

STUDENT HANDBOOK



KENDRICK HIGH SCHOOL
2023-2024

DIRECTORY

Kendrick Junior-Senior High School

2001 Highway 3

Kendrick, Idaho 83537

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208-289-4213 (fax)

<http://www.sd283.org>

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Kendall McWilliams, Business Manager

Amy Koopman, Clerk/HR

Board of Trustees

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Maintenance/Custodial

Justin Clemenhagen, Director

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Food Service

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Jessica Parsley, Kitchen Manager

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Steve Kirkland, Principal

School Support Staff

Drew Eggers, Counselor

Janel Mercer, Psychologist

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Technology

Dan Smith, Technology Director

Teachers

Rhonda Blair, Special Education

Callie Manfull, Math

TBD, Math

Lorie Glenn, Special Education Aide

Eric McDowell, Science

Rod Forsman, English/Online Coordinator

Robert Anselmo, Science, Electives

Jennifer Ingalls, English

Matt Ross, Career Technical Education

Lisa Hadley, Business Technology

Bobbi Jo Spencer, Physical Education

TBD, Social Studies

Victoria Curry, Music

Molly Olson, Physical Education, A.D.

Handbook

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Dear Parents & Students,

Welcome to Kendrick Junior-Senior High School! This handbook has been prepared to provide students and parents/guardians with guidelines, procedures and general information on the daily operations of the school. It also provides valuable information on:

- Reaching high standards for learning
- Reaching high standards for behavior
- Accessing campus
- Eating at school
- Getting involved in activities & athletics

The Kendrick School District school board, district administration and school staff, in sharing this handbook, students and their families, would like to ensure open communication and active partnership with you. The information contained in this handbook is intended to enrich this partnership through helping create understanding of expectations for student conduct, academic achievement and personal growth. Your participation, cooperation and support of Kendrick High will ultimately strengthen our school and community.

Go Tigers!!!

KHS BELIEF STATEMENTS

- All students can learn
- Each student is a valued individual with unique intellectual, physical, social and emotional needs.
- Student learning is the top priority for our school.
- Teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.
- Idaho Core Standards guide the development of the curriculum and the design of instructional strategies and learning activities.
- Students learn in different ways and should provide students with a variety of opportunities to demonstrate their achievement and authentic contexts to apply their learning.

School Policy

Attendance

Students will not receive credit in a subject if not in attendance at least 90% of the days school is in session (absences are recorded by class periods). Students will not receive credit in a given subject if absent more than **nine (9) days per semester** (days/classes missed due to approved school-sponsored activities are not considered an absence). Several important points are:

<u>Class Time Periods</u>	
1st	8:20-9:12
2nd	9:16-10:08
3rd	10:12-11:04
JH Lunch	11:04-11:34
HS 4th	11:08-11:59
JH 4th	11:38-12:29
HS Lunch	11:59-12:29
5th	12:33-1:24
6th	1:28-2:19
7th	2:23-3:14

- Checking out of school requires a note or phone call from parents/guardians before leaving campus. Excuses for all absences must be presented upon returning to school. All excuses/notes need to be dated, given reasons for absence(s), and signed by the parent/guardian.
- A phone call from parent/guardian may be substituted for a note. If no phone call or note is presented, the student will be counted as unexcused. If a note or phone call is not received within two (2) days, the absence will remain unexcused.
- Not all excuses will be accepted, especially if the reasons do not conform with listed excuses (see excused absences).
- Parents/Guardians will be contacted by office staff when their student has received five (5) absences in a semester. This is a courtesy letter to make parents/guardians aware of their child's attendance status.
- It does not matter if a student's absences are excused or unexcused, **the total amount added together cannot exceed nine (9) per semester**. If this occurs, the student may then face loss of credit for the class or classes missed. A letter from the school will be sent home indicating the process the student and parents/guardians need to pursue, in order to request credit recovery.

Excused Absences

The following absences may be considered excused, provided the proper procedures for checking out or back into school have been followed:

- Illness of student
- Death of immediate family/attendance at funeral
- Medical/Health appointments
- Home emergencies
- Court appearances
- Senior college campus visits (2 per year); permission in advance (These are considered school sponsored activities)
- Permission for home help or extended tours, with educational value, may be granted. All work missed must be completed within the time allotted by the teachers.

Make-Up Assignments/Work

A student will be given the opportunity to complete work due to excused absences. Make-up work is the responsibility of the student - the student needs to make arrangements with their teachers to make up daily work, quizzes, tests, etc. If the work is not completed within the time allotted by the teacher, credit will not be granted. Students missing multiple days of school must submit work on the day they return to school, unless other arrangements are made with the instructor. Long-term assignments (10 school days) are due on the assigned date unless prior approval is given by the teacher(s).

Unexcused Absences

Unexcused absences are those absences that do not fall within the list of situations under “excused absences” . Absences including, but not limited to, shopping, hunting, fishing, haircuts, etc. are considered unexcused. Make up work is not allowed.

Tardies

Students are expected to be in the classroom ready for instruction prior to the last bell.

Tardies are the responsibility of the student.

Any student tardy for more than fifteen (15) minutes from class will be counted absent.

After a student receives three (3) tardies in a class, the student will receive a detention.

Truancy

When a student is absent from class or school without parent/guardian/or principal knowledge, the student is considered truant. Truancy is a major offense and can lead to recommendation for expulsion if the behavior continues. The following are the consequences for truancy:

1 st Offense	1 thirty-minute detention
2 nd Offense	1 day out-of-school suspension
3 rd Offense	3 days out-of-school suspension
4 th Offense	5 days out-of-school suspension
5 th Offense	Recommendation for Expulsion

Visitors

It is school policy to accept NO STUDENT VISITORS. Exceptions to this may include visitors participating in a class as a speaker, if they are in attendance with other guests visiting our school, and/or have received permission to be attending from the principal or superintendent. Parents are always welcome to visit, attend classes with their student, assist teachers as volunteers and visit with teachers on prep periods (please schedule meetings on prep periods at least one day in advance). Visitors are required to check in at the front office and obtain a name badge and leave when their business is completed. Persons who loiter on school property will be treated as trespassers and will be reported to authorities.

Video Surveillance

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on District property, and to safeguard District facilities and equipment.

Announcements/Bulletin Boards

Daily announcements will be posted in PowerSchool for staff, students, and parents/guardians. School announcements will be read during 1st period. A copy of the announcements can be found on the bulletin board daily. The board is located in the front end of the hallway. Bulletin boards are for approved material only. If you have an item you wish to post, it must be submitted to the office for approval and at least 24 hours in advance.

Emergency Closures

Due to inclement weather, poor road conditions, or serious facility problems, school may have to be cancelled. If these conditions do arise, the school will notify families via the KHS Facebook page, the District website, email/text as early as possible in order to give as much notice to students and their families.

Reports to Parents

We believe communication between parents/guardians, students and teachers is extremely important. Because of this, the following report system has been established:

- Online Grade Portal: Through the online portal, current grades are always available to families.
- Quarter Grades: Report cards are available for parents/guardians to pick up at the parent/teacher conferences (see school calendar for dates). We strongly recommend attending conferences. If conferences are missed, grades can be accessed online or may be emailed home.
- Semester Grades: Mailed or emailed home to parents/guardians.
- Attendance Letters: Sent to parents when excessive absences jeopardize a student's ability to receive credit for his/her classes. This in turn will affect extracurricular participation as well.
- Seniors: If at any time a senior is in danger of failing a required subject, parents or guardians will be contacted, either by the classroom teacher, Counselor or Principal.

**Parents are invited to consult with their child's teachers at any time during the year. It is recommended to set a mutually convenient time to meet. Email and phone calls are excellent ways to arrange this process.*

School Lunch Program

Meals will be served for breakfast and lunch during the school day. Unless arranged in advance by the food service staff, teachers and/or administration, all food must be consumed in the cafeteria. No food will be served during class time beyond the scheduled breakfast period and lunch period. Students may be eligible to eat school lunch at a free or reduced cost. Parents may contact the school office for application forms for free or reduced meals at any time during the school year.

STUDENTS MUST PAY IN ADVANCE - CHARGING IS NOT ALLOWED.

Supervision

Students may not be engaged in any activity in the classrooms, gym, library, auditorium or use any equipment without proper supervision by staff personnel at all times. Students will, in the conduct of all school-related activities, comply with directives of supervision personnel who are responsible for the safety of students. Only enrolled students, faculty, and staff will use facilities and equipment during school hours. Students are required to leave school property

during non-school hours unless engaged in supervised activities.

Medication

No medication will be given out at the school without a parent's permission or doctor's request. It is not recommended that students bring medication to school. If a student must bring medication to school, they are required to turn it in to the front office to keep during the school day. Parents should also notify the school regarding medication.

Student Policy

Discipline Policy

Students who break the established rules will be subject to the sequential discipline procedures outlined below. Steps one, two and three are teacher and classroom centered. Depending on the nature of the problem, the teacher may combine, delete or modify the consequences to meet the student needs. Steps four and beyond involve administrative referral and more severe consequences. In addition to school-imposed consequences, the nature of an infraction may cause a referral to the Police or other agency. When any of the following acts are committed or suspected, but not limited to these, the student may be suspended from school attendance, and/or participation in district activities and a parent/guardian will be notified.

▪ Disruption of educational process/Insubordination	▪ Harassment and/or assault of any nature
▪ Hate and/or racist speech	▪ Endangerment of others
▪ Use or being under the influence of illegal substances	▪ Vandalism and/or theft of property
▪ Violence or threat of violence to any person	▪ Possession of a weapon
▪ Dishonesty and/or cheating	▪ Misconduct on school buses

Progression through the sequence is a product of the frequency and severity of inappropriate behavior.

Conversely, periods of appropriate behavior, may hold the student at a given step or reverse the sequence.

This is often the result of a specific behavior contract with the student.

Step 1: Teacher-Student Conference

The teacher will meet with the student in a private, but informal setting to discuss the student's behavior and the teacher's expectations. Appropriate classroom management strategies will be incorporated to attempt to correct the problem.

Step 2: Teacher Assigned Detention

The student will be assigned a detention to be served on the next "detention day". Detention days are Tuesdays and Thursdays. Alternate classroom consequences, such as loss of privileges, may be utilized at this step.

Step 3: Teacher-Parent Contact/Conference

In addition to classroom consequences for misbehavior, the teacher will make a parent contact to discuss the recurring infractions, strategies used and parental assistance. A second detention may be assigned.

Step 4: Office Referral

The student will be referred to the Principal for administrative action. For continuing behavior problems, the

teacher will provide a referral form with documentation of previous misbehavior, consequences and contacts. Major offenses may enter the sequence at step 4. Administrative action may include, but not be limited to, parent contact, detention, work detail, isolation and/or suspension.

Step 5: Office Referral – Parent Conference

In addition to administrative action assigned, a formal parent conference will be scheduled to discuss the misbehavior, expectations, parental assistance and future consequences.

Step 7: Suspension from School – 1 or 2 days

The parent will be contacted regarding the suspension. A parent conference may be required prior to the student's re-entry. The student is eligible to make up all work missed for credit. The student is responsible for making arrangements with the teacher immediately upon re-entry from suspension. The suspended student may not be on school property during the suspension period.

Step 8: Suspension from School – 3 days

The parent will be contacted regarding the suspension. A parent conference may be required prior to the student re-entering. Parents are encouraged to make arrangements for school work prior to the student's re-entry.

Step 9: Suspension from school – 4 or 5 days

The parent will be contacted regarding the suspension. A parent conference may be required prior to the student re-entering. Parents are encouraged to make arrangements for school work prior to the student's re-entry.

Step 10: Recommendation to the School Board for Expulsion

If the student's behavior is incorrigible or if the nature of an incident is sufficiently severe, the student may be recommended for expulsion.

Dress Code

Students' dress, grooming and personal property will be non-disruptive and non-detrimental to the health and safety of students. Dress code rules include, but are not limited to:

- Clothes must be clean and safe and not defame any group, including our nation.
- Pajamas/slippers are not allowed. *Includes pajama pants.
- Halter tops, tube tops, cut-off shorts and low cut pants are not allowed. No midriffs may be showing at any time. Shoulder straps on tank tops may not be "spaghetti" straps. Shorts and skirts should extend past the hand's reach, with or without tights underneath. No cleavage should be visible. Holes in pants should be below the hands reach.
- No bare feet in hallways or classrooms.
- Clothing referencing alcohol, tobacco, drugs, extreme violence, profanity, and/or sexual innuendos is not allowed at school or school functions, including athletic practices and events
- Hats and head covers (beanies, do-rags, etc.) are not to be worn in the school. These items are to be kept in your lockers throughout the day. If seen being worn during the school day, hats and head covers will be confiscated and returned to a parent only.

Parents will be required to pick up items at their convenience. Refusal to comply with these rules by students will

result in removal from class until arrangements can be made to make appropriate changes. Students will not be allowed to leave campus to change items of clothing unless arranged with parents and the principal.

Tobacco, Alcohol & Drugs

Kendrick Junior/Senior High School is committed to a drug-free environment (includes drug paraphernalia, vaporizers & juuls). Students suspected of being under the influence of any drug during school, on school property or at any school function will be isolated, based on “reasonable suspicion” . If students are determined to be “under the influence” , parents/guardians will be contacted, along with county law enforcement. School consequences for this violation will be:

<u>1st Offense</u>	-3 day out-of-school suspension -A Report may be filed with Latah County Sheriff's Department.
<u>2nd Offense</u>	-5 day out-of-school suspension -A drug/alcohol information treatment session may be required for re-entry. *Counselor or treatment center determined by parents/guardians.
<u>3rd Offense</u>	-Recommendation for expulsion

***Student may be recommended for expulsion immediately for possession or consuming drugs on school property at the discretion of the Principal. Students found to be selling/dispersing drugs on school property will be recommended for expulsion on the first offense.*

Weapons

Kendrick Junior-Senior High School is committed to providing a safe environment for all students and staff when they are at school, on the bus or at any school activity. The school and district' s commitment includes prohibiting weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process. The following information needs to be adhered to:

Students are prohibited from:

- Possessing or carrying objects/substances which are manufactured, used or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
- Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
- Knowingly assisting another student(s) to *possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

Lockers

All students, grades 7-12 are issued a hallway locker. Athletic/All P.E. lockers are also available in locker rooms for P.E. students and KHS athletes only. It is the responsibility of the students to secure his/her locker if so desired. Once assigned a locker, the students will be responsible for the condition of the locker(s). Damage above normal

wear and tear will result in repair costs charged to the student. Backpacks and personal items must be kept in your locker during the school day. No food, drinks, medicine or garbage is allowed to be kept in lockers.

**Kendrick High School will not be held responsible for lost or stolen items.*

Search & Seizure

The school has the right to search a student's personal belongings, a student's vehicle and/or the student themselves based on reasonable suspicion, when it is in the best interest of the safety and welfare of other students. The school will also periodically check school lockers. Lockers are the property of the school district and therefore, may be checked for any reason at any time, without notice, without consent, and without a search warrant. Law enforcement and/or security agencies that utilize "drug dogs" may be asked to provide random searches on the school campus (includes, but is not limited to, classrooms, bathrooms, lockers and cars).

Personal Vehicles

Students who drive to school are to park in an orderly fashion in the student parking lot (west of gym and north of Voc. Ag. Shop). Additional rules regarding vehicles include, but are not limited to:

- Students will not drive their vehicles again until dismissed from school, unless permission has been granted by the principal.
- There are no off-campus lunch privileges.
- Parking is not allowed on Tiger Road.
- Students are not allowed to be in their vehicles or anyone else's vehicles during school hours.

Closed Campus

Kendrick Junior-Senior High School is a closed campus. Permission to leave the school grounds needs to be obtained from the principal or their designee. In order for a student to check out, the student must have a note from a parent or a phone call from the parent prior to being excused from campus. A medical appointment slip may be substituted for a parent note.

**Students who violate these rules may lose their privilege of driving to school. Parents will be notified of such action.*

Electronics

Cell phones & ear buds are not to be used in school buildings during class hours. Phone calls can be made in the office during passing periods/lunch. Cell phones may be used before and/or after school outside of the building. Phones being used inside the building will be confiscated and returned only to a parent/guardian.

Office Telephone Use

The phone is not to be used during class time. In the case of an emergency or official school business, students may use the office telephone during class. Permission must be granted by office personnel beforehand. Unless there is an emergency, parents are asked to leave messages for students, rather than interrupting class time.

Confiscated Items

Confiscated items may be given back to the student at the end of the day at the discretion of the staff member. Other items such as lighters, etc. may not be returned. Parents may be required to pick up confiscated items at their convenience.

Public Display of Affection

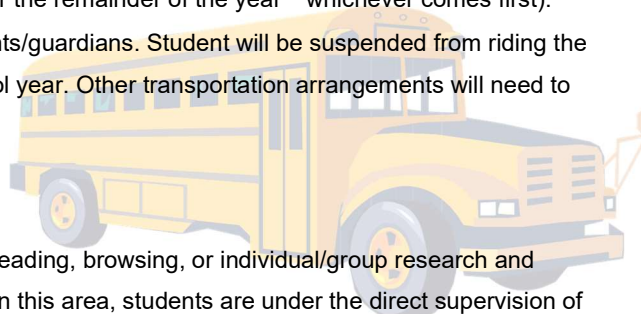
Excessive physical contact and public display of affection is not acceptable on school property, on school buses, or at school activities.

Bus Conduct

To ensure the safety of our students and bus drivers, conduct on the bus and at bus stops will be monitored by all bus drivers. Due to the difficulty of monitoring students while on their bus routes, these rules will apply on all buses:

- Drivers may assign permanent or temporary seating arrangements to students in order to alter poor behavior.
- Students are expected to obey the driver promptly without argument.
- Students exhibiting inappropriate behavior may forfeit their right to ride the bus.
- Students having behavior issues on the bus will be issued a conduct report from the bus driver. The consequences for infractions will be as follows:

<u>1st Infraction</u>	Bus driver calls parents/guardians
<u>2nd Infraction</u>	Bus driver and bus supervisor calls parents/guardians
<u>3rd Infraction</u>	Bus driver and Principal call parents/guardians. Student is suspended from riding the bus for three (3) school days.
<u>4th Infraction</u>	Bus driver and Principal call parents/guardians. Student will be suspended from riding the bus for five (5) school days.
<u>5th Infraction</u>	Bus driver and Principal call parents/guardians. Student will be suspended from riding the bus for twenty (20) school days (or the remainder of the year...whichever comes first).
<u>6th Infraction</u>	Bus driver and Principal call parents/guardians. Student will be suspended from riding the bus for the remainder of the school year. Other transportation arrangements will need to be made by parents/guardians.



Library/Media Center

The Library/Media Center is available to students for casual reading, browsing, or individual/group research and study. The atmosphere should be quiet and relaxed. While in this area, students are under the direct supervision of the sponsoring teacher, the librarian, or the library aide. Respect should always be given to the rules of the library, the book collection, the technology, and the facility. Books and materials that are checked out in the Library/Media Center are the students' responsibility to return them in a timely fashion. If books are not returned, students will be billed for the price of a replacement for that book.

Computer and Internet Use

The use of computers/internet is a privilege. Students, parents, and staff are required to sign the INTERNET ACCESS CONDUCT AGREEMENT form, detailing the responsibilities of users on the KHS systems. This form must be signed and on file before a user will be allowed access to the system.

***Chromebooks – Use can be revoked at any time for inappropriate use. See Terms of Agreement form for further information.*

Academics

Graduation Requirements

All high school subject areas that meet five (5) times weekly for at least fifty-two (51) minutes will receive one (1)

credit for each semester of completion. Kendrick School District requires forty-six (46) credits for graduation. The Idaho State Department of Education sets requirements for all students who graduate from accredited Idaho schools (46 credits for graduation). In addition, the state requires all students to take the SAT, ACT, or Compass Exam by the end of the 11th grade.

Points for G.P.A. will be awarded as follows:

- A *Excellent* - superior accomplishment.....4 points
B *Above Average* - excellent achievement.....3 points
C *Average* - Normal standard of achievement.....2 points
D *Below Average* - Lowest passing grade.....1 point
E *Fail* - work insufficient to warrant a passing.....0 points
- Grade. When an “F” is received, the course must be repeated for credit.
- INC *Incomplete* - work not yet completed; time extension to complete work is being given.

Honor Roll & Graduation Honors

The Honor Roll will be compiled at the end of each semester. The criteria used to establish the Honor Roll is as follows:

G.P.A.

*The selection of the class Valedictorian and Salutatorian will be determined at the end of the first semester of the student's graduating year. At that time, students being considered for Valedictorian or Salutatorian must have earned at least 12 credits from Kendrick High School during the previous three semesters.

Textbooks

Textbooks may be provided by the school for students. Texts are extremely expensive to replace so students are expected to maintain these texts in good condition. **Students will be required to pay for lost or damaged books.**

Driver's Education

When driver's education is offered through the Kendrick School District, the maximum number of students shall be 15. Kendrick School District students will receive preference and enrollment will be first come, first served upon receipt of payment.

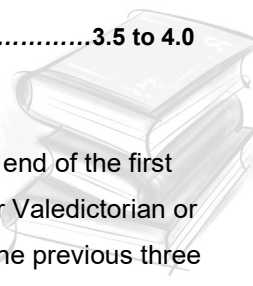
Academic Dishonesty

Academic dishonesty, including but not limited to, plagiarism, cheating, use of non-authorized electronic devices, stealing academic work, and working together without specific teacher permission, will not be tolerated. If academic

***GRADUATION REQUIREMENTS**

<u>Subject Needed</u>	<u># of Credits</u>
English.....	8
Mathematics.....	6
Speech.....	1
Science (with 2 Labs)	6
U.S. History	2
World History.....	1
U.S. Government.....	2
Consumer Economics.....	1
Health.....	1
Physical Education.....	2
Humanities.....	2
Elective Credits.....	14
<i>*senior project & personal finance required</i>	
Total: 46	

Honors.....3.5 to 4.0



dishonesty is detected, teachers will confiscate the evidence, document the circumstances, and submit a report to the Principal. The following steps will occur when a student has committed this infraction:

1. The student will receive “zero “credit for their work.
2. The student may be allowed to make up the assignment at teacher discretion.
3. Parents/guardians will be notified, and, if necessary, a conference will be held to rectify the situation.

Artificial Intelligence Tools

The use of “AI” tools may be allowed at teacher discretion for the purpose of self-learning, ideation, and inspiration. However, direct plagiarism or copying and pasting of AI-generated work as student-generated work will be treated as plagiarism.

**a second offense will result in a hearing by the Principal. This may result in suspension of the student.*

Class Schedule

- A change of schedule form must be signed by the teachers involved, parents/guardians and the Principal. The form is located in the front office. Changes that occur after 5 school days from the start of a semester may result in loss of credit.
- 8th graders may enroll in an advanced math class ONLY upon receiving an advanced ISAT score in 7th grade AND obtaining a recommendation from their 7th grade math teacher.

Standardized Testing

Standardized testing is part of the academic regimen from the elementary level to the secondary level. The following standardized tests are administered at Kendrick Junior-Senior High School and at the following times:

PSAT	(Preliminary Scholastic Aptitude Test)	Fall	Grade 10
<i>*PSAT Test is at Student Expense</i>			
ASVAB	(Armed Services Vocational Aptitude Battery)	Fall	Grade 11
ISAT	(Idaho Standard’ s Achievement Test)	Spring	Grades 7 & 8
SAT	(Scholastic Aptitude Test)	Spring	Grade 11

Dual Credit Requirements

Any student wishing to enroll in a dual credit class (class offered for both high school and college credit) must meet the following criteria:

- Passed previous related classes with a “B” or higher
- Must have proficient standardized testing scores on related tests

Idaho Digital Learning Alliance (IDLA)

The IDLA is a state-sponsored, web-based (on-line) educational program set up to provide Idaho high school students with greater access to a diverse assortment of courses working in collaboration with public schools. This “virtual” high school system was created to address the educational needs of all Idaho students - traditional, home-schooled, at-risk, and gifted learners. The highlights of the IDLA program are:

- Allows students to take classes not offered at Kendrick High School.
- Provides credit recovery to students.
- Allows students to amend scheduling conflicts.

- Allows students to earn dual credit by offering college classes that earn both high school and college credits.
 - If the student is choosing to receive a dual credit, the cost of paying for the college credit is the sole responsibility of the student. Kendrick High School will not assume this cost. Depending on which college or university the class is being offered from, cost for credits may be different.
- *STUDENTS ELECTING TO TAKE CLASSES CURRENTLY OFFERED BY KHS STAFF MUST TAKE THE COURSE(S) OUTSIDE OF THE 7-PERIOD SCHOOL DAY AND NOT AT KENDRICK HIGH SCHOOL. THE COST OF THE CLASS WILL BE CHARGED TO THE STUDENT/FAMILY.

**GRADES REPORTED FROM ONLINE CLASSES/SCHOOLS WILL BE REFLECTED ON STUDENT TRANSCRIPTS AS REPORTED.*

For further information, contact the School Counselor or go online to the IDLA website at <http://idla.k12.us>.

Student Records

As a result of federal legislation guaranteeing the individual's right to privacy, attention has been focused on school records and the content of those records. The following is a summary of the basic provisions contained in the laws and regulations which the school is obligated to follow:

- Parents must be granted access to all official records pertaining to their children, maintained in any form by the school. Students over the age of eighteen (18) shall also have access to their records. Students and parents who wish to review records shall contact the counselor and make an appointment to do so.
- The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is eighteen (18) years of age or older, only the student may grant the release.
- The parent or student shall be provided the opportunity to challenge or rebut information contained in the student's records.
- The school shall provide appropriately trained educational personnel to assist the parent or student in understanding school records.

Confidential Records

Idaho has a confidentiality statute which provides student immunity from disclosure of certain confidential communications made to counselors. Exceptions being:

- Threat of harm to self or others
- Reported or suspected child abuse or neglect
- A court order

Withdrawal from School

A "withdrawal form" is used in checking out with each teacher and the office. This slip is then returned to the office before the student withdraws the school. Students must empty & clean out all lockers, return all school property, and pay any debts they may have incurred prior to being cleared for withdrawal.

Guidance Services

The Guidance & Counseling program in the Kendrick School District is an integral part of the educational process. Counseling is available to students to help in class selection to best meet their needs to enter the work force as a productive citizen. Students are encouraged to talk with their counselors at least once per semester. Students or parents can utilize counseling services for personal, social, family, academic or career choice problems they may be experiencing. Please remember we are here to meet your needs, so feel free to access this service.

College Admission & Financial Aid

Students should recognize the importance of their school records for financial aid and admission to college. This record is the accumulation of efforts beginning with the entrance into school and continuing through the senior year. It includes not only grade point average but also course selection, test results, activity participation, leadership, attendance habits and citizenship.

All colleges in the state of Idaho have entrance requirements beyond having a high school diploma. See the counselor for specific information on admission requirements, College Entrance examinations (ACT, SAT, etc.) and general scholarship aid and financial aid information*. (Note - Financial aid forms should be completed no earlier than January 1st of the year of graduation and no later than February 10th for priority consideration.)

Every year, the counselor will call special meetings and make announcements regarding admission scheduling of special entrance tests and financial aid. It is essential that students attend sessions and note announcements in order that they may become aware of deadline dates for test entrance applications and financial aid applications.

Activities

Social Behavior

Students involved in extra-curricular activities for Kendrick Junior-Senior High School are representatives of our school and our community. It is a privilege, not a right, to be involved in activities at Kendrick Junior-Senior High School. The following are behaviors expected of all our students involved in extra-curricular activities:

- Students who represent their school in any competition should be well-groomed and neatly dressed according to current dress code.
- Profanity is not allowed.
- Students will refrain from overt displays of affection at school activities, at activities hosted by other schools, and on the activity bus.
- Students on code will not use tobacco products on or off school property.
- Students on code are prohibited from drinking alcohol of any type or having it in their possession. Students are also prohibited from attending parties where alcohol/drugs are served.
- Students on code are not allowed to use illegal drugs or have them in their possession. This includes prescription medicine not specifically prescribed to them.
- Students shall be to practice/meetings on time. An unexcused absence from practice/meetings may

result in a temporary suspension from a game or event. The coach/advisor should be notified before practice/meetings in the case of an excused absence.

- Students, as well as parents, will sign the Extra-Curricular Code before his/her first practice/meeting. Rules and disciplinary actions are defined within the code. The Kendrick Joint School District drug tests student-athletes randomly. See policy 3400 for further information.
- Students whose behavior endangers themselves/others or behaviors and actions are disruptive to the team/program may be removed from the coach/advisor or the Principal/Athletic Director.

Eligibility

Kendrick Junior-Senior High School offers students a broad range of athletic and extra-curricular activities. All students wishing to participate in these activities must do all of the following:

- Maintain a 2.00 GPA
- Be enrolled in at least five (5) classes per semester.
- Must pass all classes.
- Must purchase an activity card. (See Fee Schedule Form)

**Student-Athlete Drug
Testing Policy: See
District Policy 3400*

High school students' eligibility is based on the progress/quarter schedule while Junior High students' eligibility is based on a weekly progress schedule. Students who are ineligible at the end of any grading period may participate in meetings and practice, but may not play in games. If at the end of the next grading period they are still ineligible, they will not be able to practice or attend meetings until they regain eligibility status (upon new grades being released) at the next grade check date. Drama participants must be eligible at the start of the production practices. STUDENTS MAY OBTAIN ONLY ONE WAIVER IN AN ATHLETIC SEASON.

Students who are not in attendance four (4) periods of the school day may not participate in activities, including practice, unless they have prior approval from the coach, advisor, Athletic Director, or Principal. Exceptions may be made under certain circumstances.

The governing rules body for extra-curricular activities in the state of Idaho is the Idaho High School Activities Association (IHSAA). Student-athletes at Kendrick Junior-Senior High must meet all eligibility requirements set down by the IHSAA, as well as our school. No exceptions will be made.

Clubs & Organizations

Clubs/organizations sponsored by the school exist at the discretion of the Student Government, with the approval of the Principal. Membership is limited to students attending school in Kendrick Jt. S.D. #283. A copy of the charter or statement of purpose must be on file in the District Office. Each club must be sponsored by or advised by a faculty member. The following is important information for all organizations:

- All fundraising activities by clubs and social events must be presented to and passed by the Student Council and approved by the Principal before the activities/events can be held.
- School groups or clubs normally will not be allowed to use class time to hold fundraising activities.
- All money collected by the club/organization must be deposited with and withdrawn from the school Office Manager in accordance with current accounting procedures.
- Any purchase made by a school class, club, organization, or the student body must be on an approved

purchase order approved by the advisor of that group and the Principal. The school or student body will assume no responsibility for purchase orders that have not been signed by the Principal or Superintendent.

- Upon graduation, all money remaining in the account of the graduating class will revert to, and become, part of the Associated Student Body fund.

School-Sponsored Evening Activities

Students are encouraged to attend school-sponsored events. It is, however, expected that students attending these events will stay at the events. Loitering on school grounds at school events will not be tolerated. Students will be asked to leave the premises by administration if they are loitering.

Dances

Dances, at the Junior High or Senior High, are events that provide social value. We expect dances to be safe, fun, and well-organized. The following information and rules help create consistency for our dances. They are:

- A properly completed dance form must be submitted through the Student Council at least **two (2) weeks** before the requested date.
- There will be two (2) faculty members present at all dances.
- Students will sign in and out of all dances. Once a student leaves or signs out, he/she will not be permitted re-entry.
- If a student would like to bring a guest to the dance, they need to complete a guest request (obtained in the office) and have it approved by the Principal. Forms need to be completed and turned into the Principal one week in advance of the dance. Approved guests need to attend the dance with the Kendrick student. The guest is the responsibility of the Kendrick student. Approved guests must be enrolled in a Junior High or a High School - they cannot be in college or out of school.
- If a student is suspected of being under the influence of alcohol and/or drugs or using tobacco products, the student will be removed from the dance and both the student's parents/guardians and law enforcement* will be contacted. (**Law enforcement is contacted before the dances to come through and make checks at our school throughout the time of the dance. They will patrol the parking lot, come into the dance, and be available to assist, if necessary.*)
- Only students in "good standing" are permitted to attend. Students who need to serve detention or are on in-school/out-of-school suspension cannot attend.
- Teachers or adults assigned to supervise the dance have full authority to request a student to leave for any action/behavior deemed inappropriate. Front to back dancing or "grinding" is not allowed.
- Hats will not be allowed unless the dance is a costume dance and the hat is a part of the costume or if the hat is a formal hat and goes with the formal attire.
- Unless permission is given by the Principal, students will decorate only during non-school hours.

High School Dances

- Dances will run (approximately) from 8:00 - 11:00
- Held only on Friday or Saturday night. Formal dances will be held on Saturdays
- Only high school students may attend (Guests must also be enrolled in a high school)

Junior High Dances

- Dances will run (approximately) from 5:00 - 7:00
- Generally Held on Friday nights
- Only Junior High students may attend

Extra-Curricular Awards

Each participant will receive a certificate of participation when he/she participated in any games, matches, or events held for that particular activity for the entire season. The sports/Activities that are currently offered at Kendrick High School are:

Cross Country	Junior High & High School
Football	Junior High & High School
Volleyball	Junior High & High School
Girls' Basketball	Junior High & High School
Boys' Basketball	Junior High & High School
Cheerleading	High School
Track	Junior High & High School
Softball/Baseball	High School
Knowledge Bowl	Junior High & High School
Music	Junior High & High School
BPA	High School
FFA	Junior High & High School

ACTIVITIES

Students will receive a Varsity letter in any of these sports/activities when they:

- Have participated in over 50% of the quarters, periods or innings of that activity.
- Have participated in a state tournament game, match or event.

JUNIOR HIGH ATHLETIC INFORMATION

6TH GRADE PARTICIPATION IN JUNIOR HIGH SPORTS

**If participation numbers in a junior high activity fall to a level that jeopardizes the ability of the team to participate, 6th grade students may be invited to participate. This will be assessed by the coaching staffs and the athletic director in each sport and every year. 6th grade participation in one sport does not automatically apply to another sport. 6th grade participation during one school year does not automatically apply to the next school year. All 6th grade participants must complete required paperwork before participating.*

KENDRICK JUNIOR HIGH ATHLETIC ELIGIBILITY

**A student is entitled to athletic eligibility, providing all other eligibility requirements are met, for six consecutive semesters after the student first participates in a season. The semesters of eligibility continue to be spent even though a student might not participate every semester. No student shall be permitted to participate in more than three seasons of any one activity or more at the junior high school level and may not participate past the 8th grade.*

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA)

FERPA provides that parents have the following rights:

- *The right and procedure to inspect and review educational records.*
- *The right and procedure to request amendment of educational records.*
- *The right to give consent to the disclosure of personally identifiable information from education records except as specified by law.*
- *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Kendrick School District to comply with the requirements of FERPA*

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age.

A. Inspection and/or review of student school records.

A parent/guardian who chooses to exercise their FERPA rights to inspect and review education records must provide notice of such intent to the school Principal or Administrative Assistant, allowing reasonable time for the records to be provided without causing undue disruption of the operation of the school office. Inspection of student school records shall be done at the school in a location designated by the school that will provide reasonable privacy and convenience. Upon the request of the parent/guardian, qualified school personnel will assist in the clarification and interpretation of student school records. During the process of reviewing student school records no material may be removed from or added to the student file.

The school will maintain a log of all persons having access to a student's school records.

B. Amendment of student school records.

If, upon inspection and/or review of student school records, it is the belief of the reviewer that the records relating to the student contain information that is inaccurate, misleading or in violation of the students rights of privacy, they may seek to amend the records. The right to seek amendment cannot be used to challenge a grade or an individual's opinion (unless the grade or opinion has been inaccurately recorded) or a districts decision to create or maintain particular evaluation records. A person requesting that a record be amended shall consult the Kendrick Jt. School District #283 Policy for instruction about process. (Policy NO: 681)

C. Persons who will be provided access to student records without parent/guardian consent and conditions.

School officials are instructional, supervisory, administrative, and ancillary personnel acting on behalf of the school district in any official capacity. Consult Policy NO: 681 for the full context of this provision.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and the use of information. These include the right to:

Parents have the right to give consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. *Political affiliations or beliefs of the student or student's parent.*
2. *Mental or psychological problems of the student or the student's family.*
3. *Sex behavior or attitudes.*
4. *Illegal, anti-social, self-incriminating or demeaning behavior.*
5. *Critical appraisals of other individuals with whom respondents have close family relationships.*
6. *Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers.*
7. *Religious practices, affiliations, or beliefs of the student or student's parent.*
8. *Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).*

The rights under PPRA transfer from the parent to the student who is 18 years old or an emancipated minor under state law.

ASBESTOS ANNUAL NOTIFICATION

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Kendrick Jt. School District #283 is required to provide annual notification of inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. A periodic surveillance of asbestos containing building materials (ACBM) is performed in all district buildings every six (6) months. A complete re-inspection of all buildings containing asbestos is completed every three (3) years. At the last re-inspection, all materials listed in the Asbestos Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good order. Information about these inspections is included in the district's Asbestos Management Plan, which can be found in the School Office and at the District Administrative Office. You may review a copy of the plan during regular business hours.

Additional Require Annual Notices:

Please see the following policies found in the District Policy Manual. These policies can be accessed through the District website <http://www.sd283.org>.

2140, 2140F	Student and Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3575	Student Data Privacy and Security
4160	Parent Right-to-Know Notices
5120	Equal Employment Opportunity and Non-Discrimination
5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying
8200	Local School Wellness
8245	Unpaid School Meal Charges