would otherwise be possible.

State Activities

No meals will be paid for any school activity.

Public Input

The Board of Education of the Kimball School District recognizes that every citizen has the right to attend meetings of the School Board.

The Board also recognizes that this right includes an obligation not to disrupt the meeting.

For the efficient conduct of business, it is the policy of the Board of Education that any individual wishing to address the Board

- a) Shall request permission to speak to the Board from the Board President
- b) Shall follow directives for speaking given by the President, including use of a microphone, a podium, and any limitation of time for presentation of information.
- c) Shall, upon request, identify the names of all members of a group, if the individual speaking represents that he or she is speaking for others.

Acceptable Internet and Electronic Mail Use Policy

Local Network/Internet User Regulations - Students

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

Students of the Kimball School have access to the district computer network for 7-12 electronic mail and the K-12 Internet. To gain access to 7-12 e-mail and the K-12 Internet, all students must obtain parental permission and must sign and return the permission form to the school office which is found as a separate page in the school information cover letter.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Kimball School supports and respects each family's right to decide whether or not to apply for access.

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection. The curriculum may consist of: assemblies, teacher instruction, library media specialist instruction and online instruction.

User Terms and Conditions

The School's terms and conditions are described as below. The use of the internet and computer infrastructure is a privilege. The Students will be expected to use the network and internet as a tool and resource for their learning. Use of this tool and resource should be conducted with the same guidelines and laws as of any school class or function. If the use of these resources is inappropriate, then the party's privileges will be revoked. Below lists in more detail the terms and conditions adopted by the school district.

1. No student may have access to the network or the Internet without permission of his/her parent/guardian. Parents, guardians, and students must show agreement by signing the check list agreeing to the policy as found with the school information cover letter mailed to each family. This does not include direct classroom instruction, demonstrations or in a situation where the students are accessing the Web and being supervised by staff as part of the class curriculum.

2. Providing security and to maintain the reliability of the school district's network and computer systems. All users' internet and e-mail are subject to access and analysis. Directories may be searched at any time.
3. The network and internet is to be used for educational purposes and or research. The internet can be used as a tool consistent with the goals and objectives of the Kimball School District, and state and federal regulations.
4. The uses and actions with the network and internet access will not be allowed, but not limited to the following:
 - a) Sending, receiving access, downloading, posting on web pages or distributing offensive, vulgar, threatening, obscene, pornographic, or sexually explicit material, or any other software without permission of the teacher or technical coordinator.
 - b) Damaging, breaking, or disabling property of the school or another individual or organization.
 - c) Gaining access to another individual's materials, information, or files without permission of the teacher or technical coordinator.
 - d) Using the network or internet for commercial or political campaign purposes.
 - e) Posting or releasing files, addresses, passwords, or other personal and vital accessing information.
 - f) Endorsing or seeking illegal activities.
 - g) Interfering with another person's use or account in any way, such as tampering with their files and or equipment.
 - h) Violating copyright or other protected materials laws.
 - i) Attempting to log on to the network/internet as a teacher or system administrator;
 - j) Registering to mailing lists, e-mail, screen savers, and or to play unauthorized games, or other services that generate messages that slow the system and waste other user's time and access.
 - k) No use of any other communication software—e-mail, instant messaging, chat rooms, etc.—other than the ones that Kimball School District or the state provides. All files located on the school or state server are subject to monitoring.
 - l) Maliciously altering and changing systems setups, or default settings.
 - m) Inappropriate content, as defined above, shall also apply to web pages.
5. The Kimball School District is not responsible for the loss of information or any damages suffered from the internet use. The district is not responsible for the truthfulness or quality of information gained through internet services.
6. No financial obligations shall be imposed on the District due to individual use.
7. The teacher or network administrator must be notified of any security or equipment problems arising from use of the network or the Internet.
8. All findings of violation will be based on evidence and records found. If your user name is associated with a violation, and after an investigation, no evidence is found of your innocence, then you will be held responsible. **DO NOT ALLOW ANYONE TO USE YOUR PASSWORD. IF YOU FEEL IT HAS BEEN COMPROMISED, CHANGE IT.**

Internet Safety

It is the policy of the Kimball School District to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

1. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
2. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
3. All network users are prohibiting from hacking and engaging in any unlawful online activity.
4. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
5. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.
6. It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.
7. All school owned computers [used on campus] must be equipped with a technology protection measure.
8. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

Inappropriate Use

Inappropriate use involves, but is not limited to, the misuse of school equipment, any deliberate actions which violate state, or federal laws, any rules or regulations promulgated by the school district. All of these shall pertain to any district or state computer system, whether or not connected to the Internet. It shall further be a violation to perform or conduct on the web any activity, which presents a direct and immediate threat to the school's general order and discipline.

Violation Penalty

Any violation of these rules will result in corrective action by the Principal or school administrator.

1. The cost of repair to any equipment that was damaged from misuse or abuse including network, hardware, and software will be the student's responsibility.
2. For purpose of administering penalties, the violations are to be classified as minor, major, or severe.

The teacher observing or discovering the violation will consult the Principal to determine whether the violation is minor, major or severe.

Minor Violations include but are not limited to sharing passwords, using the computer for commercial or political campaign purposes, using another person's password, and accessing other's files without permission.

Major Violations include but are not limited to transmitting, downloading, or distributing offensive, threatening, vulgar, pornographic, obscene, or sexually explicit material; vandalizing, damaging, or disabling school or other student's property; violating copyright laws; using unauthorized programs; using non-authorized communication programs; and changing default settings without permission.

Severe Violations include but not limited to incidents that cause damage taking considerable time and/or expense to repair or to input lost data; severe violations include but are not limited to logging in as a system administrator, changing files, and changing system set-ups.

Consequences for minor violations:

First violation: The Principal will verbally inform the student of the violation. The Principal will inform the parent/guardian in writing of the violation and consequences with a copy filed in the Principal's office. Network/Internet privileges may be revoked for up to two school days.

Second Violations: Same as the first violation except that Network/Internet privileges may be revoked for up to five school days.

Third Violation: Same as the first violation except that Network/Internet privileges may be revoked for up to ten school days.

Consequences for major violations:

First violation: The Principal will verbally inform the student of the violation. The Principal will inform the parent/guardian in writing of the violation and consequences with a copy filed in the Principal's office. Network/Internet privileges may be revoked for up to 3 weeks.

Second Violations: Same as the first violation except that Network/Internet privileges may be revoked for up to one semester of school.

Third Violation: Same as the first violation except that Network/Internet privileges may be revoked for remainder of the year.

Consequences for severe violations:

1. The student may receive a minimum of one day of in-school suspension and a maximum of one semester of out-of-school suspension. Parent /guardian will be informed of violations in writing.
2. The student may be responsible to reimburse the district for any damages or repairs, including time.

Note: Student due process procedures will always be followed in implementing the above consequences.

Permission to Broadcast School Activities:

With a signed consent form, you are allowing your child(ren) permission to participate in all school activities that may be broadcast live or are videotaped. A parent/guardian is specifically waiving any right of privacy concerning such broadcast and consent that broadcast of your child(ren) may occur. Also, you are allowing their first name to appear on the school web page, their full name in newspaper articles; athletic and other programs published by the school for school's activities.

Internet Access Acceptable Use Policy

All students in a family who will use the internet must read the above policies or have it explained to them by their parents or guardian and students must show agreement and have a signed permission form on file with the school.

Before access will be given for a password for a new account in the system and/or their present internet account will be disabled the agreement form must be on file with the school for the current school year.

Email access policy

7-12 students in the Kimball School System may be allowed an account to access the state E-mail system to assist them in their academic endeavors. All potential e-mail account users must show agreement by signing the check list agreeing to the policy as found with the school information cover letter mailed earlier to each family. All E-mail may be monitored by the administrators of District 7-2 and the K-12 Data Center at Madison and will be supervised for any inappropriate use and will be disabled if abused. Illegal activities may be prosecuted by law.

Students in grades K-8 will not have e-mail accounts unless they can show an academic need for that type of access if they find it necessary to have access. They should see the principal or tech coordinator to request this access.

National Honor Society Guidelines:

Scholarship - minimum 3.5 cumulative GPA

The following guidelines will give further help in the definition of leadership, service and character.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new solutions, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school

- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in outside activities: Girl Scouts, Boy Scouts, church groups, volunteer service for the aged, poor, or disadvantaged family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice and offer assistance
- Works well with others, and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, and halls
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environments