



2026-2027



Kellogg High School

Opening Doors to the Future

Dan Davidian, Principal
Scott Miller, Activities Director



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Dear Students of Kellogg High School,

Welcome to the 2026-27 school year. We are looking forward to a successful year for all of our students and staff. KHS encourages all of you to work hard, be positive, and be involved in our school. This year will provide all of you with opportunities to be successful. Our goal is to provide you with support to meet any challenges you face and help celebrate your successes throughout the year. With the hard work and positive attitudes of students and staff, this can be your best school year yet!

Our hope, belief and actions at KHS are to provide an educational environment that provides support for the educational, emotional, social and physical well-being for all students and staff so that they may have a successful school year.

Remember – Excellence – Believe It, Pursue It, Become It.

Have a great year!

*Nathan Whatcott, Principal
Scott Miller, Activities Director*

(Due to the nature of the document not all situations/info can be placed in the document. Further information can be found on the district/school website and/or by contacting the high school directly. KHS reserves the right to modify and adjust policies/guidelines based on the productivity of each guideline.)

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MISSION STATEMENT – **Opening Doors to the Future.** Kellogg High School will provide the best education possible to prepare students for the complexities of adult life by creating a community of knowledgeable students who respect themselves and others and who accept responsibility for their actions and learning in the world and community in which they live.

STATEMENT OF BELIEFS – KHS believes . . .

- Students have the right and responsibility to learn in a safe and disruption free environment.
- All students can learn and learning is a life-long process.
- Students have the right to answer and ask suitable questions.
- Students have the right to have lessons that are relevant and that prepare them for their future as high school students, in post secondary education, workplace and as adults.
- The family, community, and school district share a responsibility for the quality education of our youth and shall have high expectations for student success.
- Teachers inspire learning and guide students in the acquisition of knowledge, skill, and attitudes.
- Students have the right to expect cleanliness in others and the responsibility to keep themselves clean both physically and verbally.

RESPONSIBILITIES OF STUDENTS Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending and preparing for all classes, daily and on time, with appropriate materials and assignments completed.
- Exhibiting respect toward others and conducting themselves in a responsible manner, including following all school rules outlined in the handbook.
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels

- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

For further information on student rights, scholarship opportunities, and other school-related information refer to the Kellogg School Districts website: <http://www.kelloggschools.org>



Non-Discrimination – Decision by school authorities concerning all regular school and school affiliated activities shall not be based on race, sex, ethnic origin, religion, creed, economic status, marital status, physical or political beliefs. Kellogg High School practices equal opportunity.

Administration

Superintendent: Lance Pearson (208-784-1348)

Principal: Nathan Whatcott

Activities Director: Scott Miller

Administrative Assistants

Office Manager and Attendance Secretary: Diana Margason

Business Secretary: Hailey Stewart

Counseling Secretary: Lauren Holmquist

Special Programs

School Nurse:

Curriculum Director: Nathan Whatcott

IT Director: Simon Miller

Director of Special Education: Tina Karst

Psychologist Intern: Kelly Leighton

FACULTY & STAFF

ADMINISTRATION & COUNSELING

Nathan Whatcott – Principal
Scott Miller –Activities Director
Lisa Cheney –Counselor
Hailey Stewart– Secretary/Bookkeeper
Diana Margason—Office Manager
Deborah Reese –In-School
Supervisor/IDLA
Lauren Holmquist – Counseling
Secretary./Sr. Proj. Adv.
.....- School Nurse

ENGLISH

Scott White (Yearbook)
Michael Newsome
Amy Miller (Speech)

FOREIGN LANGUAGE

Patricia Kim - Spanish

FAMILY CONSUMER SCIENCE

Peggy Kimberling

FINE & PERFORMING ARTS

Rachael Krusemark - Art & Dept. Chair

..... -

Chorus/Drama

Hunter Strobel - Band

INDUSTRIAL EDUCATION

Cory North

MATHEMATICS

.....—Dept.

Chair

Lynett Mehlberg-Porth

PHYSICAL EDUCATION/HEALTH

Tim Kimberling—Dept. Chair
Major Craig Petersen
Sergeant Major Jeff Smith
Eric Wickham

JROTC

Major Craig Petersen
Sergeant Major Jeff Smith

SCIENCE

Jenifer Yasen
Adam Porth

SOCIAL SCIENCES

Tim Kimberling
Hollie Yrjana
Boone Giulio

SPECIAL EDUCATION

Crystal Goldade
Jeanne Hendrix
Teri Hudson
Jerry Williams
Rusan Nyborg

LIBRARY/MEDIA CENTER

Jennifer Finlay

CAFETERIA STAFF

Taryn Costa

CUSTODIAL STAFF

Drake Duce

To contact a staff member via email type in their first name, then a period, and then their last name followed by .kelloggschools.org. Example is john.doe@kelloggschools.org or call the school telephone number 208-784-1371 and leave a message on a staff member's voicemail for a return call later when they are available.

BELL SCHEDULE

The Flag Salute is recited each morning following the first tardy bell, lead by the Student Body President over the P.A. system. Students are responsible for being aware of any schedule changes due to assemblies, late start days, etc. Buses leave at 3:37 pm. [Bell Schedule 26-27](#)

1st 8:05-8:59	4th 11:20-12:11	Break 1:40-1:45
2nd 9:02-9:53	Lunch 12:11-12:46	6th 1:45-2:36
Homeroom 9:56-10:23	5th 12:49-1:40	7th 2:39-3:30
3rd 10:26 - 11:17		

Homeroom is designed to give students an opportunity to work on school assignments, intervention strategies and/or social skills.

Kellogg School District #391 exceeds the required number of instructional hours as set by the State of Idaho in all grade levels.

2 Hour Late start snow day schedule:

Period 1: 10:05-10:46	Lunch: 12:08-12:43	Period 6: 2:10-2:49
Period 2: 10:49-11:27	Period 4: 12:46-1:25	Period 7: 2:52-3:30
Period 3: 11:30-12:08	Period 5: 1:28-2:07	

SCHOOL-WIDE FEES

Activity Card -- \$40.00

Transportation Fee for Extracurricular Activities - \$40.00

School Constitution

The KHS Constitution was developed to outline aspects of student government and their involvement in the school as a whole. [Constitution](#)

SCHOOL SONG

Hail to the Wildcats, Cheer them along
the way.
Onward to Victory, We will win this
game today.
So give a cheer for the Wildcats, Long
may they reign supreme,
Shout till the echoes ring, For the glory
of our team!!
K-E-double L-O..GG, Kellogg, GO, GO,
GO!

ALMA MATER

Hail, Alma Mater,
Hats off to you.
Ever you'll find us loyal and true.
Firm and undaunted ever you'll be,
Hail to the school we love,
Here's a TOAST TO THEE!!!

SCHOOL TRADITIONS:

- ❖ Our school colors are purple and gold and our school mascot is the Wildcat.
- ❖ The student council or the principal designates dress-up days. Three traditional days are: Veterans' Day, the day of the National Honor Society Awards Assembly, and the day of the Senior Awards Assembly.

SCHOOL CALENDAR 2026-2027 *[School Calendar 26-27](#)*

August 27th	First Day Staff Returns
September 2	First Day of School
September 7	Labor Day Holiday (No School)
Sept 11 & Sept 25	Staff Work Fridays
Oct. 9	Mandatory Professional Development Day (State of ID)
Oct. 9 & Oct. 23	Staff Work Fridays
Nov. 6 & Nov. 20	Staff Work Fridays
November 5	End of the 1 st Quarter
November 23-24	Evening Parent-Teacher Conferences
November 25-27	Thanksgiving Holiday (Schools Closed)
Dec. 4 & Dec 11	Staff Work Fridays
December 21 – January 3	Christmas Break (School Resumes Monday, January 4, 2027)
Jan. 8 & Jan. 22	Staff Work Fridays Jan. 22 Grading Day
January 18	MLK Day non-contract Day
January 21	End of 1st Sem.
Feb. 5 & Feb. 19	Staff Work Fridays
February 15	President's Day Holiday (Schools Closed)
March 5 & 19	Staff Work Fridays
March 19	Jr/Sr Project Day
March 25	End of 3 rd Quarter
March 24-25	Evening Parent-Teacher Conferences
March 29 – April 4	Spring Break (School Resumes on April 5)
April 9 & 23	Staff Work Fridays
May 7 & 21	Staff Work Fridays
May 31	Memorial Day Holiday (School Closed)
June 3	Last Day for Seniors
June 4	Staff Work Friday
June 5	Graduation 10 AM
June 10	Last Day for Students
June 11	End of 2nd Semester
June 14	Last Day for Teachers

SECTION I – ACADEMICS

JOINT SCHOOL DISTRICT 391 GRADUATION REQUIREMENTS

Subject Area	Classes of 2027-2030
English ♦	8
Math♦♦♦♦	6
Science♦♦	6
Government	2
Humanities♦♦♦	2
Physical Education♦♦♦♦	1
American History I	2
American History II	2
Economics	1
Health	1
Speech	1
Freshman Transition	1
Digital Literacy	1
Electives	12
Semester credits	46
Other requirements	• Complete ISAT tests • Pass the Civics Test • Senior Future Readiness Project • Students must have full time enrollment status

♦ English- passing three credits of 9th & 10th English is required before enrollment is allowed into 11th English

♦♦ Four credits are required from at least two of the following content areas: physics, chemistry, earth and space, or life science. Two credits may include instruction in applied sciences, physics, chemistry, earth and space sciences, life sciences, engineering, or computer science.

♦♦♦ Humanities- a course in one (1) or more of the following topics: band, choir, art, drama, or foreign language.

♦♦♦♦ Students desiring to waive P.E. must have verified medical problems and must be approved by the School District.

♦♦♦♦ Two credits of algebra, two credits of geometry, and two credits of a mathematics course that is sequential to previously taken courses or a course by recommendation of the KHS math department.

♦♦♦♦Seniors may be required to stay during their open class period in the event they are not passing another course.

One credit is given for each completed semester course.

Student aides receive ½ credit per semester. (Student aids must maintain good standing (no office referrals and at least a 2.0 GPA) or they may be removed from the role at semester.

Students in grade 11 and 12 may earn one pass/fail credit per semester for a Work Training/Career Opportunity Course. See the counseling office for information.

Honors Track

To receive an “Honors Track” Recognition from Kellogg High School, the following requirements must be met:

- A. Complete 8 semesters with a cumulative GPA of 3.0 or higher
- B. Complete 8 semesters of English
- C. Complete 8 semesters of high school math during 9th-12th grade that must include:
 - a. a full year of Trigonometry/Statistics OR Pre-Calculus OR an approved college math class
- D. Complete 6 semesters of social sciences
- E. Complete 8 semesters of science that must include:
 - a. Chemistry OR Anatomy & Physiology OR Physics
- F. Complete 2 semesters of foreign language
- G. Complete ONE of the following pathways: **In the rare case this criteria is not fulfilled, a student must proactively petition for alternate approval from the Advanced Diploma Committee.*
 - a. 4 semesters of art including Advanced Art or Ceramics
 - b. 4 semesters of band or choir
 - c. 4 semesters of ROTC
 - d. 4 semesters of Ag courses
 - e. 4 semesters of Family Consumer Science courses
- H. Fulfill 3 criteria for Senior Project (Academic, Personal Growth, Career, or Community Service) INCLUDING Community Service
 - a. Fulfill at least 25 hours for Senior Project

***Any student in the class of 2025 or subsequent classes who fulfills the requirements may obtain an “Honors Track” recognition.*

Valedictorian/Salutatorian Per district policy 614 (commencement), there shall be (2) graduating seniors address the other participants and audience at the commencement ceremony. The student speakers will be selected as follows: The class valedictorian(s) determined at the end of the first semester of the senior year, will speak. If there are more than (2) valedictorians, the senior class will vote to select (2) of the valedictorians as speakers. If there is only (1) class valedictorian, the valedictorian and the salutatorian, determined at the end of the first semester of the senior year, will speak. If there is more than (1) salutatorian, the senior class will vote to select (1) of the salutatorians to speak at commencement. Their GPA will be determined on 7 semesters.

***Important Notes:**

1. **Graduations - Students may only go through one graduation ceremony. ALL CREDITS/REQUIREMENTS MUST BE MET ALONG WITH INCURRED DEBT PAID IN FULL IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY and VERIFICATION OF COMPLETED CORRESPONDENCE COURSES DUE PRIOR TO GRADUATION DAY!** In addition, any student who is suspended (whether in-school or out-of-school) during the time of graduation will not be allowed to participate in the commencement ceremony.

2. Commencement Ceremony Participation – Participation in the graduation ceremony provided by the Board of Trustees of KSD #391 and Kellogg High School is a privilege. Graduates participation is conditional upon their display of good citizenship, responsible behavior, and proper attire to contribute to a dignified ceremony. Those students who choose to participate will be required to sign an agreement of understanding concerning these standards.

3. Early Graduation – Students who meet the requirements for graduation as established by the Board of Trustees must submit the Early Graduation Form for approval prior to their senior year. A student that has received School Board and administration approval may leave Kellogg High School upon completion of those requirements. Those students who complete requirements early may participate in commencement ceremonies and receive their diplomas at the end of the school year in which they complete their work. Prospective candidates need to set up no later than the end of the first quarter of their junior year.

The request for early graduation will be initiated by the student and parent/guardian through the counseling office. The student must have completed or be in the process of completing the forty-six (46) credits and all graduation requirements required by Kellogg School District and Idaho State Department of Education.

4. Students will not be classified as a member of a class based on age, but rather on the number of credits that are earned. The number of credits that must be earned by the start of a school year to determine the class a student is a member of is as follows:

- ☐ Senior Class Status = 32 credits or more
- ☐ Junior Class Status = 18 to 31 credits
- ☐ Sophomore Class Status = 4 to 17 credits
- ☐ Freshman Class Status = 0 to 3 credits

ADVANCED OPPORTUNITIES GUIDELINES

Students wishing to participate in Advanced Opportunities/Dual Credit opportunities on campus must meet the following requirements:

- Juniors & Seniors only with a minimum 3.0 GPA
- Recommendation from content area teacher (i.e. English teacher for ENG 101)
- History of success and excellence in prior similar classes (3.0 GPA minimum in English course for ENG 101)
- The counselor must meet with parent(s) or guardian, student, and the principal beforehand
- A 4-year plan detailing how these courses fit into future goals is required before applying. Student can take classes concurrently, but may not skip or go out of sequence (i.e. Eng 10/11 taken together, cannot skip Eng 10)
- A credit evaluation (provided from the school counselor) must also be presented.
- 11th and 12th grade students will be eligible to take dual credit courses and must meet college admissions requirements in addition to the above guidelines.

***Note- A Senior Project must be completed during the senior year unless specific prior approval. Juniors choosing to complete the project early must complete all components. If a junior student fails the project during junior year, they will be required to enroll in an IDLA course for the project at their own expense if not also retaking English 12. If they are repeating English 12, they will be required to complete the project again during the course.**

Students wishing to participate in Advanced Opportunities/Dual Credit opportunities off campus must meet the following requirements:

- Seniors only with a 3.5 GPA minimum
- Student's schedule of classes must have prior approval by the counseling department, including the counselor meeting with parent/guardian beforehand.
- Once off campus, the student must come in to check in with the counseling office once each month with grades provided from their current advanced opportunities classes.
- Each student is personally responsible for buying books, monitoring responsibilities at the high school which pertains to the student (graduation information, etc.) and adhering to ALL senior project guidelines as established for that school year.
- A 4-year plan detailing how these courses fit into future goals is required before applying for Advanced Opps. Student can take classes concurrently, but may not skip or go out of sequence (i.e. Eng 10/11 taken together, cannot skip Eng 10)

STATEWIDE MINIMUM STANDARDS FOR ADMISSION TO HIGHER EDUCATION

Admission requirements vary with each higher education institution in Idaho. Consult the high school counselor or refer to the "Higher Education in Idaho" booklet for details.

IT IS THE RESPONSIBILITY OF EACH STUDENT TO KNOW THEIR FUTURE COLLEGES ADMISSIONS STANDARDS

Students are encouraged to challenge themselves by taking classes that show rigor and/or meet/exceed college admission standards. Top Ten Honors will be based on GPA.

COMPUTER NETWORK AND INTERNET

"NOTICE: The KSD Acceptable Use of Internet, Computer and Network Resources Policies 942 and 943 are available on the district website and a copy of the policies is available for review at the district office. The district will file the policies with the state superintendent of public instruction every 5 years.

By accessing the district's Internet, computers and network resources, users acknowledge awareness of the provisions of the policies and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

All students and staff are required to sign a technology user agreement (see Policy 942F1 Internet, Computer and Network Services User Agreement) that signifies their understanding and agreement to follow these regulations."

- Kellogg School District provides access to the Internet and the district network system to promote educational excellence. The use of KSD computers and network systems is a privilege, not a right. Permission from parents or guardians to use the networks is granted upon receipt and signed agreement of the Acceptable Use Contract.
- Students will be assigned a Chromebook based on KSD Policy 698.
- Students are responsible for good behavior and judgement on school computers and the network just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks, and communicate

with others. Students are responsible for their use of good judgment when using school computers. Individuals are responsible for any violation of KSD guidelines or policies that occurs on their personal device.

- Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and to ensure students are using the network appropriately. The district reserves the right to monitor all electronic transmissions.
- Failure to comply with district and school rules may result in a loss of network access, disciplinary action by an administrator, and referral to law enforcement agencies. Any person who knowingly accesses district computers and networks for the purpose of defrauding, committing theft, defiling school personnel, other students and programs, altering computers or systems, damaging or destroying computers, peripherals or network systems shall be held accountable and referred to Superintendent of Schools and law enforcement. Violations are further defined in Idaho Code 18-2201-2202.
- Users with personal computers on the wireless network are expected to take reasonable precautions to ensure the security of their systems.
- The district is not responsible for lost, stolen, or damaged devices.
- Students are advised to be aware of entire internet/BYOD expectations and can access the documents at <https://it.kelloggschools.org/home/documents>.

GRADES FOR REPEATED COURSES

A course which has been passed with a grade of “C” or better should not be repeated. Band, Chorus, Ag., P.E. and Advanced Art are some classes which may be repeated for additional credit and are an exception to this rule. The grade received in a repeated class will replace the prior “D” or “F” grade on the permanent record if it is higher; however, the following rules apply:

1. Students cannot improve their GPA by repeating a course.
2. These students will not be eligible for certain academic honors at graduation (i.e. valedictorian, salutatorian, top ten, etc.).
3. Only one credit may be earned.
4. All credit recovery classes are completed through IDLA or the credit is repeated in the regular classroom.

GRADING SYSTEM & GRADE POINT AVERAGE

A+= 4.0 (98% -100%)	C+= 2.3 (78% - 79%)
A= 4.0 (93% - 97%)	C= 2.0 (73% - 77%)
A- = 3.7 (90% - 92%)	C- = 1.7 (70% - 72%)
B+= 3.3 (88% - 89%)	D+= 1.3 (68% - 69%)
B= 3.0 (83% - 87%)	D= 1.0 (63% - 67%)
B- = 2.7 (80% - 82%)	D- = 0.7 (60% - 62%)
	F= 0.0 (59% & below)

A final Grade Point Average (GPA) is determined at the end of each student’s eighth semester for the purpose of determining class rank, class honors, and transcripts to college. GPA is also a key factor in determination of scholarships by the various selection committees. It is used, in addition, for transcripts to colleges and universities. It is calculated by using the numerical conversion points from the previous page (i.e. A = 4, A- = 3.7, B+ = 3.3, etc.)

All high school courses taken will be placed on the student's transcripts with the grades earned. Grades will not be changed, dropped, or altered unless the exact class (same course title) is retaken and a higher grade earned, i.e., English I for English I; Chemistry

for Chemistry, honors class must be taken to replace an honors class. A higher grade will replace a lower grade.

CREDIT BY EXAMINATION & CORRESPONDENCE – KHS students have additional methods to earn high school credits. Students can apply to “test out” of some courses. The counselors have complete information on the process and fees, but testing out is not allowed in such performance courses as PE, drama, speech, choir, band, or lab classes. In addition, some high school courses can be taken through correspondence study or virtual learning. Permission of the principal is required and students are responsible for the course fees.

REPORT CARDS

Grade Reports are issued and distributed to the students during the school year. Progress Reports (mid-quarter) are distributed to students at the end of the fifth week of each nine weeks to parents/guardians of students via email. The grading information is

Note: The semester grade will be determined by counting the “running total” average of the semester. Credit is awarded only at the end of the semester when a semester grade is given.

FAMILY ACCESS (Skyward) Online Grade Reporting – Skyward is an online web based portal that students and parents/guardians can access anytime to monitor academic progress, attendance, and other student information. A **user name** and **password** are required to log in and this information can be attained by contacting the high school office personally.



Incomplete (I)- All work should be completed by the end of the grading period each quarter and semester. However, there are exceptions to consider and due to specific administrative approved circumstances a student may receive an “I” (incomplete) grade on a report. **The incomplete must be cleared up within two weeks after the grading period has ended unless other arrangements have been made between student, parent, and instructor with counselor and administration approval.**

Non-GPA Grades – Certain specific courses/classes KHS students take may not be calculated in the students’ grade point average. Those classes include but are not limited to teacher’s aide, work experience etc. See the counselor for further information.

NM- No Mark – A grade of NM indicates that no credit was awarded for the course. When a student repeats an academic course, the student’s transcript shows the last grade and credit earned in that class. When varied skill and/or performance levels can be achieved in the same classes – i.e. art, music, P.E., special education, work experience etc. classes, a student will receive a grade and credit each time the class is taken.

Failure to Complete Credits – Students who failed to complete credits by their targeted graduation date should see the counselor, senior adviser, and principal to make arrangements to earn their high school diploma. This may involve correspondence courses or re-enrollment in the regular education program or an alternative placement. Each case will be dealt with on an individual basis. **A resident student does not participate in graduation ceremonies unless all requirements have been met.**

HONOR ROLL

Students named to the KHS Honor Roll must meet the following requirements each semester:

- Receive 5 full credits per semester with a minimum 3.4 grade point average
- Not have a “D”, “F”, incomplete (I) or No Credit (NC) in any class during that grading period
- Not be allowed more than one “C” during that grading period.

SCHEDULE CHANGES

Course Selection is done for an entire academic year, and course selection will occur during the second semester of the prior academic year ONLY. Schedule changes after the start of school are considered only to correct an error or adjust students to the proper level. Students who drop a class after the first week of a semester will receive an “F” for that class. Students who drop IDLA courses after two weeks from the start date of the course will receive an “F” for that class.

COUNSELOR SERVICES

The goal of the Kellogg High Counseling Department and Homeroom classes is to assist students to have a successful education experience. The counselor and advisors may assist students to resolve educational issues and concerns that interfere with their learning and achieving their education. The counselor is available to assist students with academic, vocational, and personal concerns.

The following is a list of services provided by the counseling department:

- A. Assistance with proper course selection and academic problems to meet progress towards and completion of graduation requirements
- B. Preparation for entrance into four year colleges and universities, career and technical programs, community colleges, workforce and military
- C. Scheduling and registering for individual testing (PSAT, SAT, ACT, SBAC, ASVAB etc.) and interpretation of test those scores
- D. Confidential counseling and referral to agencies to assist students with personal problems.

Counselor-student communications and records are privileged and confidential and shall not be disclosed except under the following circumstances: Threat of harm to self or others; reported or suspected child abuse/neglect; court order.

ACADEMIC GUIDE (COURSE DESCRIPTION HANDBOOK)

The KHS Academic Course Description Handbook is designed to provide students and parents/guardians with information about the academic programs at Kellogg High school. The guide contains information about academic policies, courses, course requirements, graduation requirements and special programs. Copies are available in the Counseling Center, Media Center, Main office, and online.

FOREIGN EXCHANGE STUDENTS - If you are interested in participating in a foreign exchange program, please see the counseling office for information and guidelines.

NON-TRADITIONAL STUDENT ENROLLMENT PROCEDURES

Non-Traditional students must meet with administration and the counselor prior to enrolling at KHS. Enrollment will be accepted on a space available basis. A non-traditional student is anyone who is not a full time student. While in attendance at KHS, the non-traditional student is subject to all district and school rules and regulations the same as a full time student.

SECTION II ATTENDANCE POLICY GRADES 9 - 12

All students enrolled shall conform to the attendance policies and regulations established by the Board of Trustees and the State of Idaho. Regular attendance is essential if a student is to gain the maximum benefit from his/her educational opportunities and experiences. Credit received for completion of a KHS course is a combination of the student's performance (academic and behavior) as well as attendance. **KHS students are expected to attend all assigned classes each day. Please refer to the KSD 391 Policy #522 on Attendance.**

Compulsory Attendance - Idaho State Code (33-207) requires compulsory attendance and 90% attendance requirement of all Idaho school age youth. Any student who is absent from class more than nine (9) days in any semester (this includes pre-arranged, excused and unexcused absences) will be in the "loss of credit" status in that class for the semester.

Any absence(s) beyond the nine (9) allowable absences per class can be appealed with valid written documentation to the KHS Attendance Review Committee (ARC) at the end of each semester (see attendance appeal section of handbook.)

Compulsory attendance laws of the State of Idaho (33-207): KHS will follow the Idaho Code 33-207 in regard to students habitually or excessively absent from school without school approved reasons. Per Idaho Code: *Procedure against parents or guardians -- Whenever it has been determined by the probate court of any county that the parents or guardians of any child between the ages of seven, as qualified in Section 33-202, and sixteen, are failing, neglecting, or refusing to place the child in school as provided in this chapter or to have the child comparably instructed, or knowingly have allowed a pupil to become a habitual truant, proceedings shall be brought against such parents or guardians under the provisions of the youth rehabilitation law.*

Notification of Number of Student Absence - KHS shall keep attendance records which will become a permanent part of student records. The parent/guardian and student will be notified by letter when a student's absences, whether excused or unexcused, have reached the following: 4, 6, and 9 days each semester. Parent/guardian and student can also monitor daily attendance and absences by logging into the Skyward student information systems and reviewing the daily attendance.

PROCEDURE FOR STUDENT ABSENCE

Kellogg High School has provided the procedures all parent/guardians and students are to follow when absent:

1. A parent/guardian must contact the high school office (208-784-1371) to notify the school of a student's absence prior to absence or morning of absence. Parent/guardian may leave a voice message or email diana.margason@kelloggschools.org.
2. In some situations the school attendance clerk may contact parents in regard to a student's absence from school on specific occasions. Please be sure that all contact information is updated, complete and correct.
3. The student must bring to the office a written statement giving the reason and of the dates of absences with the student's full name and a signature by the parent or guardian. **Students are required to remember to bring a note from parent/guardian to avoid discipline referral and a possible unexcused absence WITHIN 2 DAYS OF ABSENCE/APPOINTMENTS.**
 - a. Students will need to provide verification of doctor, dentist, or court appointments upon return to school, if applicable. The verification

must contain the student's full name, the dates of absences and a proper signature, in order for the absence to be considered waived.

4. Prior to returning to the class or classes from which a student was absent, it is the student's responsibility to arrive at the office early enough to clear their absence with a note and get to class on time. The office windows will be open from 7:00 am to 8:05 am, lunch time & after school.
5. Students entering class more than ten (10) minutes late will be sent back to the office for an admit slip and marked absent or possibly truant from that class.
6. Students 18 years of age or older may provide notarized documentation from parent/guardian that provides permission and allows the student to check in and out of school and to write personal excuses for that current school year. The document will be kept on file for that school year. Married students may present documentation and follow this procedure. *However, both these types of excuses must be personally cleared with the principal each time before leaving school grounds and are not to be used for **avoiding a test, quiz, homework, assembly, etc.***

Type of Absence

- **Excused Absence:** An absence is identified as having occurred with the knowledge and approval of the student's parent/guardian in writing and meets the school approved reasons for an excused absence. The absence still counts against the nine (9) allowable absences.
- **Waivable Absence:** An absence is identified as waivable (does not count towards the student's days absent) if the student brings a professional note (ex: doctor, dentist, counseling, court, family emergency; defined) to the attendance office upon return to school.
- **Unexcused Absence:** If a student's absence is not excused in writing by parent/guardian within the required two days the absence will remain unexcused. In circumstances where the student is unable to secure a written note, arrangements should be made with the office for an extension. It is the student's responsibility to clear each excuse with the administration. If a student leaves school without checking out of the attendance office or without parent contact it will be counted as a truancy.
- **Tardies:** A student is tardy if he or she is not in the assigned classroom when the bell rings. Six (6) tardies will result in an unexcused absence.
- **Extra-Curricular Activity Absence:** This is any school sponsored program, activity, or administrative approved activity or event. No more than twelve (12) activity absence per semester will be allowed unless exceptions are made by the school principal or designee (Policy #522). Students are responsible for turning in all coursework as assigned into instructor prior to absence or within specified allowed time. A student must attend a full day of school in order to attend or participate in activities that day or evening unless pre-arranged (24 hour notice) with the athletic director and/or administration.
- **College Visitations:** All students who are on track to graduate and have a 2.0 grade point average in their core classes are allowed two college visitation days during each year at KHS. It is the student's responsibility to provide the attendance office with documentation from the respective college they are planning to visit. If a student requests a third college visitation day it will count as one of the student's nine allowable absences for the semester.
- **Pre-Arranged Absence:** If a student needs to be absent from school for extraordinary reasons or personal reasons (these include absences approved

in advance) for two or more school days, he/she and parent/guardian must obtain approval from the building principal. Parent/guardian must request consideration by submitting a written request to the building principal stating student name, reason for request, and dates and signature. The request must be in writing and submitted for approval a minimum of one week prior to absence. The student and parent/guardian are required to contact all teachers of the student to arrange for advance assignments and coursework. It is expected that the student completes a majority of the assignments and coursework prior to the absence. See makeup work section regarding the number of school days allowed to make-up assignments not completed and turned in prior to the absence.

- **Extraordinary Reasons for Absences:** Extraordinary absences are missed class time or school days for reasons other than parent/guardian excused or school extra-curricular activities. If such extraordinary circumstances occur that result in excessive absences, written verification and notification to the building principal will be reviewed on a case-by-case basis. The primary consideration whether an absence is extraordinary and warrants being exempted shall include only those situations in which the student had no reasonable alternative to the absence.

Upon receiving written documentation from parent/guardian, state agency, healthcare provider, or agent of the court, the principal or designee have the authority to exempt the absence and request the assignments, grades and credit be awarded on the date of those absence(s). It is in the best interest of the student whenever possible for all absences to be pre-arranged.

Example of Extraordinary Absences are but not limited to: Extended illness/accident and recovery time for student or immediate member of family; court appearances with appropriate court documentation bereavement for immediate family including grandparents, aunt, uncles, cousins with limited number of days in consideration of travel time necessary; and other presented for consideration by building principal and should be pre-arrange when possible.

- **Checking In and Out of School During School Day:** Students may not leave school during the school day without checking out with the Attendance Office even for a pre-arranged absence. **Leaving school without checking out and permission is a truancy.** The school is required to know where all students and faculty are during the school hours. Students are required to sign in at the office when arriving at school after the first tardy bell and when returning to school after checking out.

Any student who is more than (10) minutes late or who leaves class more than (10) minutes early will be marked as absent in that class period. All students must check in and out through the Attendance Office (school main office) to verify arrival and departure time.

- **Permit to Leave (Town Pass):** If a student must leave school or the school campus for any reason, they must obtain a permit to leave school from the attendance office. The procedure for excusing this type of absence is the same as any other absence (parents MUST call the attendance office at 208-784-1371).

Driver's License Suspension/Drop-Out Rule – (per Idaho Code 49-303A) - When a student fails to meet the enrollment and attendance policy of KHS and KSD #391, the school administration is required by law to report the student's non-attendance

to the Idaho Transportation Department (ITD), with a request that the student's driving license be suspended (whether or not the student is licensed.) When the ITD suspends driving privileges, it suspends the driver's license and/or privilege from applying for a license, instruction permit, or driver-training permit.

Loss of Credit Due to Excessive Absence - Students who are in the status of "loss of credit" due to excessive absences (over nine (9) days, per period, in a semester—including any days serving out-of-school suspension) must appeal the credit loss to the Attendance Review Committee (ARC). **If credit is not granted, a failing grade** (NM) will replace the passing grade on the student's transcript. Students who have been denied credit by the ARC, in part or whole, due to exceeding the district's attendance policy and Idaho State Code while enrolled in grades 9-12, may provide written valid verification and documentation based on allowable circumstances to the building principal within 48 hours. If the denial is upheld the student and parent/guardian may appeal in writing to the Superintendent of Schools within two (2) business days from the date of denial of credit from the building principal. **See section of Handbook on Attendance and Granting of Credits.**

Make up Assignments: A student will be given the opportunity to complete work due to **excused** absences. It is the student's responsibility to make arrangements to make up all daily work, homework, quizzes, and tests with each teacher. If assignments/tests etc. are not completed within the allotted time by policy, grade and credit will not be granted. Assignments and coursework missed for the school approved reasons and for verified excused absences or pre-arranged absences may be made up with full credit within a period of time not to exceed twice the amount of time missed. **i.e., students will be allowed two school days for one day absent to complete assignments or tests, not to exceed 10 school days.**

- Absences approved in advance should have the majority of work completed prior to the absence.
- Assessments will be made up on the day the student returns. Students may be expected to complete make-up assignments, tests, quizzes, exams not during regular class time or another class period.
- Long term assignments (15 school days) and tests are still due on the date originally assigned.
- Tests/exams and some daily assignments missed while truant MAY be allowed to be made up for partial or full credit at the teacher's discretion.

The above are all true unless exceptions are by prior arrangement and approval with the instructor/teacher. Students are expected to initiate the arrangement.

WAIVER COMMITTEE: *See section of Handbook on Attendance and Granting of Credits.*

Attendance Court

1. **Legal Basis-** I.C. 33-202 requires the parent or guardian of a child over 7 years of age to attend school or be comparably instructed, I.C. 33-206 defines habitual truant as a student, who in the judgment of the school board has violated the attendance regulations of the board or whose parents have failed to comply with I.C.-202. I.C.-207 provides for court proceedings against parents or guardians of truant children. Based on these provisions, the court can cause an inquiry to occur as to why a child is not attending school.
2. **Attendance Court is to address truancy in the Kellogg School District.**

Attendance Court takes cooperation and collaboration between the school and the court. It is important to assure that all parties involved understand how the inquiry would proceed;

1st- The school and the court will need to work together. Participants to include but not be limited to: principal or designee, school counselor, SRO, if school has one, social worker (PSR), the court staff, youth accountability, and P.A.

2nd- The school will have to identify the students and their families who appear to be violating the district's attendance policy, and give notice to the court of those students.

3rd- The meeting should be held in a facility that will afford privacy and lend itself to a formal hearing. Since this is an inquiry, a formal filing number is not needed but a file for Attendance Court will be established and a record will be kept by Youth Services. The file should have a report from the school on the attendance of the child and other pertinent demographic information. Once the parents have been served with the process, the service should be placed in the file.

Identification – The school shall identify the students and their families who appear to be violating the district's attendance policy, and give notice to the Attendance Court of those violating students. This notice shall be done on the 6th absence of any given quarter and as determined by the principal. The P.A. will conduct an inquiry with the principal and youth accountability board, and a hearing may be scheduled.

3. **Service** should be accomplished as a regular court summons, preferably by the SRO, or another law enforcement officer. At least 20 minutes should be scheduled for each hearing. At the hearing, the parents and the child should be present. The hearing will be held after school hours so that the child will not miss school.
4. **The hearing should be a formal hearing but conducted in an informal manner.** The hearing will be in the style of a pre-trial conference. Assigned personnel from Youth Services will preside as the hearing officer and take charge of the files. The school district will provide clerical staff to record the hearing. The parents may be represented by an attorney if they desire. The prosecutor will be present as the petitioner on behalf of the State. The principal or designee will be present.
5. **First order of business** at the hearing is to advise the parents and child of their rights.
 - Second- Show them the school's records for attendance
 - Third- Parents should be asked if they agree with the attendance records, they may submit medical reasons for why they have missed.
 - Fourth- Once determination is made they have missed days without a reason, the second question is why they have missed, **a very important question.** There needs to be some time taken at this point for the family to explain their circumstances. **This is the heart of Attendance Court.** At this point a plan needs to be developed by all participants involved in the hearing.
6. **The hearing officer, at the conclusion of the hearing, should issue an order of the findings and recommendations.** The recommendations should have time frames to address the needed actions. The hearing officer should also set another hearing date to review the compliance with the recommendations.

7. **Continued follow up by a social worker or juvenile probation officer is essential.**
8. If after the hearing there are continued problems with attendance, further actions should be taken against the parents in court. The goal, however, is to encourage attendance by addressing the family's problems rather than trying to compel by the court's authority.

TARDY POLICY

Students are expected to be in their assigned classroom before the tardy bell rings. Six (6) tardies will result in an unexcused absence according to KSD 391 District Policy # 522. Any student who misses more than ten (10) minutes of any class period will be marked absent that period. All students should check out through the "Attendance office" to verify arrival and departure times. All students that arrive after the first period tardy bell and the period directly following lunch are required to sign in at the Attendance Office. Excessive tardies will result in disciplinary action.

Definition of Excused Tardy: Tardies will be considered excused if the reason for the tardy was beyond the students control as determined by the teacher or administration and the reason provided is a rare occurrence and not recurring. (i.e., medical condition, physical limitation, home emergency, request by school official, previous teacher retained a student for reasonable time and purpose, an accident, and/or mishap. Teachers establish their own classroom tardy discipline measures and will refer students to the building administration based upon their classroom management plan. For administrative discipline action steps see KHS Behavior Management Plan.

Definition of Unexcused Tardy: Not being in the appropriate assigned classroom or area or with administration when the tardy bell rings. Examples of unexcused tardies are: loitering outside classrooms, visiting parking lot between classes, sleeping in; waiting for another student or person to provide ride to school, missing the bus; running out of gas; going to lockers between classes; being required to leave class to get an admit for a previous absence; or any reason that can be avoided.

Truancy: It is against Idaho State law for a student to be truant from school. When a student is absent from any portion of a class or school day without the foreknowledge and approval of the administration and/or parent/guardian, the student is considered truant. The following are all considered a truancy:

- ☐ A student is present at school but not in the assigned area (e.g. classroom) or does not have permission by school officials to not be in the assigned area.
- ☐ Students absent without a school approved reason or without an excuse from a parent/guardian for a school approved absence, including for one period only or more.
- ☐ Students left home or work for school but failed to arrive and the reason was to avoid attending for the day.
- ☐ Unauthorized and fraudulent telephone calls are submitted to excuse students for absence.
- ☐ Student does not check out of school prior to leaving campus before the end of day release bell, including not returning from lunch and the Attendance Office has not been given verification or notification by parent/guardian.

Students who are truant cannot attend, participate or be at any school activity the day of the truancy, absence, or during a suspension period (in school or out of school).

Schools are legally responsible for students the moment they board a bus or arrive on school property it is essential to always seek permission before leaving the campus.

Once students arrive at school they must **never** leave without first being cleared by the office. The exception will be lunch period. (During lunch if a student experiences legitimate car trouble or other extenuating circumstances, they must make every attempt to contact the KHS office by phone).

Following are the consequences for a truancy:

1st Referral 3 lunch Detentions

2nd Referral 3 days of ISS

3rd Referral 3 days of OSS

Suspension: The administration staff will make every attempt to notify parent/guardian before suspending students. If parent/guardian is not available, the student may be sent home, transported home by a school official or law enforcement or placed in the in school suspension room. The day of out of school suspension will not begin until the next day.

Students suspended from school are responsible for contacting the school office personnel and request assignments and coursework for the days suspended. It is the responsibility of the student and/or parent/guardian to pick up assignments and textbooks and to return completed work to student's teachers. Out-of-School Suspension days will count toward total absences of the student.

Expulsion: The Board of Trustees may deny school attendance by expulsion for a student being habitual truant, incorrigible, has behavior/conduct that is continually disruptive to his/her own education and the education of others or whose presence and actions/intent is detrimental to the health and safety of students and staff members. Students who are expelled from another school district in this state or any other state are also denied attendance. The conditions and process for a student expulsion is covered in District Policy #574 - Denial of School Attendance.

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion for the remainder of the semester, or, if a minimum of 20 days remains in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion. Idaho Code 33-205 —*Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause.*

SECTION III - ATTENDANCE AND GRANTING OF CREDITS

Kellogg School District and Idaho State Law require that a student must be in attendance at least 90% (nine days absence allowed per period) of the time school is in session, per semester, in order to be granted credit upon successful completion (D or above letter grade) of a course.

Students missing **in excess** of 9 days (excused or unexcused/truant/ out-of-school suspension) and having a passing grade for the semester will be placed in "loss of credit" (NM grade) status and jeopardize receiving credit for that class.

A student may be waived from the attendance requirement where special circumstances for excessive absences exist (*see following list). Students who exceed 9 days of absences (whether excused or unexcused/truant) in a semester and have extraordinary

or exempt reasons for absences and desire to have these excessive absences reviewed and possibly waived must comply with the following:

Students who have received 6 absences in one or more classes that are not medically excused, documented pre-arranged college visitations, school activity absences, or those deemed waivable by building administration will receive written notification of possible loss of credit if the student exceeds nine or more absences. The school will request a meeting to discuss the attendance issues with students and parent/guardian.

If a student misses more than nine days, he or she may appeal to the waiver committee by completing the attendance waiver form. **The committee will consist of principal (or designee), counselor or registrar, one support staff (determined by administration), and the attendance secretary. The parent will be contacted with the result of the meeting. The parent/guardian can file an appeal to the superintendent if they do not agree with the outcome of the meeting..** The committee will meet with students upon their 10 un-waivable absence—not at the end of the semester. It is the student's responsibility to complete all necessary paperwork within five (5) days of being notified of the 10th absence. Failure to return necessary paperwork in a timely fashion may result in loss of credit and or possible reduction of schedule with grades of F for all impacted (removed classes). This committee may deny credit or may establish further criteria for credit recovery. (See below) **For a student to be eligible for their credits or be eligible for an attendance waiver meeting:**

1. All missing assignments are required to be submitted. This does not mean that they will necessarily receive credit for assignments that are excessively overdue. (Completed work would be at the level of proficiency as designated by the assigning teacher.)
2. Students are required to submit a written reason to attempt to validate their excessive absences and be able to verbalize this during the meeting.
3. If credits are retained, criteria to recover credits may include but are not limited to: the completion of a subsequent semester(s) with nine or fewer absences in all classes; completion of assigned make-up time (may include Friday academic support time, after school detention, summer school, community service, research paper, limited participation in extracurricular activities and/or payment of fees assessed for make- up courses—either face-to-face or on-line instruction. The fee option is not available to seniors in their final semester.) Under an unfavorable decision, an appeal may be made to the Superintendent and then to the School Board.

A decision by the committee (ARC) will then be made based upon the evidence that is provided by the student and parent/guardian. The student and parent/guardian will be notified within 24 hours of the scheduled meeting date decision.

*The following are the criteria that may be considered reasonable and exempt reasons for waiver excuses:

1. Illness, hospitalization, emergency medical treatment, and dental (all of these must be verified in writing by an attending medical professional; an appointment card, receipt or faxed print out is acceptable.)
2. Family crisis or emergency (with explanation of detail).
3. Counseling by school and/or community personnel with documentation.
4. Legal matters (must be documented)
5. State or school activities sponsored by IHSAA (participants only).
6. Special experience, recognition, or training that may enhance a student's education

7. Activities involving state or national recognition.
8. All district approved testing.

STUDENT WITHDRAWAL OR TRANSFER

Students who find it necessary to withdraw from Kellogg High School and transfer to another school or educational program must do the following items:

1. Parents contact the school office to verify withdrawal and/or transfer.
2. Students pick up a withdrawal form from the office.
3. The student will take the form with them to all of their teachers, the cafeteria staff, the media center/library, building tech leader, and athletic director.
 - a. Return Chromebook with chargers and case, any school materials to that teacher, any library materials, and any sports equipment or uniforms.
and
 - b. Teachers will also write grades in progress for that class.
4. Check out with the counselor and have the counselor complete the counseling section of the form and sign the withdrawal form. Complete counseling withdrawal survey.
5. Pay all outstanding fees and fines owed; all fees and fines must be paid before building principal signs withdrawal form. This includes not returned or damaged items, as well as any outstanding balance with food services.
6. Return form to main office and school secretary to complete process and withdrawal from KHS.

SEMESTER FINAL EXAM

In order to ensure that all learning objectives are learned by each student that is required to take the semester final exam, there will be a semester final exam at the end of each semester. The exam will be worth 10% of the final semester grade in that class. Students may be exempt from taking the semester final exam in a certain class.

1. All students will be expected to take the final exam unless they meet the following criteria:
 - a. If a student has an A with 5 or fewer non-waivable absences.
 - b. If a student has a B with 3 or fewer non-waivable absences.
 - c. If a student has a C with 1 or fewer non-waivable absences.
 - d. All students with a D or F must take the final exam
2. Any student that falls into the exempt from the final exam category, may choose to take the final exam. However, it will only be recorded in the gradebook if it will improve their percentage.
3. Any student that does not show up for a required final exam and is not except will automatically receive a zero for their test score. Students will only be given the opportunity to take the final exam at another time if it is a waivable absence. If it is a non-waivable absence, a zero will be recorded in the gradebook as their test score (unless they pre plan to take the final another time with the teacher).
4. Cut-off date for the attendance will be the day before finals begin. Students' attendance at the cut-off date will be compared to the criteria for exemption.

SECTION IV– ACADEMIC POLICIES

ACADEMIC HONESTY

Students are expected to adhere to the moral values of honesty and responsibility. Students are expected to do their own work with the highest standards of honesty. Academic dishonesty, cheating and plagiarizing of any form cannot be tolerated in the school environment. Academic dishonesty and cheating includes, but is not limited to the following: copying or allowing another student copy answers, sharing answers via electronic devices, use of non-authorized electronic devices, use of artificial intelligence, working together without specific permission from teacher(s), not giving appropriate credit to authors, using prohibited written and/or oral information during tests, quizzes, or examinations, buying or selling answers to the test exam or quiz itself, stealing answers, stealing or buying essays or research papers, plagiarizing in any form, including inappropriate use or misuse of the Internet programs and school's computer network to obtain answers or written material. *Plagiarism on a research paper will result in a zero, (0) on the paper, failure of the class, and removal from the course for the remainder of semester.*

Cheating: *Giving or receiving **forbidden** help on an academic assignment/quiz/test such as sharing information on an assignment/quiz/test, looking at someone else's answers during a quiz/test, using some sort of "cheat sheet" or an electronic device to share or provide answers.*

Plagiarism: *Copying and using in an assignment or report words/phrases/statements/ideas/thoughts/of someone else (including digital works) without citing the source and documenting properly according to APA or MLA form. i.e., taking material from Internet websites without proper acknowledgement and documentation. Consequences will depend on the severity of the plagiarism and the extent of the assignment.*

Deception: *Giving a teacher/instructor false information about an academic assignment such as providing a false excuse for a missed deadline or lying about having turned in work.*

If academic dishonesty is detected, the teacher(s) will confiscate the evidence, document the circumstances, and submit a report to the administrator. Depending upon the circumstances, the consequences for academic dishonesty/cheating may include, but are not limited to, the following:

1. The student will receive an "0" for the assignment, test/exam/paper.*
2. A notice of the offense will be placed in the file in the Administration Office.
3. The student will not be allowed to make up that grade by extra credit or any other method.
4. The parent/guardian will be notified, and, if necessary, a conference will be held with the student and administration.

*Consequences for plagiarism will include the following, but are not limited to: parent notification, lunch detention, ISS, zero on the assignment, loss of credit, suspension and removal from course.

Freedom of Expression: Students are guaranteed freedom of expression as long as they do not disrupt the educational process, are non-compliant with rules and expectations (dress code/offensive language) of KHS, or interfere with the property or the constitutional rights of others. Freedom of expression at KHS should be for the enhancement of learning and not actions that are harmful or inciting, profane or offensive, prejudice or lack of tolerance.

SECTION V– ACTIVITIES AND CLUBS

Following are a list of the organizations and clubs offered at KHS. If you want to know more, contact the advisor who is listed or inquire at the school main office or counselor's office.

S.O.S. (Sources of Strength)

FCCLA

TSA (Manufacturing and Technology)

National Honor Society (NHS)

JROTC

Chess Club

SPORTS See Section - Athletics

SECTION VI – GENERAL INFORMATION/STUDENT GUIDELINES

Students at Kellogg High School are expected to be courteous and well mannered, respectful toward teachers, staff members, other students, and guests to our school. The following rules shall pertain to all students of Kellogg High School or any KSD school or guest and shall be in effect during school hours, on school buses, at bus stops and at all school sponsored activities and events at KHS or away.

MOMENT OF SILENCE

In accordance with Idaho law, students and staff shall observe a moment of silence every school day in the morning. Guidance from the state is as follows from the Idaho statute:

“(1) At or near the beginning of each school day, in all grades and in all Idaho public schools, teachers or school employees in charge of classrooms shall provide for a brief period of silence for a minimum of sixty (60) seconds with the participation of every pupil in the classroom. During such a period, a student may, without interfering with or distracting another student, reflect, meditate, pray, or engage in another silent activity. During the period of silence, no other activities shall take place.”

ACCIDENTS/STUDENT INJURIES

The safety and well-being of all members of the KHS community is a top priority and even with the greatest precautions and the closest supervision, accidents can and do happen at school. All accidents must be reported immediately to the personnel in charge, administration or school office. Students who are injured or become ill during the course of the school day should report this fact to their teacher and **must check out in the office before leaving school.** In compliance with state law, school personnel will not dispense to any student any over-the-counter medication including Tylenol, non-aspirin and/or cold medications without parental permission. (See “medication” section.)

The school district does not purchase medical insurance for individual students who are injured at school. This is the responsibility of the parents or legal guardians. The district does, however, provide information to families who wish to purchase school insurance. Brochures outlining the coverage and premiums are available at the school office or outside the counseling center. *There may be a special low rate insurance being offered*

to those students who qualify for free and reduced lunch. Inquire with KSD nurse or Health & Welfare offices for the brochure outlining this inexpensive program.

ASSOCIATED STUDENT BODY ACTIVITY CARD (ASB Cards)

An activity card (ASB card) is a student's identification as a member of the student body association and should be purchased at registration or in the school office throughout the year. Card holders are entitled to free admission to regular home season athletic events and reduced admission to extra-curricular activities by showing their card upon entry. Reduced rates are also available for out of district activities and school related purchases. Lost activity cards should be reported to the office immediately. Duplicate activity/identification cards will be issued for an additional cost.

All students participating in extracurricular activities must purchase an activity card prior to performing in any extracurricular event. All KHS students are encouraged to purchase ASB cards. There is a cost for attendance at home athletic events without an ASB card.

ASSEMBLY AND CONCERT BEHAVIOR

Many types of assemblies will be presented to the student body during the school year. Assemblies are part of our total educational program. No matter what the assembly is, an effort has been made to provide KHS students with interesting and valuable programs and students must act appropriately and respectfully. Students displaying disruptive/disrespectful behavior at an assembly will be subject to disciplinary action. Students, by law, are under the jurisdiction of the school for the entire school day; therefore, are required to attend scheduled assemblies. Students not attending will be truant unless properly excused in advance. The following criteria are to be followed for all assemblies:

- Students enter the gym walking and talking quietly.
- Students will remain seated throughout the assembly (i.e. sit up and be attentive.)
- Whistling is not generally appropriate behavior. Booing is not acceptable at any time—even when joking.
- Appropriate behavior/seating at the request of KHS staff.

BACKPACKS AND PURSES

Students may bring a backpack or purse to school for the purpose of carrying school and personal items. Students are required to follow each of their teacher's requirements in regard to these two items. In the event that the student chooses to carry their backpack/purse throughout the day, they do so at their own risk of loss and/or theft and are still subject to search based on reasonable suspicion. For security purses/backpacks, duffle bags etc. that are left unattended will be confiscated and delivered to the office. Upon returning the item(s) to the student, the student may receive disciplinary consequences.

BUSES

Bus transportation of students to and from school is under the supervision of the KSD Transportation Department. Questions concerning bus operation and discipline situations should be directed to the bus garage by calling 208-784-0061. See Discipline Section for specific expected bus behavior and consequences.

DANCES

- All dances or mixer/social events must be approved by the Student Council and the principal. All dances at the high school (with the exception of the homecoming dance and the senior prom) are restricted to **high school age students who are enrolled in a school.**
- A KHS student may bring one (1) guest of high school age who is enrolled in a high school only if they have secured permission and registered the guest student with the office and provide all required information by the deadline. The guest will need to show their ASB cards or school ID card.
- All dances at KHS will start at 8:00 and end by 10:00 unless scheduled after a ball game or in the case of a special event.
- No entry to dance or other social event after ½ hour after the start time. **Once a student leaves the dance/direct supervision of chaperones they will not be allowed to return to the dance.**
- Students may be required to take a breathalyzer test prior to admission.
- All KHS students will be in good standing with regard to attendance, truancies, and discipline referrals in order to participate and attend school social events.
- Dancing must be school appropriate. Students dancing inappropriately will be warned once and then removed by chaperones. This form of behavior will result in further disciplinary action by administration.

The organization/club or class sponsoring the event is responsible for the following:

- Set-up and clean up.
- Providing a list of adult supervisors/chaperones and submit the list to administration at least 24 hours prior to the event. Failure to comply will cause cancellation of the event.
- All school rules apply during and at the school event as well as other school-sponsored activities.
- Paying for custodian staff if required for set up and clean up.
- Securing a money box and purchase order(s) from the business office and designating a cashier and person responsible for taking money and counting money during the event. (must follow district procedures)
- Publishing and advertising event, as well as all planning.

DRESS CODE

Student dress and personal appearance is the responsibility of the student and parent/guardian and is required of all students at school and at all school-sponsored activities. Appropriate dress and personal appearance is considered that which will not interfere with the educational process (non-disruptive), as well as, meet health and safety standards. Wearing clothing items that reflect the use, sale or promotion of alcohol, drugs or tobacco will not be tolerated in compliance with our drug-free school.

Violations may receive disciplinary consequences based on an escalating scale. The following are not permitted:

- Sunglasses
- Revealing or see-through tank tops or clothing
- Clothing with obscene statements or gestures
- Clothing or jewelry which could compromise school safety or be perceived as "gang" related
- Other, as deemed inappropriate by the KHS staff.

Students will be asked to change or remove articles of clothing and items that are infractions. While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the KHS administration. Failure to comply with a school official's request to change or remove inappropriate items will result in referral to administration, disciplinary action, suspension from school, and parent contact. In the event that students check out to go home to get clothes, that time away from school will be considered against their attendance. Repeat offenses/reminders may result in in-school suspension or alternate consequences for failing to adhere to the guidelines.

Students wearing hats must wear them in a manner that does not disrupt the daily routines of the school and/or class and in a manner that staff can identify students on sight.

ELECTRONIC DEVICES

Technology may only be used for educational purposes during class time and at the discretion of the instructor. Students must follow classroom rules set forth by the teacher.

CELL PHONE POLICY

Cell phones are not allowed during school hours with the exception of lunch time to minimize distractions and enhance the focus of students. Unless directed to use them for an educational purpose by the teacher, **cell phones are to remain out of sight or in a location specified by the teacher.** Students will not be allowed to exit the classroom during class (i.e. bathroom breaks, office, etc.) without leaving their cell phone in a designated area in the classroom.

- First Offense: The student will be told to take the cell phone to the office where it will remain until the end of the day (including through lunch). At the end of the day, the student may go and pick it up.
- Second Offense: The student will receive a write-up (ODR) and will be told to take the cell phone to the office where it will remain (through lunch) until the end of the day and it will need to be picked up by a parent or guardian.
- Third offense: The student will be required to bring their phone to the office before first period until the end of the day, including lunch. Additional write-up will occur.
- Continued violations, including not bringing the phone to the office, will have additional consequences, including ISS.

For Parents: Students will no longer be allowed to access their phones during class time. If you need to reach your student, please know that they can only check their phones during lunch. Please contact the office if you need to reach your student at (208) 784-0371.

FEES AND REQUIREMENTS

Please refer to the Fees Schedule and the Course Description Handbook for those classes requiring a semester fee. Students enrolled in certain classes may be required to pay a class fee and/or purchase materials and supplies used in any project that becomes the personal property of the student. Fees are expected to be paid at the time of registration and at the beginning of 2nd semester. If a family has multiple students enrolled at KHS or if a student or family are experiencing financial hardship,

arrangements for deferral or monthly payments can be made with the administration. Students will be required to pay all fees before the end of the school year and to receive grades and participate in graduation.

FINES

It is the procedure of KHS that students owing fines or fees will not receive report cards, participate in athletic contests or be eligible to participate in the graduation ceremony until all debts are cleared. This includes owing money for fundraising activities, loss or destroyed equipment, textbooks, library books or materials.

FIELD TRIPS

Students must adhere to and follow all school and district rules, guidelines, and expectations while participating in school sponsored activities and field trips. Any student who violates district or school rules and guidelines while on a school sponsored field/activity trip will receive discipline action and be denied future participation for one year.

Students must be passing all classes they will miss while on the field trip or activity. Students who are failing a class/subject must have prior permission from that teacher and the principal of his/her designee. Obtaining teacher permission to miss a class **is the responsibility of the student not teachers**. Students who are not passing or who have not completed and turned in the field/activity trip permission form may not be allowed to participate or attend the field trip. If a field trip is a required grade for a course, the student should be allowed to attend the field trip.

INFORMATION

School Emergency closures: 208-786-2071. (See Snow Policy)

Other sources of information:

Kellogg High School: 208-784-1371



<http://khs.kelloggschools.org> for school program information, schedules, athletic information, daily announcements, resources and school calendars, etc.

Kellogg District Office 208-784-1348



<http://www.kelloggschools.org> for scholarships information, sports schedules, daily announcements, staff email addresses, calendar of events, school policies, etc.

School Messenger via email, text or voice mail.

LOCKERS

Student lockers can be provided to students. Students are responsible for the locker assigned to them and will be held responsible for any damage of their locker or lock. They may not use lockers other than those assigned by school personnel. Lockers for PE and the procedures for those classes will be covered by the teacher.

KHS Administration reserves the right to inspect lockers at unannounced times. Student lockers may also be searched at any time when there is a reasonable suspicion that an item is there which needs to be confiscated. Remember that the parking lot and lockers are considered school property and students' possessions in these areas may be subject to a search. The school is not responsible for items lost or stolen (including PE lockers). It is strongly recommended that all students have locked locks on lockers.

LIBRARY/MEDIA CENTER

Kellogg High school is fortunate to have a media center and the librarian encourages the use of it by students and faculty. Students are encouraged to use the library for homework, research and quiet reading-related activities. The Kellogg High School Library Media Center (LMC) is open dependent on staffing or may be closed at times due to scheduled events and meetings.

- Books may be checked out for a two week period. Library fines will be levied at five cents per day following a five-day grace period. Lost books and library materials must be paid for by the end of each semester.
- Students visiting the library during class time need to have specific course requirements to work on or a specific purpose for visiting the library and a pass from their teacher.
- Encyclopedias, magazines, restricted and reference materials will not be checked out except in extreme emergencies and then only with the librarian's permission.
- Computers are to be used for school related functions only and students using them must have a signed Authorized User Permission compliance form for the school year on file.
- Students are not to enter the back storage area of LMC without permission.
- Teachers who have scheduled time in the library will have priority on computer use.

LOST AND FOUND

Students are responsible for all personal items brought to school. Joint School District No. 391 and Kellogg High School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If a student has lost an item, check at the main office in lost and found. If an item has been stolen, please contact the office. Unclaimed items left in the lost and found may be donated to charitable organizations at the end of each semester.

LUNCH CAFETERIA

Breakfast and lunch are available each school day in the multipurpose/cafeteria room. The KHS lunch program offers a variety of choices each day for breakfast and lunch.

Cost of Meals: <https://www.kelloggschools.org/home/food-services>

Students must deposit money on a regular basis with the Nutrition staff in their lunch account to be used for main meal and ala carte purchases. Students access their lunch accounts by providing their PIN Number. Students may also purchase with cash. Online payments for meal accounts are an option. This is located on the KSD Food Service Webpage.

The cashier will inform the student when their meal account is low or empty.

***Free or reduced lunches are offered to those students whose parent(s) meet the income requirements.** Application forms for Free and Reduced Meal Program are available to all students during registration and throughout the school year and are encouraged for those who qualify. A form may be picked up at the high school office or from the Nutrition Program manager. This is a confidential program. Information forms are also available from the cafeteria manager for students who require special diets by their physician.



Questions concerning the hot lunch program can be answered by calling 208-784-1348 or visiting Food Services on the district website.

USDA is an equal opportunity provider and employer.

Lunch and Cafeteria Rules and Expectations:

- Students are expected to keep all foods in the cafeteria or the designated areas outside the cafeteria. Students may not eat in the gymnasium.
- Lunch line is based on a first come, first-served basis. No Cuts or Saving Places allowed. *Teachers step to the head of the line.*
- Students are expected to deposit all trash in proper receptacles provided.
- No charging for meals or ala carte items will be allowed unless approved by the administration.
- Charges will not be allowed the last two weeks of school.
- Checks are to be made out to KHS Cafeteria ONLY; no change or check cashing will be allowed in the lunch line.

MEDICATION

Students who need to take prescribed or other medications (including ibuprofen and aspirin) during the school day **must** bring it to the main office in a properly labeled prescription bottle or original container. No medication in envelopes, baggies, etc., can be accepted for distribution. A consent form must be completed by the parent and on file with the office staff for medication to be dispersed. Teachers are not to provide and/or condone the use of prescription/non prescription medication during school. At no time may students have any prescribed or over the counter medication on their person or in lockers, purse, or backpacks during the school day and year.

NURSING SERVICES

Part-time nursing services are provided to assist in emergencies and are available for students on a referral basis. When students become ill at school, they should first get teacher permission to leave class and then go immediately to the attendance office for assistance. If it is determined they are too ill to remain at school, parents will be contacted so please ensure that an available telephone number has been given to the school. KHS staff will follow the recommendation suggested by Panhandle Public Health Department, Idaho State, and Center for Disease Control.

In accordance with Parental Rights in Education Policy 639, the district shall annually notify parents and guardians of children enrolled in the district's schools of the parent's or guardian's rights as specified in Policy 639 through notification in school handbooks or other reasonable methods. In addition, at the start of each school year, the district shall notify parents/guardians of health services offered or made available through the school or by private organizations, including preventative health and wellness services, screenings, medication administration, first aid and emergency care, and appropriate management of all health conditions. The notice will include a statement that all such health services will be provided only with parental consent and that such parental consent does not waive parents/guardians rights to access their children's educational or associated health records or to be notified about their children's health status or monitoring. Below is the statement that must be included in all handbooks and updated each year going forward:

"Parental Rights in Education & Student Health Services

At Kellogg School District, we believe in a strong partnership between home and school to support

your child's education and well-being. This statement serves to inform you of your rights as a parent or guardian, as outlined in District Policy 639, and provides important information about health services available to your child.

Your Rights as a Parent/Guardian:

As a parent or guardian, you have specific rights concerning your child's education.

These rights, as

detailed in District Policy 639, empower you to be an active participant in your child's academic

journey. We encourage you to review Policy 639, which is available on our district website at [Insert

Link to Policy 639 Here] or by request at any school office. This policy addresses various aspects of

parental involvement and access to information.

Student Health Services Notification:

For the 2025-2026 school year, Kellogg School District offers or makes available a range of health

services. These services may include:

- **Preventative Health and Wellness Services:** Programs designed to promote healthy habits and overall well-being.
- **Health Screenings:** Vision, hearing, or other health screenings as deemed appropriate.
- **Medication Administration:** Support for students requiring medication during school hours, with proper authorization.
- **First Aid and Emergency Care:** Immediate care for injuries or sudden illnesses that occur at school.
- **Appropriate Management of All Health Conditions:** Support and planning for students with chronic health conditions.

Important Note on Parental Consent for Health Services:

Please be aware that all health services offered or made available through the school or by private organizations will be provided only with your prior parental consent. Your consent for these services does not, in any way, waive your fundamental rights as a parent or guardian to access your child's educational or associated health records. Furthermore, providing consent for health services does not waive your right to be notified about your child's health status or any health monitoring conducted by the school. We are committed to transparent communication and protecting your rights as parents. If you have any questions regarding your rights or the health services available, please contact your child's school administration."

TEN-MINUTE BREAK

Students are not allowed in the parking lot or to leave campus during the 10 minute break.

PARKING / DRIVING

Students may park in the student parking lot with a valid parking permit. There is no fee for a permit, but students must complete the form, including showing a valid driver's license and proof of insurance prior to receiving the permit. In the event that a student

loses their assigned parking permit, there will be a \$10.00 replacement charge for each lost permit. Violation of the Kellogg High School parking/driving guidelines can result in loss of driving privileges for a given length of time, suspension, community service and/or fine. Parking in the student parking lot is a privilege and can be withdrawn at the administration's discretion.

PARKING PERMIT POLICY

Accepting a Parking Permit is an Agreement to the Following:

Vehicles are to be parked in the student parking lot with the doors locked. Bus transportation is available to the student; therefore, absences due to vehicle complications will not be excused. The school is not responsible for vehicle damage or theft although we will assist to resolve these problems.

Improper parking, reckless driving, speeding, riding in the back of a pickup and horseplay will not be tolerated. If a student rides a motorbike to school, it is to be parked in the student parking lot.

- 1) Parking permits must be located on the rear view mirror or bottom driver side of windshield, and it is the student's responsibility to have a parking permit while on school property. Students who fail to park in the designated parking lot and/or fail to display their parking permit may receive detention, in school suspension and/or have their parking rights rescinded. Students must park properly in the designated area only on a first come, first served basis. Students parking in non-designated areas--staff parking lot, curbs/grass, visitor spaces, assigned spots (senior fundraiser)--during regular school hours may receive school discipline. Students are to abide by legal guidelines by not parking in fire lanes/bus loading zones and/or handicapped parking spaces. Students may not park in an area that blocks traffic.
 - a) Illegally parked vehicles may be towed away at the owner's expense and may be cited for illegal parking by law enforcement.
 - b) Handicapped students may park in the designated handicapped spaces.
- 2) Students may not loiter or go to their vehicle during the school day except for lunchtime. Leaving school at lunch in a vehicle is a student choice. Any absences related to leaving school at lunch will not be excused. In an extenuating circumstance and with staff permission, the student must check out and back in through the main office before and after going to their vehicle.
- 3) No smoking (including e-cigarettes) in vehicles by driver/passengers while on school property.
- 4) Observe the legal speed limit and drive in a safe manner, including exiting or entering the parking lot. The speed limit within the school boundaries shall be 15 miles per hour.
- 5) Vehicles will be searched if there is cause to suspect that school policies have been violated. NO weapons including hunting guns are allowed in vehicles.
- 6) Exchanging permits with other students will result in loss of parking privileges and you will be held liable for any parking violations/fines incurred by that individual.

PETS

To assure the educational and learning environment and the health and safety of all students and staff, pets are not allowed in school. Exceptions may be for specially trained dogs and special permission is granted by the building principal.

Guide Dogs Idaho Code 56-704A allows any person who is specially training or

socializing a dog for the purpose of being an assistance dog shall have the right to be accompanied by the dog in school. The person accompanying the dog in training shall carry and upon request display an identification card issued by a recognized school for assistance dogs or by an organization which serves disabled persons. The person shall be fully liable for any damages done to the premises or facilities by the dog.

PICTURES

Each student is required to have his/her picture taken for identification purposes.

PLEDGE OF ALLEGIANCE

State of Idaho Code (IC# - 1602) requires all elementary and secondary schools to provide for instruction in the proper use, display, history of, and respect for the American Flag. Such instruction includes the Pledge of Allegiance. Each school day will begin with the offering of the pledge. Students are expected to exhibit the proper conduct by standing, reciting the pledge or being silent. No student will be compelled to recite the pledge or sing the national anthem.

POP/VENDING MACHINES

KHS is not responsible for lost money/change but students are asked to report to the main office when a vending machine is not operating correctly.

SNOW POLICY/INCLEMENT WEATHER

If it is necessary to cancel school, the Superintendent of Schools and the Transportation Director will make the decision based on set criteria. Upon reaching the decision, regional news stations will be contacted to broadcast the closure. Parents/guardians and students are asked to contact the school hotline at 208-786-2071 if there is a question about school being open.

TEXTBOOKS

It is the responsibility of all students to preserve the condition of textbooks. Textbooks are extremely costly and the Board of Education furnishes them to students without charge. Teachers record the book number and condition of the book when making the distribution, and at the end of the year if the book has been damaged or lost, incurred debt will be charged accordingly.

VISITORS

All visitors to the school building and classes are required to check into the school office and obtain a visitor's pass. By Idaho Code, KHS is required to conduct a background check on all visitors that may not be in the company of a school official at all times. Because of the interruption to the instructional program at Kellogg High School, students from other schools will be discouraged and during specific times of school year not be permitted to visit classes during the school day. Former KHS students will be given permission to visit on a limited basis (i.e. lunch hour, before school, etc.) and must see the principal for a pass. All visitors are required to follow all school procedures, rules, expectations, and current Panhandle Health guidelines; failure to comply will result in immediate removal from school premises. Parents are always welcome at Kellogg High School at any time but are required to check into the school office. Section 33-512 of the Idaho Code prohibits loitering of any kind on school property. Persons who loiter about the school will be treated as trespassers and asked to vacate

the school premises immediately. Failure to comply will result in referral to law enforcement. Any suspicious person/s on or near campus should be reported immediately to the school office and administration.

AFFIRMATIVE ACTION PROGRAM

TITLE IX COMPLIANCE INFORMATION

Title IX of the Elementary and Secondary Education Act states: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”* Any student (or parent of a student) may file a complaint regarding rights under Title IX by contacting the District’s Title IX compliance officer: Jamie Dixon; Kellogg Joint School District No. 391.

The following information as required by Title IX of the Educational Amendments of 1972, Public Law 92-318, is published for the information of all employees and students in Joint School District 391: *“The Board of Trustees of Joint School District No. 391, believing in the fundamental principles of justice, due process, equal protection under the law, and the right to petition for redress of grievances, commits itself to an affirmative action program which will provide for equal opportunity in employment and delivery of educational services. The intent of the program is to ensure equal treatment of employees in recruitment, employment, training, promoting and other personnel practices and to ensure equal educational opportunity to all students within the district. The District’s affirmative action program focuses on all students and employees in the district with particular focus on racial and ethnic minorities, women, disabled and older persons” will be the representative from the Kellogg High School to serve on the Affirmative Action Advisory Committee. Any employee or student who has a grievance to redress under Title IX should contact a member of this committee.*

Title IX Coordinator-Jaime Dixon, District Office, 208-784-1348 ex5
Title IX Decision Maker-Nate Whatcott, District Office 208-784-1348
Title IX Investigators-Jana Nearing, Pinehurst Elementary 208-682-2193
Lisa Cheney, Kellogg High School 208-784-1371
Appellate Decision Maker-Lance Pearson, District Office 208-784-1348
Informal Resolution Facilitator-Jaime Dixon, District Office 208-784-1348

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA has specified that student records are confidential, with some exceptions. Parents and students need to be aware that “directory information”, which includes such items as names, addresses, and telephone numbers, is information generally not considered harmful or an invasion of privacy if disclosed. If you do not wish to have this information released by the school you must signify your intentions in writing to the school or district office.

STUDENT RECORDS (In compliance with the Family Rights & Privacy Act of 1974) Students and parent/guardians will be given notification of their rights as defined by FERPA once every year. **Education records** include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples of records are: Date and place of birth, parent(s) and /or guardian addresses, and where

parents can be contacted in emergencies; Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school; Special education records; Medical and health records that the school creates or collects and maintains; Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned; Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of —education record pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers. Parents or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's rights or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that Act and its regulation authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.

An example of this would be releasing "directory information" to military recruiters upon request. For complete information about your rights under FERPA and/or how a parent can opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so, go to the Kellogg School District website.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

This district will provide a free appropriate public education (FAPE) to every child with a disability enrolled in its schools (in conformity with an appropriately developed IEP). The District is not obligated to provide FAPE to those students with disabilities enrolled by their parents at private schools. To the extent consistent with the number and location of children with disabilities in the state, who are enrolled by their parents in private preschools (ages 3-5) and private elementary/secondary schools, this District will expend funding equal to the proportionate amount of federal funds made available under the Individuals with Disabilities Education Act (IDEA).

If your child is currently experiencing educational concerns or you suspect a disability (i.e. speech, language, academics), then please contact your building principal or school counselor. The school will assist you in the pre-referral process.

SECTION VII - ATHLETICS & THE ACTIVITIES CODE OF CONDUCT

Students involved in extracurricular activities should refer to the IHSA code concerning eligibility.

Coaching Staff

Cheerleading Lori Sawyer/ person to contact at KHS: Scott Miller

Football Dan Davidian

Volleyball Hollie Yrjana

Cross country Jeff Smith

Girls' Basketball Jana Nearing

Boys' Basketball Mike Martin/ person to contact at KHS: Scott Miller

Wrestling Boone Giulio

Baseball Dave Carlile/ person to contact at KHS: Scott Miller

Softball Kaitlyn Weske/ person to contact at KHS: Scott Miller

Track Eric Wickham

Golf Danny Kenyon

Anyone wishing to be involved in co-curricular activities must read, agree to abide by, and sign the activities code of conduct in order to be eligible to participate in co-curricular activities at Kellogg High School. A copy of this code may be acquired at KHS, KMS or the district office.

SECTION VIII - DISCIPLINE

Maintenance of Orderly Conduct

To maintain a safe and productive learning environment, students are expected to conduct themselves in a manner that does not interfere with the orderly operation of the district's educational programs. Disciplinary action may be taken for misconduct occurring during the school day, on school grounds, at school-sponsored activities, on district transportation, or off school property if the conduct directly impacts school operations.

School officials and staff members will exercise reasonable authority as necessary. In fulfilling this duty, the school recognizes the need for a fair and reasonable procedure in order to assure individuals rights. Faculty and administration shall make every effort informally to resolve student disciplinary problems at the earliest indication that a problem exists. Staff members have the right to discipline students when necessary in a manner that is appropriate to the offense. Corporal punishment or other types of physical discipline shall not be administered.

In addition, students at Kellogg High School are expected to be courteous, well mannered and respectful toward teachers, staff members, other students, and guests. Each student is responsible for his/her own action and choices.

Willful disobedience, open defiance toward school officials and authority, teachers or other staff members' reasonable requests and authority may result in disciplinary action.

Any request made by any school personnel is for the protection or benefit of students and must be followed.

The following acts are examples of but not limited to behaviors by a KHS student at school, on the way to or from school, or at any school-sponsored activity that will be cause for disciplinary action:

1. Fighting, intimidation, inciting physical altercations, assault, or provoking assault
2. Hazing, harassment, intimidation, or bullying (including cyberbullying).
3. Making threats of any kind (verbally, in writing, through 2nd or 3rd party, or electronically) or making false reports about threats

4. Use, possession, advertising, distributing or selling of tobacco (including e-cigarette paraphernalia, drugs or alcohol products (i.e. cigarette lighters, clothing advertising illegal products, etc.)
5. Classroom disruption or disturbing others.
6. Endangering the health and/or safety of others (i.e. possession of weapons, pushing, tripping, throwing objects etc.)
7. Extortion; theft; vandalism; other law violation
8. Disorderly conduct
9. Graffiti or vandalism
10. Improper dress or disregard for the KHS/KSD Dress Code
11. Improper vehicle use and parking of vehicle i.e. reckless driving on campus
12. Lunch, bus, or hall misbehavior
13. Not following the reasonable request of a teacher or staff member (i.e. - loitering, refusal to identify self, etc.) or providing staff truthful information
14. Cheating, plagiarism, or forgery of school documents
15. Tardiness, truancy, or leaving school without permission
16. Profanity, Vulgarity or obscene language and/or acts
17. Students who choose to get involved as a 3rd party in discipline issues between a student(s) and staff ("classroom lawyer clause")
18. Other behaviors deemed inappropriate by staff
19. Technology Misuse: Improper use of school computers or technology assets.
20. Inappropriate Online Behavior: Any online communication (including on social media or personal devices, on or off campus) that harasses, threatens, or harms the reputation, dignity, or safety of school employees, students, parents/guardians, or volunteers.

A STUDENT WHO VIOLATES ANY OF THE RULES LISTED ABOVE MAY EXPECT TO RECEIVE ONE OR MORE OF THE FOLLOWING CONSEQUENCES*: Administrative discretion

1. A conference with the teacher and/or principal to discuss the problem.
2. Contact parents and/or a parent conference.
3. Lunch and after school detention
4. A ban from area and/or activity, including activity attendance
5. Probation and placed on a behavioral and/or academic contract.
6. Reduction of schedule w/F grades
7. Short or long-term suspension from class or school, in school suspension, and expulsion recommendation.
8. Loss of bus or parking privileges.
9. Loss of open campus during lunch time.
10. Loss of parking privileges.
11. Referred to law enforcement or other appropriate agencies.
12. Referral to the Superintendent of Schools.
13. Under certain circumstances, students may be requested/referred to an intervention room where they will be provided with various resources and support to help with academic or behavior management.

*Students with accommodations will be noted in Skyward as to the outcome being additional academic support and/or behavioral consequences. Skyward documentation will reflect the communication and results of the occurrence.

Students who are serving in-school or out-of-school suspension **will not be allowed to attend that day's extracurricular activities (i.e. assemblies, dances, field trips, athletic events, etc.).** *Coaches may allow athletes who are in in-school suspension to participate in practice but they will not be allowed to participate in a game or competition. Furthermore, a student's absences while serving out-of-school suspension will be counted toward their 9 allowable days for waiver purposes.*

The KHS staff and administration will make every attempt to notify parents before suspending students. If a parent is not available or contact information is not current and updated, the student will be placed in in-school suspension and the out of school suspension will start the next day. If it is in the best interest for safety reasons that the student be removed immediately from the campus, then arrangements will be made to safely transport the student home or to a safe place.

ALCOHOL, DRUG AND TOBACCO VIOLATIONS

Tobacco Use Or Possession—including E-Cigarettes

Definition: Any student who appears at school, on a school bus or school vehicle, or at any school sponsored activity or function evidencing behavior which gives reasonable suspicion that he/she may be illegally possessing and/or using tobacco, including e-cigarettes and paraphernalia or admits to illegal possession and/or use of such, or illegal possession of tobacco on his/her person, in his/her locker, vehicle or other property, will be in violation of this district's policy and will be subject to the following sanctions per District Policy No 565:

1 st Referral	3 days in-school suspension, police notification
2 nd Referral	5 days out of school suspension and behavioral contract with principal and police notification
3 rd Referral	5 days out of school suspension and referral back to superintendent for recommendation of expulsion, and referral to law enforcement.

Controlled Substance (Drugs/Alcohol): Use/Possession/Under Influence

Idaho Code 33-210 - Any student who voluntarily discloses using or being under the influence of any controlled substance before he/she is reasonable suspicion shall be provided anonymity to the extent that disclosure is held confidential on a faculty "need to know" basis, that notification is provided to parents/legal guardian .

Definition: Any student who appears at school, on a school bus or school vehicle, or at any school sponsored activity or function evidencing behavior which gives reasonable suspicion that he/she may be illegally under the influence of alcohol, drugs or controlled or mood altering substance by school official, admits to use of such once questioned, or is found to possess drug paraphernalia, alcohol, drugs, controlled or mood altering substances, or to have such substances on his/her person, in his/her locker, vehicle or other property, will be in violation of this district's policy and will be subject to the following sanctions per District Policy No: 564:

1 st Referral	Police notification/5 days out-of-school suspension and referral to superintendent.
2 nd Referral	5 days out of school suspension, referral to superintendent for possible expulsion and referral to law enforcement.

BOMB THREATS OR EXPLOSIVE EMERGENCIES

All threats received by the school will be immediately turned over to law enforcement and the district office for investigation. A student discovered to have been involved in or the culprit of making a threat will be immediately suspended and referred to Superintendent of Schools and law enforcement.

DISRUPTIVE ACTION

The following behaviors are determined by Kellogg High School administration and personnel and the Board of Trustees to be disruptive and interfere with the safe and orderly environment of education and school and to the opportunity for students and educators to learn.

- ❖ Horseplay, excessive running, pushing, fighting, intimidation, throwing rocks or snowballs, harassment and coercion.
- ❖ Instigating, or taking part in falsifying documents, threats, scares.
- ❖ Possession, use of, or distribution of illegal substance, prescription and non-prescription (over counter medicine), pornographic literature,
- ❖ Disorderly, loud, offensive, profane, vulgar, and annoying behaviors and actions in classroom and out.
- ❖ Reckless and unsafe driving or parking of vehicle, bike, skateboard (not allowed during school hours) and any other motor vehicles.
- ❖ Any act which in the judgment of the administration is detrimental to the health, welfare, or morals of those attending or working at Kellogg High School (Idaho Code 33-205).

FIGHTING

Fighting and/or physical altercations will not be tolerated under any circumstances. Students who get into a fight or altercation may be suspended up to five (5) days along with detention.

Students are required to seek intervention and mediation from school officials when conflict, disagreement, or harassment occurs between self and others.

Students who either encourage a fight to continue or incite a fight or physical altercation through teasing, heckling, or harassing of another student(s) are subjected to the same suspension as are those who actually commit the action or incident. This includes anyone caught filming or distributing footage of a fight or harassment.

Students involved in a fight or physical altercation may be referred to law enforcement depending on the degree of severity and discretion of school authorities. Participants and/or victims in an altercation and the school may also report the incident to law enforcement.

GRAFFITI AND VANDALISM

Students are not to write on, deface or paint any school property. Please report immediately any evidence of items that have been damaged, broken, or marked by any graffiti to the office.

PROFANITY

KHS students, visitors, and staff are requested to refrain from using any form of profanity at any time of the school day and at any school sponsored activity. If a student or guest persists and repeats the use of profanity, appropriate disciplinary action will be taken by school authorities. This can result in school suspension or restriction from school sponsored activities. Patrons, students, and staff are reminded that Kellogg High School is an educational institute, and a high level of regard and respect must be present.

PUBLIC DISPLAY OF AFFECTION

Students who do not conduct themselves appropriately will receive an office referral and parents will be asked to intervene. Displays of affection may be considered excessive on the school grounds both during regular school hours and during extracurricular activities.

HARASSMENT

It is the policy of the school district to maintain an environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Kellogg High School has a legal and ethical responsibility to protect students from harassment.

Definition: Harassment is defined to include verbal, written, graphic, electronic, and/or physical conduct relating to an individual's sex, race, color, physical attributes, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment for others (students, staff, and guests).
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational and personal opportunities.

Harassment includes, but is not limited to the following:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by victim's sex, race, color, physical attributes, national origin, age, religious beliefs, ethnic background or disability.
2. Demeaning racial jokes, taunting slurs, derogatory "nicknames" innuendoes, or other negative remarks relating to the victim's sex race, color, physical attributes, national origin, age, religious beliefs, ethnic background or disability.
3. Graffiti and/or slogans or visual displays such as cartoons or posters, depicting slurs or derogatory sentiments related to the victim's race, color, physical attributes, national origin, age, religious beliefs, ethnic background or disability.
4. Criminal offenses directed at a person because of their sex, race, color, national origin, age, religious beliefs, ethnic background or disability.

SEXUAL HARASSMENT

Kellogg High School has a legal and ethical responsibility to protect students from sexual harassment.

Definition: Sexual Harassment is a form of misconduct that undermines the opportunity of the student to obtain an education in a safe environment, undermines the student's relationship with educators and with other students and undermines a sense of emotional, personal and physical security and safety at school. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, verbal, physical, and electronic. Sexual harassment is a form of misconduct that includes, but not limited to, unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal, physical, electronic conduct of a sexual nature. Sexual harassment is a form of provocative and sexually offensive actions and words in the presences of others (minors) that are by the situation a captive audience. The following actions are considered sexual harassment:

- ☐ Unwelcome verbal statements of sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments or name calling.
- ☐ Unwelcome sexually motivated or inappropriate touching, pinching, or other physical contact.
- ☐ Unwelcome behavior or communication of any kind directed at an individual because of his/her gender.
- ☐ Writing sexually descriptive or suggestive graffiti on including, but not limited to: school items, walls, books, notebooks, bathroom walls, electronic presence, paper etc.
- ☐ Passing sexually descriptive texts, e-mails, electronic messages, letters or notes.
- ☐ Sexually suggestive gestures or body language.
- ☐ Whistling or yelling obscenities at students in school.
- ☐ Students displaying or circulating centerfolds or sexually explicit materials.
- ☐ Teasing, implying and/or taunting other students about sexual activities or lack of sexual activities.
- ☐ Teasing, implying, and/or taunting other students about physical attributes and body development, either overdevelopment or underdevelopment.
- ☐ Spreading sexual rumors.
- ☐ Threatening or intimidating unwelcomed or illegal sexual action on another individual.
- ☐ Name calling of either gender; i.e., "slut," "whore," "fat," "cow," or "lesbo" or calling boys "homo," "fag", or "queer."
- ☐ Describing sexual fantasies.
- ☐ "Rating" other students or staff members in a sexual way.

Based on the severity of the harassment and the Idaho State Code and Federal Law, consequences will be applied appropriately by administration and possible referral to the Superintendent of Schools and law enforcement. The determination of the appropriate consequences is left to the discretion of the school authorities and extent of severity of behavior.

REPORTING PROCEDURES FOR ALL HARASSMENT:

1. Any student and/or parent/guardian of a student, who believes a student is the victim of harassment should immediately report the situation to school personnel; i.e., teacher, coach, athletic director and principal.
2. Any district employee who receives a report of harassment from a student or parent/guardian, observes any forms of harassment, or becomes aware that a student is being subjected to harassing behavior, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
3. Any district employee who witnesses harassment of a student should take immediate and appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

INVESTIGATION

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

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain written statements from witnesses, if any; and
4. Prepare a written report detailing the investigation.
5. Take appropriate measure for discipline action
6. Contact parent/guardian as appropriate to situation
7. Refer case to necessary agencies and law enforcement

An investigation into all allegations will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused.

However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by law.

An investigator may be appointed to conduct the investigation or the principal or superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays.

HARASSMENT DISCIPLINARY ACTION

If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender. In the event the investigation discloses that the complaint has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct that could be reasonably considered to be Criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

PROTECTION AGAINST RETALIATION

Retaliation will not be tolerated. Any person (2nd or 3rd party included) found to have retaliated against another individual for reporting an incident of violation of school policy or rules, including but not limited to forms of harassment, may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of school violations and/or harassment are also protected from retaliation under this policy.

RECORD OF ALLEGATIONS

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

STUDENT BUS CONDUCT

Those students who ride a school bus or any other type of transportation provided by the school district are subject to the rules of the school and required to comply with all reasonable and necessary requests, directions, expectations of the bus driver, and follow all rules and expectations as established by KHS and KSD Transportation Department. Students and parents/guardians are expected to read, agree to and sign the KSD

Transportation Rules and Expectations as ridership of the school transportation system. Students will be expected to conduct themselves in a manner, which is both safe and orderly.

1. Students must obey the bus driver's directions promptly and courteously.
2. Students will refrain from loud talking, shouting, yelling and/or unnecessary confusion as all students responsible for maintaining the order and safety for all. Absolute silence is demanded when the driver stops the bus at a railroad crossing.
3. Students must keep hands, arms, and head inside the bus at all times. Windows may not be opened more than half way.
4. Students must be on time to board the bus. It is recommended students arrive at the bus stop five (5) minutes before the scheduled arrival of the bus.
5. Students must not try to board the bus until it comes to a complete stop and the door is opened.
6. Students must remain seated while on board and while the bus is moving. They should stand to embark when the bus has come to a stop.
7. If necessary for a student to cross the road after leaving the bus, they must wait 15 feet in front of the bus until the "all clear" signal is given by the driver and then cross carefully. In crossing the road to board the bus, the student must wait until the driver gives the "all clear" signal, and then carefully cross in front of the bus.
8. Students must board and leave the bus at their established stop unless they have a request signed by their parent or guardian to do otherwise.
9. When assigned to a bus, a student must continue to ride that bus unless reassigned by the respective school building principal or transportation department representative.
10. In order to ride a bus that a student is not assigned to they must contact the bus garage @ 208-784-0061 to get permission in advance.
11. Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus or in the bus. Eating and drinking are not allowed on a school bus.
12. Smoking and/or the possession and/or use of tobacco or any other illegal substance is not permitted on any bus at any time.
13. No items are to be stored in the aisle. Any large items carried on the bus must be held on the student's lap. Items such as large musical instruments, shop projects, pets, skateboards, large items etc., shall not be transported with students on the bus.
14. In regard to discipline action, a KSD bus driver has the same status and authority as any school personnel.
15. Any action or student behavior that contributes to creating an unsafe condition for any student on the school bus or in the transportation of students to and from school will result in disciplinary action by the transportation department and administration.

WEAPONS

KHS has a zero tolerance for students who have been found to have carried a weapon or firearm on school property. Bringing any item that can be determined as a weapon to school will not be tolerated. Weapons may include but are not limited to: guns, knives, and other objects that may do serious physical harm or are a threat to the health and safety of others or cause a disruption to the educational process. Possession and/or use of these objects at school or at any school-sponsored activity without prior permission

of school officials will result in formal suspension procedures and possible expulsion. The Superintendent of Schools and law enforcement will be notified in all situations and incidents.

Definition of a Weapon/Firearm: an item that can inflict physical harm on others or be used to coerce, threaten and intimidate others. A weapon includes knives, sharp items, guns (including a starter gun) “which will or is designed to or may readily be converted to expel a projectile by a mechanical action or the action of an explosive.” The following examples are also included but not limited to: the frame or receiver of any such weapon, any firearm muffler or silencer; any look-alike items; and destructive devices such as any explosive, incendiary, poison gas, bomb, grenade, etc.

In accordance with the federal “Gun-Free-Schools Act”, any student who brings firearms or weapons to school will be expelled for a minimum of one (1) year (365 days) after completion of due process and an investigation by school authorities and law enforcement.

The Kellogg School District will not admit a student who has been expelled from another school district for violating the Gun Free School Act until the student is eligible to return to that school district. If a student wishes to challenge that decision, he/she is entitled to a due process hearing.

THREATS OF EXTREME VIOLENCE

It is our intention to provide a safe learning environment for all students. Therefore, the threat or use of extreme violence toward students, school personnel and school property has no place in the school setting and will not be tolerated. Threatening death, dismemberment, or extreme violence against another student (or students) or any staff member may result in an immediate out of school suspension of no less than five school days and a referral to the superintendent of schools for further disciplinary action.

TRESPASSING

Idaho State Code Section 33-512 (11) authorizes officers and school officials “...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in school houses or on school grounds, and to provide for removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds, is guilty of a misdemeanor.

SEARCH AND SEIZURE

KHS school administrators and/or designees, upon probable cause and/or reasonable suspicion that a student has violated or is violating either the law or the rules of the school, can search students, vehicles, lockers or any other place of concealment on the school grounds. Items suspected to be illegal, stolen or unsafe can and will be confiscated until such time the situation can be resolved by the proper authorities.

Random Searches by administration or their designee may occur throughout the school year. The school may also approve random “drug dog” searches during the school year. Searches may include lockers, classrooms, parking lots or other school facilities as determined by the administration.

SECTION IX – STUDENT SAFETY

BOMB THREATS OR EXPLOSIVE EMERGENCIES

In the event of a bomb threat or explosive emergency, the students will exit with their teacher as noted in the Emergency Evacuation Plan posted in all classrooms and key areas of school building. After leaving the building, the students are to remain with their teacher and as a class go to the field below the student parking lot.

In such drills students are to remain with their teacher as a class and are not to leave campus or go to their cars. If necessary, buses will be summoned and the students, with their teacher, will be transported to other district facilities or determined safe zones.

EMERGENCY EVACUATIONS

When the Evacuation Alarm sounds all Students, Faculty and Staff members must immediately evacuate the building. They are to follow the posted KHS Emergency Evacuation plan. Evacuation plans and guidelines are posted in all classrooms. Upon evacuating the building students and staff are to move away from the building to the assigned location and remain with the teacher and/or staff member in the designated area until an all clear alarm, bell, or signal is given by school officials.

LOCK DOWN DRILL

When the Lock Down Code or Alarm Sounds (sounds submarine diving or a European Ambulance) All Students and Staff members are to immediately go to the nearest room in the building and remain in the secure classroom (doors shut and locked at all times and blinds closed.) All students and staff members are to sit against the wall away from hallway or outside view and with limited observation from outside and remain very quiet. Students and staff will only open a door or return to normal operating procedures upon hearing an identifiable and familiar school official voice or identified law enforcement over the intercom or from the hallway giving them instructions to do so.

REPORTING THREATS

The Joint School District No. 391 takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff for investigation and follow-up. If after school hours or on a weekend, please leave a detailed message on the school voice mail system. An additional resource to report serious threats and incidents at KHS is the following:

SAFE SCHOOL HELPLINE

The Safe School Helpline is available 24/7. Calls are taken 24 hours a day, 7 days a week. Most calls are taken in the evening, when students have privacy and access to a phone. Staff administrators and parents are additionally welcomed to use The **Safe School Helpline**, anonymously, as a first line of defense against drugs, violence, and weapons in our community. **800-418-6423, ext. 359.**

The Safe School Helpline provides students access to assistance and help and empowers them to make positive choices and decisions.

The Safe School Helpline is a breakthrough communications tool that students, parents and educators can use to prevent threats to learning. The Helpline provides a

confidential means of reporting unsafe conditions that may imperil students and staff, and help to identify at-risk students using totally anonymous, non-threatening measures. It gives school officials the information they need to enhance safety and improve the quality of education. 800-418-6423, ext. 359.

Let us know – ANONYMOUSLY – when you witness any illegal activity that threatens our school. Make the call and make a difference!

Searches by School Officials KSD POLICY NO: 570

The constitutional rights of students do not stop at the schoolhouse gates. Therefore, students have a right to be protected from **unreasonable** searches by school officials. However, it is the intent of the Board of Trustees to provide a safe and orderly environment for all students, conducive to the pursuit of educational goals. As a result, it may be necessary for school officials to search a student, his/her personal belongings (backpack, purse, bags, and instrument case), locker, desk, notebook, vehicle, or electronic devices when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. Only district personnel authorized by the superintendent may conduct a search pursuant to this policy. This policy applies to only those searches conducted by school officials; it does not apply to searches by law enforcement officers.

All students are responsible for the contents of any vehicle, locker, desk, backpacks, purses, bags or other items they possess or bring on to District property or to a District sponsored event. No student shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on District property or at a District sponsored event. Discovery of a prohibited substance may result in referral to law enforcement and/or disciplinary action consistent with district policy.

RANDOM SEARCHES

In the interest of maintaining safe and drug-free schools, school officials may conduct random or “blanket” searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct such searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exists. Random searches may be conducted to assure the school remains a safe place for students, staff and learning and may happen at any time without prior notice and do not require school officials who conduct the search to obtain a search warrant. Random searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

REASONABLE SUSPICION SEARCHES

To initiate a reasonable suspicion search, the school official must have a reasonable suspicion as to all of the following:

1. A crime or violation of school policy has been or is being committed;
2. A particular student has committed a crime or violated district policy;
3. Physical evidence of the suspected crime or violation of district policy is likely to exist; and
4. Such physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or district policy violation.

The search based on reasonable suspicion must be reasonable in its scope. The areas or items to be searched and the methods utilized must be reasonably related to finding physical evidence of the crime or violation of district policy. The search must not be excessively intrusive, given the age and gender of the student and the circumstance of

the search. School officials will make a reasonable effort to obtain the consent of a student before initiating a reasonable suspicion search, unless the circumstances constitute an emergency.

STUDENT'S PERSON OR POSSESSIONS

At any time when the student is on school property or at a school-sponsored event, school officials may search the student's person or possessions (including but not limited to backpack, purse, or athletic bag etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or is otherwise secreting evidence of a crime or violation of district policy. Such searches shall be conducted in an appropriate manner, in private and witnessed by another adult. Students may be required to remove outer clothing (jacket, shoes, etc.) and empty pockets as part of the search. If the search is of the student's person ("pat-down" search), the school official conducting the search and the witness must be of the same sex as the student. Under no circumstances is a school official authorized to conduct a "strip search" of a student.

LOCKERS

Lockers assigned to students are the property of the school district and remain under the control of the district at all times. The student will be responsible for the proper care and use of the locker assigned for his or her use. School officials may randomly open and inspect lockers for any reason at any time.

If the random search produces evidence of criminal activity or violation of district policy, it may serve as a basis for a reasonable suspicion search of the locker's contents, including the student's property. School officials may open and inspect lockers when there is reasonable suspicion that the lockers may contain illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security of others or the school. Searches of lockers, whether random or reasonable suspicion, may be conducted without notice, without consent, and without a search warrant.

VEHICLES

Licensed student drivers are permitted to park legally licensed vehicles on school premises as a matter of privilege, not of right. School officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security, are contained inside. Such patrols and searches may be conducted without notice, without consent, and without a search warrant.

DOGS (Drug Dog Searches KSD POLICY NO: 569)

Subject to the following conditions, the administration may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds. The administrator shall be present. Students shall not be in the immediate vicinity of the dogs while they are searching.

In an effort to keep schools free of drugs and other contraband items, the District may use specifically trained non-aggressive dogs to sniff out and alert the dog's handler to the presence of substances prohibited by law. The dogs may sniff the air around lockers,

desks, bags, items or vehicles on District property or at District sponsored events only when there are no students or employees present. Only the trained dog's handler will determine what constitutes an alert by the dog.

The use of trained dogs shall be unannounced and may be made at the discretion of the Superintendent or designee.

If a student obstructs the District official's search, the matter may be referred to the local law enforcement agency. If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

SEIZURE OF CONTRABAND OR ILLEGAL MATERIALS

School officials may seize and retain, or turn over to law enforcement officials, any contraband or illegal items, or evidence of a crime or violation of district policy, found as a result of any search conducted pursuant to this policy.

"Contraband" means all substances or materials which students are prohibited from possessing by district policy. "Reasonable suspicion" means that the school official initiating the search has a well-founded suspicion—based on objective facts that can be articulated—of either criminal act student(s). Reasonable suspicion is more than a mere hunch or supposition.

Restraint & Seclusion Policy 553:

"As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. The parent/guardian will be informed when any of these actions have occurred as soon as possible after any such incident. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request."

SECTION X – SCHOOL GROUNDS

SCHOOL BOUNDARY

The high school property extends from the gate above the ROTC rifle range to the hospital parking lot. All school regulations apply in this area (this includes the trail which leads to and from the school).

RESTRICTED AREAS

Each high school facility has restricted areas as determined by the building administration. Current restricted areas during school hours 8:05 am to 3:15 pm with the exception of lunch hour included trail east of creek, the creek, hillside, student parking lot, north parking lot, storage areas, under bleachers, and the following areas without supervision: upper practice field, ROTC firing range, and locker rooms. Students will be informed by the building administration if new locations have been added during the school year. These areas will be designated as no loitering/eating during passing

periods, and lunch and/or break: the trail and creek area, ROTC Rifle Range and Upper Field (except ROTC), North Parking Lot, and Student Parking Lot (except lunch time).

LOCKER ROOMS Are closed and off limits to all students except those assigned to physical education classes or ROTC during those periods. Students are required to use the restrooms closest to their classrooms and not the locker rooms.

SURVEILLANCE CAMERAS

Kellogg High School has surveillance video cameras on campus and in district school buses. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.