

*Kingsley-Pierson*  
*Community School District*  
*Student Handbook*  
*2021-2022*

**"COMMITTED TO EXCELLENCE"**

**STATEMENT OF MISSION**

Our mission is to champion excellence in education through leadership and service. We are committed to ensuring that all Kingsley-Pierson students have access to a network of services that allows them to realize their potential. Through education we strive to build a quality of life which sets the standard for Iowa.

**INSTRUCTIONAL FOCUS**

"ALL CHILDREN CAN LEARN"

**KINGSLEY-PIERSON**  
**COMMUNITY SCHOOL**  
**STUDENT HANDBOOK**

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"It is the policy of the Kingsley-Pierson Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Rob Wiese, 322 Quest Ave, 712-378-2861, [rwiese@k-pcsd.org](mailto:rwiese@k-pcsd.org). The Kingsley-Pierson Community School District offers career and technical programs in the following areas: Agricultural Education, Business Education, and Industrial Education."

**KINGSLEY-PIERSON  
COMMUNITY SCHOOL  
STUDENT HANDBOOK  
2021-2022**

**GENERAL INFORMATION**

**THE KINGSLEY-PIERSON STUDENT HANDBOOK** contains information of value to every student. It is to give you information on school regulations for the sole purpose of making our school one of the best. As you know, no school can function properly without policies and regulations. It is impossible to cover all of the problems that will present themselves to the student, so each student is urged to discuss his/her problems with the teachers, counselor and the administrators.

Keep in mind from day to day that you are working for **YOURSELF** and not your teachers. Work to the best of your ability at **ALL** times because **YOU** are the one who will receive the direct benefit of your efforts. Some of our colleges and universities are overcrowded and, as a result, have become very selective in regard to admitting new students. After you graduate and ask the school to send a transcript of your work to the college of your choice, will your record be such that they will desire you as a student? If you do not attend college or a trade school, will your high school record give you preference over other students seeking the same job? If you were an employing official, would you select the student who worked to the very best of his/her ability, who was punctual in attendance and whose conduct and effort was satisfactory while in high school, or an applicant who was deficient in any of these? Answer these questions for yourself and let your conduct and effort be such that you will reap the greatest benefit from your high school career. This is your school. The faculty is here to help you make it a good school. This handbook is intended to give each Kingsley-Pierson student a condensed explanation of the school's philosophy, activities, rules, and other regulations. The complete School Board Policies pertaining to student activities can be found in the Superintendent's office.

**SCHOOL ORGANIZATION**

<b>ELEMENTARY:</b>	K, 1, 2, 3, 4.....	Kingsley Building
<b>MIDDLE SCHOOL:</b>	5, 6, 7, 8 .....	Pierson Building
<b>HIGH SCHOOL:</b>	9, 10, 11, 12.....	Kingsley Building

## ACCREDITATION

Approved by the State Department of Public Instruction.

## EQUAL EDUCATIONAL OPPORTUNITY

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The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socio-economic status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

## PROBLEMS

Feel free to discuss your problems with your teachers, school counselor, or principal, whether you have a class with them or not. Your teachers are here to help you enjoy your school year. If something is bothering you, please come to see one of us.

## NURSE'S OFFICE GUIDELINES

1. Students must check out at the office before going to the nurse's office and check back in before returning to class. You must sign the record book in the office.
2. Only one class period allowed in the nurse's office. Students must either go back to class or go home after one class period. The nurse/administrator must approve going home, or a parent must call approving student to go home.
3. The student's parents will be contacted after one class period in the nurse's office.

4. Students must secure permission from the nurse for procedures regarding taking medications.

### FIRE & TORNADO DRILLS

Periodic fire drills and tornado drills will be held to make certain that proper and orderly procedures will be taken. When the FIRE ALARM rings (uninterrupted alarm), leave books, coats, etc., and walk quickly and orderly to the nearest exit and get away from the building. You will be informed of the individual room procedure for fire drills. The TORNADO ALARM is an intermittent alarm. During tornado drills, always go to the east part of the building to designated areas. Every room should have an emergency poster indicating where the tornado shelters are located. Listen to the instructions of the teachers.

### REPORTING PERIODS

Report cards will be issued at the end of each nine week period. This is a report for the benefit of parents and should be taken to them. Notices indicating unsatisfactory or failing work are sent to the parents at the end of the 3<sup>rd</sup> week and 6<sup>th</sup> week of each nine week quarter for 6<sup>th</sup> - 12<sup>th</sup> grade students. Students in grades 3-5 will receive a 4 ½ week “mid-term” report card each quarter. Grades and assignments can be monitored on the JMC Parent Access portal through the school website. Call the school office to set up usernames/passwords. Conferences with teachers are arranged through the principal’s office. Parent-Teacher Conferences are scheduled after the first nine weeks and third nine weeks. Conferences with teachers are encouraged.

### HONOR ROLL

REQUIREMENTS FOR “ALL A” HONOR ROLL:

All subject’s grades must be A’s (A+, A, or A-).

REQUIREMENTS FOR “A AVERAGE” HONOR ROLL:

All subject’s grades must be A’s (A+, A, or A-) but one B is allowed.

REQUIREMENTS FOR “A-B” HONOR ROLL:

All subject’s grades must be A’s and B’s (A+, A, A-, B+, B, B-)

REQUIREMENTS FOR “HONORABLE MENTION” HONOR ROLL:

All subjects’ grades must be A’s and B’s. One C is allowed. Two C’s or one D are not permitted on this honor roll.

### SCHOOL ATTENDANCE POLICY

Regular attendance and promptness are necessary for good student progress. Absence from school can never be made up. Regular attendance is essential to successful school work. **Teachers should not be expected to give extra time to pupils to make up work missed unless absence is due to illness or other legitimate cause.**

## ADVANCE NOTIFICATION OF ABSENCES

When students are going to be absent from school, parents are requested to:

1. Call the attendance center (Kingsley or Pierson) which the student attends to let the school know the reason the student won't be coming that day.
2. If a student is going to be absent due to a medical appointment, **it is required that the student bring a note from the doctor to school verifying the appointment.** Many times the doctor's office will automatically print off school/work excuses when you check out.
3. Calling is requested between 7:45 a.m. and 9:00 a.m.
4. In the event the student does not show up at school and no phone call is received by the end of first period, school personnel will call or text the student's parent(s) to find out why they are not in school.
5. Parent cooperation is requested in this procedure as it is designed to help us help your child. We want to know they are safe and that nothing has happened to them on the way to school. It also helps us account for student absences.

## MAKE-UP SLIPS

**It is the student's responsibility to get a make-up slip and get all assignments for the time the student was absent.** All classes missed will be listed on the make-up slip. The teachers will fill in the assignments for the missed classes. **Students are allowed one day to make up a half day's absence, two days for a full day's absence. One additional day is allowed for each additional day absent.**

## VALID REASONS FOR ABSENCES:

1. **ILLNESS:** After 10 days of absence for ANY reason during a semester, parents will be asked to submit a doctor's excuse for illness.
2. **DEATH IN THE FAMILY, WEDDINGS:** There are not a set number of days for deaths or weddings in the family because this varies according to circumstances.
3. **MEDICAL AND DENTAL APPOINTMENTS:** Note from doctor's office required.
4. **DRIVER'S LICENSE AND PERMITS:** Up to ½ day is allowed.
5. **WORKING AT HOME:** Students are not to work at home for anyone other than their parents during school hours, and staying out of school should be limited and the privilege not abused (5 day maximum). The student must not be holding a job which interferes with school attendance.

6. FAMILY AND PERSONAL BUSINESS: As arranged with the school administration. Ex. legal work, insurance, banking, family counseling, etc.
7. SCHOOL ACTIVITIES: Either sponsored or approved by the school, in an activity in which the student is participating. It is necessary to follow the set procedure for these special events.
8. JOB INTERVIEWS (SENIORS ONLY): Up to 1 day absence is allowed, by recommendation of guidance counselor.
9. COLLEGE VISITATIONS: Up to 2 days absence per semester is allowed. If students need additional days, they need to see the counselor first to make arrangements.

#### **ABSENCES WHICH ARE NOT VALID**

1. SHOPPING: Stores are open on weekends and in the evening so it is not necessary to miss school for this reason.
2. HAIR APPOINTMENTS: Hair appointments can be scheduled for after school or weekends so it is not necessary to miss school for this reason.
3. WORKING: Working for anyone other than the student's parents during school hours is not acceptable.
4. OTHER ABSENCES: Too numerous to list, but not valid reasons, left to the discretion of the school administrators.

#### **POLICIES REGARDING ABSENCES DUE TO ILLNESS:**

1. Students are NOT to participate in or attend a school activity (music, sports, drama, etc.) at night on a day when he/she was absent from school due to illness. Students must be in attendance for all afternoon classes (not just 8<sup>th</sup> period) in order to participate in evening events.
2. If a student leaves during the school day due to illness, they are not permitted to come back to school on that same day. The student is not permitted to participate in afternoon or evening activities. If you are too ill to be in school, you are too ill to participate.
3. Students are not permitted to leave school to go home to take medicine and rest, then return to school in order to participate in an activity. Once again, if the student is ill enough to have to leave school, they are too ill to participate.
4. Please keep sick children at home for at least 24 hours after they no longer have fever (under 100.00 degrees) or do not have signs of a fever, without using temperature-reducing medications such as Tylenol or Ibuprofen. If sick with vomiting or diarrhea, the student should be eating a regular diet for 24 hours before returning to school. Keeping children that are



physically ill at home will reduce the number of people who may get infected. Please take these factors into consideration when deciding to send your child to school or not.

### UNEXCUSED ABSENCES

Deliberately skipping school without parental consent is considered unexcused. The following consequences may be administered to students who receive an unexcused absence:

1. Double make-up time for each missed period.
2. Suspension from school.
3. Further consequences for these absences may be point/grade related in specific courses.
4. Teachers are not expected to give extra time for students to complete work if time is missed due to unexcused absence. An unexcused absence may result in a zero for work due on that day.

### TELEPHONE

Students are permitted use of the office telephone. These phones are business phones therefore phone calls should be limited to three minutes or less. Students will not be called out of class to answer the telephone except in cases of an emergency.

Telephone calls can be made during the noon break, before and after school, or during study halls. Students who abuse telephone privileges will not be allowed use of the school telephone. **HIGH SCHOOL students only are permitted to use cell phones during their lunch period and in the hallways between classes.** For the purpose of this policy, school hours are considered 8:15 a.m. to 3:30 p.m., or until student is dismissed for the day.

### PERSONAL COMMUNICATION DEVICES

The Kingsley-Pierson School District prohibits student use of communication devices such as cell phones, two-way radios, walkie-talkies, laptop computers, MP3 players, I-pods, e-mail, etc. for purposes *not directly related to established educational programming*. This prohibition applies during the school day and while participating in some school activities. If a student has any question regarding the use of an electronic device, including but not limited to whether the use of that device is prohibited by this policy, the student should contact the Superintendent or Designee before using the device. Student's who violate this policy will be subject to disciplinary action. The prohibition of these devices is necessary to prevent unnecessary disruption of the educational process. High school students are permitted to use cell phones during lunch and in the hallways between classes. Middle school students are not permitted to use cell phones during the school day without adult permission. Cell phones

should remain turned off and unseen in the child's backpack or locker. The use of laptops, Ipads, Nooks, Kindles, tablets, smart phones, etc. may be allowed per teacher and administrative discretion.

### **CHROMEBOOKS**

Kingsley-Pierson High School and Middle School provides Chromebooks for 1:1 learning for students, or students may use their own laptop/Chromebook. Students who wish to use a school-owned Chromebook will be issued a Chromebook and two-part charger. Both the Chromebook and charger will be returned to KP at the end of the school year. Students and a parent/guardian will be required to sign a user agreement outlining the rules and responsibilities for use and replacement/repair costs and procedures. It is the student's responsibility to ensure that the Chromebook is at school and properly charged for use in classes each day. Chromebooks are subject to inspection at any time without notice.

### **SCHOOL TRIPS**

Kingsley-Pierson students know how to conduct themselves when visiting other schools. Buses will generally be used to transport teams to athletic events out of town. Team members and cheerleaders will be required to ride to and from games on the bus. There may be a rare instance when it will be necessary to make exceptions to this rule. Parents taking their child home must speak directly to the coach and sign a sign-out sheet. If a parent wishes their child to ride home with another parent, the school must be informed by a phone call from the parent or by a written note prior to the event taking place. On occasion, buses may be used to transport members of the student body to and from games or events. In such cases, all students who ride the bus to the game/event must also return on the bus.

### **FIELD TRIPS**

Field trips are part of classroom work and, as such, student dress and conduct should be the same as when you are in the classroom.

### **GYM REGULATIONS**

The use of the gym is restricted to regularly scheduled athletic practices unless special arrangements have been made with the administration. Any student group must be accompanied by a faculty member or sponsor. Any violations of this will result in after hour gym access being revoked.

### **HOT LUNCH**

Kingsley-Pierson CSD offers hot lunch every day, or students may bring a sack lunch. **Orders and/or deliveries from restaurants are not permitted. Parents/friends should not deliver or bring restaurant food to the school to eat with students. Students are not allowed to leave the building for lunch.**

Please take note of the following items:

1. Students lunches are \$3.05. Students will be allowed to purchase seconds at an additional cost (to be determined).
2. Hot lunch payments of any amount can be made at any time. The payment amount will be recorded on the computer. Each meal purchased will then be deducted from the balance. When the balance in your account is \$10.00 or less *per student*, the computer will automatically generate notices that will be sent by e-mail and phone call, or sent home with students if necessary.
3. Students will not be allowed to charge meals on someone else's account.
4. Cards will be kept by the school secretary and given to students in the lunch line and then collected again. This eliminates the possibility of lost cards.
5. Payments to the student's account can be made at any time in the school office. Payments are expected promptly. Please visit with the principal if lunch account is in the negative two days in a row to rectify the situation.
6. Extra milk and seconds can be purchased using the same card and will be deducted from the family lunch balance. Students may also purchase ala carte items in the lunch line with cash.
7. Those that qualify for free or reduced meals will use the same card system. This provides for complete confidentiality.

### **TEXTBOOK RENTAL**

Rental fees will be \$40.00 for grades K-4, \$50.00 for grades 5 through 8, and \$60.00 for grades 9-12. This includes workbooks, text rental, magazines, work sheets, etc. Lab fees are charged for some courses. Book rental fees are due at the beginning of each school year (August) and it is appreciated if you pay these fees promptly. A fine will be imposed for loss of school property or any damage beyond ordinary wear and tear (including books). These fines are assessed at the close of the school year and payment must be made at that time.

### **SCHOOL INSURANCE**

Every-Student Insurance is offered through the school. The cost is low and the service is administered through the school. At the beginning of the school year, parents will be advised through the school newsletter of insurance costs and programs. It is advisable that every student have insurance. **ATHLETES ARE REQUIRED TO CARRY INSURANCE AND/OR PROVIDE PROOF OF INSURANCE.**

Any injury that is to be paid for by school insurance should be reported to the office within a week after the injury. Failure to do this may mean the student will have to pay the doctor bills himself/herself.

## SUPPLIES

Students who would like to use such supplies as scissors, magic markers, rulers, lettering guides, tape, etc., may check them out for one period at the office. These items should be returned to the office at the end of the period. Losing these items may result in a fine. Do not put them in your lockers; others may want to use them. Other items such as colored paper, tag board, construction paper, notecards, envelopes, etc. will need to be purchased.

## DRESS CODE

Education is directed toward the improvement of the student's complete personality, and appropriate dress contributes to that goal. While in school, students are expected to dress neatly, appropriately and tastefully. Proper dress will highlight a student's positive attributes. "The way we dress influences the way we act", is an old adage and is worthy of our consideration.

Dress shorts of reasonable length may be worn by both boys and girls throughout the school year under the discretion of the administration. Skirts or dresses of reasonable length may be worn by girls. Shorts, skirts or dresses may be no shorter than five inches above the knee and must be hemmed. No frayed cut-offs, biker or boxer shorts.

The Student Council may help to set standards concerning the dress code. Shirts or decorator patches that have caricatures or writing on them shall be permitted. These should reflect school pride or be in good taste. Logos should not be suggestive, should not deal with alcohol (Budweiser, Coors, etc.) or any other controlled or illegal substances. Hats, including stocking caps, are not to be worn in the building during school hours. For the purpose of this policy, school hours are considered to be 8:00 a.m. to 3:30 p.m. or until the students are dismissed for the day. These hats should be appropriate and follow the same standard listed above. Jackets or sweatshirts with hoods should be worn with the hoods down, while a student is in the building during the school day. Students may not wear clothing that exposes the mid-drift area. When standing up, a student should be able to hold his/her arms straight out at shoulder height without exposing the waistline. If their waistline is exposed, this garment should be covered or changed. "Spaghetti strap" tanks tops are also prohibited. Students may be asked to go home to change clothing that is considered inappropriate and multiple violations may result in further disciplinary action. If in question, remember this saying, "Raise your arms and touch your toes, if anything shows, go change your clothes."

The faculty and administration reserve the right to make suggestions and requests for corrections.

## CUMULATIVE RECORDS/FOLDER

An individual folder is kept for each student. It shall contain all significant information about the student during his/her attendance. It will contain test scores, attendance, grades and any other information deemed pertinent. Much

of the information contained in the cumulative folder may be sent to colleges, business schools or prospective employers. YOUR RECORD IS WHAT YOU MAKE IT.

### **SCHOOL TRANSPORTATION**

Students will ride in the bus assigned by the Superintendent of Schools in the established route for the current school year. Any changes will have to be approved by the Superintendent.

Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions make such changes advisable. Bus drivers will not be required to wait for a student pick-up more than a reasonable length of time. If a student is not riding the bus, the bus driver should be waved on by someone in the household, or call the school at least 10 minutes before the normal pick-up time. An extra minute wait at every stop could consume 40 minutes of time! LEARN YOUR SCHEDULE AND BE READY!

The bus driver is to have complete charge of the conduct of the students while on the bus and has the authority to assign special seats to students whose conduct is detrimental to the safety of the group. Seats may be assigned to the whole group if necessary. STUDENTS MUST REMAIN SEATED ON THE BUSES AT ALL TIMES. Drivers are charged with the responsibility of enforcing this restriction to the point of stopping the vehicle, and remaining stopped, until all the passengers are seated.

Any damage done to the bus, such as cutting of seats or defacing the bus in any way will have to be paid for by the person doing the damage; otherwise the privilege of riding the bus will be taken from that student.

### **BUS SAFETY RULES:**

1. Follow the directions of the bus driver.
2. Keep hands, objects, etc., to yourself.
3. Stay seated in your seats at all times.
4. Talk quietly - no shouting.
5. No littering
6. Other rules not listed to allow for safe riding.

### **NOTICE FOR RULE VIOLATORS:**

1. Two (2) warnings will be given, regardless of which rule has been violated.
2. Upon the third (3<sup>rd</sup>) violation, the student will be reported to the office and a punishment will be determined.

3. If a severe violation occurs (determined by the bus driver), violators will be reported to the office at once. (Ex. Fighting, cursing, bus defacement).
4. If a student becomes a habitual violator, they will be notified and will be issued only one warning for a violation.

### DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

### NOTICE RE: CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete list of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### SUSPENSION POLICY

Suspensions results from gross disrespect of faculty members, school property, or school policies. Suspension is for a period of one to three days with provisions for make-up work. **During the period a student is suspended from school, the student is not to participate in and, in some cases, attend any school functions.** The student’s return to school is on a probationary basis. The second suspension may result in a Board hearing.

### EXPULSION POLICY

The expulsion policy is based on the action of the Board of Education for incorrigible cases. A student may go before the Board of Education or its representative upon his/her second suspension from school.

## SUBSTANCE POSSESSION/ABUSE

Any student found to be in possession of, under the influence of, using and/or trafficking alcohol, tobacco, and/or any prohibited drugs on any school property or at any school activity at home or away, is in violation of state laws and school policies. Such activity is forbidden. Penalty for violation of this code results in suspension and possible expulsion. Proper legal authorities will be contacted when necessary.

## VISITORS

The school policy is to accept only those visitors who have legitimate business to attend at the school. Guests and visitors must register at the office upon entering the school. Parents are always welcome, but should also check in at the school office. Students wishing to bring a guest to school must obtain prior approval from the office and secure a pass. Visitors are expected to leave promptly when their business is completed. **Guests may not interrupt classroom time in order to visit with teachers or students.**

## HALLWAYS

Please do not run up or down the hallways. Help to keep noise and confusion at a minimum so that other students will not be disturbed. Whistling, singing, loud talking and loud group conversations in the halls are not tolerated. Do not congregate in the halls or restrooms. Avoid congestion by keeping to the right. **Do not leave backpacks, gym bags, books, etc. on the floor in the hallways.** Students are assigned lockers for keeping such items. You are allowed plenty of time between classes to stop and retrieve items from your locker.

High school students are not to use the elementary hallway except for the sole purpose of going to the nurse's office. High school students that are caught in the elementary hallway will serve noon detention.

## RESPECT PROPERTY RIGHTS

The building has been cleaned during the summer vacation. Anyone guilty of defacing the building will suffer the consequences (see Suspension Policy). Keep the building and grounds clean and presentable at all times. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property or do other damage to school property or equipment will be required to pay for the damage done or replace them. Serious vandalism can result in school expulsion.

## MANNERS

GOOD MANNERS CANNOT BE PUT ON AT PLEASURE LIKE  
AN OUTSIDE COAT, BUT MUST BELONG TO US.

IN ASSEMBLIES:

- No Visiting - even if you cannot hear.
- No booing or stamping of feet or whistling at any time.
- Remain seated until all programs are finished.
- Be properly enthusiastic and respectful at all times.

IN CLASSROOMS:

- Take your seat as soon as you enter the room.
- Avoid talking after the bell has rung.
- Listen politely to the teacher's instructions and to other student's comments.
- Give and take criticism in a kindly spirit.
- Be sure the room is in order when you leave.
- Do your own studying.



**RESOURCES AND GUIDANCE FOR  
VICTIMS OF SEXUAL VIOLENCE**

Iowa Sexual Abuse Hotline	1-800-284-7821
Child Abuse Reporting Hotline	1-800-362-2178

**RESOURCES FOR FAMILIES  
AND CARETAKERS**

RESOURCE	CONTACT INFORMATION
National Center for Missing and Exploited Children	<a href="http://www.missingkids.com">www.missingkids.com</a>
Childhelp USA	<a href="http://www.childhelpusa.org">www.childhelpusa.org</a> or e-mail: <a href="mailto:help@childhelpusa.org">help@childhelpusa.org</a>
The National AD Council	<a href="http://www.missingkids.com/adCouncil/lingo.html">www.missingkids.com/adCouncil/lingo.html</a>
Stop It Now!	<a href="http://www.stopitnow.org">http://www.stopitnow.org</a> Stop It Now! Has a helpline available (1-888-PREVENT) for families to call for support and access to resources in a confidential setting.
Iowa Internet Crimes Against Children Taskforce	<a href="http://www.iowaicac.org">www.iowaicac.org</a>

**RESOURCES FOR FAMILIES WITH  
ELEMENTARY-AGED CHILDREN  
(Ages 5-10)**

RESOURCE	CONTACT INFORMATION
How to Protect Your Child From Child Abuse	<a href="http://www.BSA-IA.org">www.BSA-IA.org</a> 515-266-2135 800-999-SCOUT
No Way, Don't Go There, & I Don't Think So	<a href="http://www.GirlScouts.org">www.GirlScouts.org</a> or contact your local council
Safe Schools and Healthy Students Initiative	<a href="http://www.sshs.samhsa.gov/initiative/resources.aspx">www.sshs.samhsa.gov/initiative/resources.aspx</a>
Pacer Center's Kids Against Bullying	<a href="http://www.pacerkidsagainstbullying.org">www.pacerkidsagainstbullying.org</a>
Families are Talking	<a href="http://www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf">www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf</a> Additional newsletters and resources: <a href="http://www.siecus.org/pubs/pubs0004.html">http://www.siecus.org/pubs/pubs0004.html</a>
7 Steps to Protecting Our Children	<a href="http://www.d21.org">http://www.d21.org</a> (use a small "L", not a "one" in the web address)
Stop It Now!	<a href="http://www.stopitnow.org">http://www.stopitnow.org</a> Stop It Now! Has a helpline available (1-888-PREVENT) for individuals and families to call for support and access to resources in a confidential setting
Keeping Children Safe from Abuse: Tips for Parents and Caregivers	<a href="http://www.cfchildren.org/parents/parentindex/">http://www.cfchildren.org/parents/parentindex/</a> The website provides several parent resources, including a series of articles

**RESOURCES FOR FAMILIES WITH  
MIDDLE SCHOOL-AGED YOUTH  
(Ages 11-13)**

RESOURCES	CONTACT INFORMATION
How to Protect Your Child from Child Abuse	<a href="http://www.BSA-IA.org">www.BSA-IA.org</a> 515-266-2135 800-999-SCOUT
Cadette Girl Scout Handbook	<a href="http://www.GirlScouts.org">www.GirlScouts.org</a> or contact your local council
Harassment Free Hallways: How to Stop Sexual harassment in Schools	<a href="http://www.aauw.org/ef/harass/index.cfm">http://www.aauw.org/ef/harass/index.cfm</a>
American School Counselor Association	<a href="http://www.schoolcounselor.org">www.schoolcounselor.org</a> and click on Public and Parents and then on "Articles for Parents" to reach the following site: <a href="http://www.schoolcounselor.org/content.asp?pl+327&amp;sl=130&amp;contentid=130">http://www.schoolcounselor.org/content.asp?pl+327&amp;sl=130&amp;contentid=130</a>
Stay Safe Online	<a href="http://www.siecus.org/pubs/families/FAT_newsletter.V3N3.pdf">www.siecus.org/pubs/families/FAT_newsletter.V3N3.pdf</a>
Safe Schools and Healthy Students Initiative	<a href="http://www.sshs.samhsa.gov/initiative/resources.aspx">www.sshs.samhsa.gov/initiative/resources.aspx</a>
Families are Talking	<a href="http://www.siecus.org/pubs/families/FAT_newsletter.V3N3.pdf">www.siecus.org/pubs/families/FAT_newsletter.V3N3.pdf</a> Additional newsletters and resources: <a href="http://www.siecus.org/pubs/pubs0004.html">http://www.siecus.org/pubs/pubs0004.html</a>
Stop It Now!	<a href="http://www.stopitnow.org">http://www.stopitnow.org</a> Stop It Now! Has a helpline available (1-888-PREVENT) for individuals and families to call for support and access to resources in a confidential setting
Keeping Children Safe from Abuse: Tips for Parents and Caregivers	<a href="http://www.cfchildren.org/parents/parentindex/">http://www.cfchildren.org/parents/parentindex/</a> The website provides several parent resources, including a series of articles

**RESOURCES FOR FAMILIES WITH  
HIGH SCHOOL-AGED YOUTH  
(Ages 14-18)**

RESOURCE	CONTACT INFORMATION
Senior Girls Scouts of America Handbook	<a href="http://www.GirlScouts.org">www.GirlScouts.org</a> or contact your local council
Personal Safety Awareness	<a href="http://www.BSA-IA.org">www.BSA-IA.org</a> 515-266-2135 800-999-SCOUT
See It, Stop It, and Get Organized	<a href="http://seeitandstopit.org">http://seeitandstopit.org</a>
Harassment Free Hallways: How to Stop Sexual Harassment in Schools	<a href="http://www.aauw.org/ef/harass/index.cfm">http://www.aauw.org/ef/harass/index.cfm</a>
American School Counselor Association (ASCA)	<a href="http://www.schoolcounselor.org">www.schoolcounselor.org</a> and click on Public and Parents and then on "Articles for Parents" to reach the following site: <a href="http://www.schoolcounselor.org/content.asp?pl+327&amp;sl=130&amp;contentid=130">http://www.schoolcounselor.org/content.asp?pl+327&amp;sl=130&amp;contentid=130</a>
Safe Schools and Healthy Students Initiative	<a href="http://www.sshs.samhsa.gov/initiative/resources.asp">www.sshs.samhsa.gov/initiative/resources.asp</a>
National Youth Violence Prevention Resource Center (NYPRC)	<a href="http://www.safeyouth.org">www.safeyouth.org</a>
What Is Abuse In Relationships?	<a href="http://dvirc.org.au/whenlove/infospace.htm">http://dvirc.org.au/whenlove/infospace.htm</a>
Families are Talking	<a href="http://www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf">www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf</a> Additional newsletters and resources: <a href="http://www.siecus.org/pubs/pubs0004.html">http://www.siecus.org/pubs/pubs0004.html</a>
Keeping Children Safe from Abuse: Tips for Parents and Caregivers	<a href="http://www.cfchildren.org/parents/parentindex/">http://www.cfchildren.org/parents/parentindex/</a> The website provides several parent resources, including a series of articles.
Teen Dating Violence	<a href="http://www.atg.wa.gov/violence/points.shtml">http://www.atg.wa.gov/violence/points.shtml</a>
Teen CASA (Coalition Against Sexual Assault)	<a href="http://www.nccasa.org/teen/index.htm">http://www.nccasa.org/teen/index.htm</a>

## HIGH SCHOOL INFORMATION

### COURSE OF STUDY

GRADUATION REQUIREMENTS: A minimum of 40 credits (20 units) is required. The value of any high school course depends entirely upon what the student wishes to use it for – whether it be for college entrance, general knowledge, business school or technical institute. The following are some of the suggested curricula which may be of help to you in making your choice. All students are required to have **6 contact courses plus Physical Education each semester.** For the purpose of this requirement, a contact is class that meets daily. Students taking post-secondary classes must get permission and complete proper paperwork from the Guidance Office.

A high school student who is thinking of a successful life should keep the following points in mind when selecting a course of study:

1. Strive to speak, write and understand our English language.
2. Have a definite purpose in life to work toward.
3. Constantly endeavor to become a mature citizen.
4. Always finish a task, no matter how difficult.
5. Have a deep sense of personal and social responsibility.

### GENERAL HIGH SCHOOL COURSES

English	8 Credits
Science	6 Credits
Mathematics (2 semesters of Algebra I required)	6 Credits
Social Studies (1 sem. Am. Gov't is required)	6 Credits
Physical Education	2 Credits (4 years)
Electives (1 Semester of Pers. Finance required)	11 Credits
Health/Fitness	<u>1 Credit (2 semesters)</u>
	Total: 40 Credits

### COLLEGE PREPARATORY

English	8 Credits
Science (Physical Science, Biology, Chemistry)	6 Credits
Mathematics (Algebra I, Geometry, Algebra II)	6 Credits
Foreign Language	4 or 6 Credits
Social Studies (1 sem. Am. Gov't is required)	6 Credits
Physical Education	2 Credits (4 years)
Health/Fitness	1 Credit
Electives (1 Semester of Pers. Finance required)	11 Credits

## GRADING SCALE

<u>Percentage %</u>	<u>Letter Grade</u>	<u>Percentage %</u>	<u>Letter Grade</u>
100	A+	80-81	C+
94-99	A	74-79	C
92-93	A-	72-73	C-
90-91	B+	70-71	D+
84-89	B	64-69	D
82-83	B-	62-63	D-
		61 and below	F

## PHYSICAL EDUCATION

Two (2) periods per week of Physical Education are required of all boys and girls in high school. The compulsory program is in line with the state physical fitness program. Students who feel they should not take part in this program may submit a written excuse from a doctor exempting him/her from physical education.

## DROPPING A CLASS OR ACTIVITY

No student is to drop a class or activity until he/she has secured permission to do so from the Counselor, Principal, and the teacher whose class or activity is involved. As stated previously, all students are required to have **6 contact courses plus Physical Education each semester.**

No schedule changes should need to be made before the **3<sup>rd</sup> day of classes** in the current semester. Students requesting to change their current schedule must do so by the end of the **8<sup>th</sup> day of classes** in the current semester (exceptions may be made in some instances). Students who are enrolled in a higher level class than their current academic ability could be the exception (i.e. Algebra and Pre-Algebra for 9<sup>th</sup> grade). Students desiring to graduate early must follow the above stated policy also.

## SENIOR YEAR PLUS CONCURRENT ENROLLMENT (CE) REQUIREMENTS

Students in the junior and senior classes may have the option of receiving college credit while in high school by taking Concurrent Enrollment (CE) college courses through the Post Secondary Enrollment Options Act. CE courses are also available to freshmen and sophomore students if they are currently in the Talented and Gifted Program (TAG) or qualified to take Algebra I as an 8<sup>th</sup> grade student. Students planning to take CE classes must meet all the state and school requirements before enrolling in the class. Students may take CE classes online or on the college campus.

**STATE REQUIREMENTS:** Student are expected to read and understand these criteria before they can participate in the Senior Year Plus program:

1. Students must meet any enrollment requirements established by a postsecondary institution providing coursework under this Iowa code.
2. Students must meet or exceed the minimum performance measures on any academic assessment required by the postsecondary institution.
3. Students must take the prerequisites, if any, established by the school district or postsecondary institution.
4. Students must have attained the approval of the local school district board or its designee (principal/superintendent) AND the postsecondary institution in order to register for a course at the postsecondary level.
5. The student must be “proficient” in reading, math, and science as evidenced by the last administration of the Iowa assessments tests. If the student is not proficient in one area (reading, math, or science), they must have a “C” or higher GPA in the course that corresponds with the reading (English), math, or science.
6. With the passage of the Ed Reform Bill (Senate File 2284), students do not need to demonstrate proficiency in reading, math, and science to enroll in career and technical courses, but they must attain proficiency to be eligible to enroll in other CE courses.

PSEO EXPECTATIONS SET BY THE IOWA CODE CHAPTER 261C AND BY THE KINGSLEY-PIERSON SCHOOL DISTRICT: Students are expected to read and follow these criteria before they can participate in the PSEO program and while they are enrolled in the CE courses:

1. **If students have taken CE classes, they must be academically in good standing (D- or higher in all KP and CE classes) in the most recent semester to enroll in CE classes for the upcoming semester.**
2. Students may not enroll in a Concurrent Enrollment course if they have not taken the comparable course at Kingsley-Pierson first.
3. Students who have graduated from high school (mid-term graduates) are not eligible for this program.
4. All CE classes will be considered one contact at Kingsley-Pierson. Students enrolled in CE classes will need to follow school policy and be enrolled in six contact classes a day.
5. A student driving to the college campus to take a class will be allowed to miss an additional class period for driving time. A student taking a class on the college campus will provide their own transportation.
6. Although Kingsley-Pierson does not have an open campus policy, a student who is enrolled in CE classes will be allowed to miss one class period at Kingsley-Pierson (first or eighth period only). This is a privilege that may be limited or suspended in certain circumstances, such as being habitually late.
7. Students taking CE classes online will need to return a permission form signed by both the parent and the student letting the school know if the student is planning to work at home or remain at school to work on the CE class.
8. A student planning to work on CE online classes at home must arrange their high school schedule in order to work on those classes first period of the day or the last period of the day. It may not be possible for the

student to take all of the Kingsley-Pierson classes they want and arrive late/leave early.

9. If a student chooses to work at home during either the first or eighth period, they are expected to be at home. If a student elects to work at home during eighth period, they may not return to school until dismissal at 3:30 p.m.
10. Students that have chosen to work on their classes outside of school during the first or eighth period must sign in at the office when they get to school before second period, or sign out of school before they leave after seventh period.
11. Students are responsible for all assignments, tests, and projects as assigned by the instructor. Students are expected to participate in the class with all other college students, completing the same assignments, and meeting the same deadlines. College instructors do not accept late assignments or absenteeism unless dire circumstances can be shown (i.e. death in the family, hospitalization, etc.)
12. **All CE grades will be on a student's high school and college transcript. CE grades are calculated into their high school and college GPA. Most colleges will not accept grades below a C-. A GPA lower than 2.0 may affect a student's financial aid as a college freshman.**
13. Textbooks must be picked up by the student at Western Iowa Tech Community College at least two or three days before the online class starts. Books will need to be returned to WITCC within five days after the class ends at semester.
14. The last day to withdraw from a college class (at WITCC it is ten days) is an important date for students to know. Students will follow all deadlines as established by the community college.
15. Students are allowed to take up to 23 credits during the fall and spring semester of a school year.
16. Summer courses are provided as part of the Future Ready Initiative. Select courses are offered to students in specific high-demand occupations.
17. Students having technical difficulty completing assignments need to contact the [Iowa College Online Consortium Help Desk](#) immediately. The help desk number is located on the registration form each student receives with their textbook. **ANY DELAY IN ASKING FOR HELP MAY CAUSE STUDENTS SERIOUS CONSEQUENCES WITH THEIR GRADES. COLLEGE INSTRUCTORS DO NOT ALLOW FOR LATE ASSIGNMENTS. THEY GIVE "F'S" AS SOON AS AN ASSIGNMENT IS LATE.**

**\*\*ATHLETIC ELIGIBILITY:**

1. **CE GRADES CAN AFFECT ATHLETIC ELIGIBILITY.** Students taking CE courses that receive a final grade of F will be ineligible under rule 36.15(2) according to the Iowa Athletic Association eligibility rules.
2. Kingsley-Pierson requires students to be enrolled in at least six contact classes. At least four of the six contacts must be classes offered at Kingsley-Pierson.

### TEXTBOOK INFORMATION:

1. Textbooks are rented from the WITCC bookstore. It is the student's responsibility to pick up their textbooks at the WITCC bookstore before their class begins and return it to the bookstore when the class ends.
2. To assure books can be picked up before the class begins, students should register at least five days before the class begins.
3. Any textbook fees from damage to the textbook or loss of textbook will require the student to pay WITCC for the book before they can register for any other classes.

### IMPORTANT PROCEDURES TO KNOW:

1. Students arriving for second period will need to sign in at the office when they arrive at school. Students leaving after seventh period will need to sign out at the office before leaving school. This is a privilege and may be limited and/or suspended in certain circumstances, such as being habitually late.
2. Students working at school may bring their laptops and work quietly in study hall. All school rules still apply to students choosing to work at school.
3. Students signing out to work on CE classes at home may not return to school for any reason until the 3:30 dismissal time.

### REGISTRATION INFORMATION:

1. Students must complete forms with the School Counselor. The forms will require a student signature and a counselor signature.
2. When all forms are completed, they will be emailed to the WITCC College Now office.
3. Students taking math, English, health related courses, BIO 151 or BIO 168, or any criminal justice classes beyond Intro to Criminal Justice, will need to take the ACT or the ALEKS admissions test and earn a course specific score before they can enroll in these courses.
4. Some classes require proctored exams. It is the student's responsibility to follow the instructor's requirements to select and communicate with a proctor.

### SCHOOL COUNSELOR SERVICES/COLLEGE VISITATIONS

Counseling/support services are available to all students. Many stressors, whether it is related to school and/or one's personal life, can be helped by talking with a competent person. The school counselor or any of the faculty members will be happy to try to help you with these concerns. Appointments can be made by requesting a pass from your teacher, the office personnel, or the counselor.



Most college visits are arranged online on the college websites. If you need help registering for a visit, the school counselor may assist you. The school office needs to be notified in advance of any absences due to college visits.

### **TARDIES**

Students who are tardy to school must stop at the office and get a pass to their class. Tardies will be considered unexcused unless the office is informed of a valid reason by a parent/guardian. Attendance will be taken at the beginning of each period and students late to class will be marked tardy on the JMC program. Upon the third unexcused tardy, and for every subsequent tardy thereafter, students will serve a 30 minute detention. Upon the tenth and each subsequent tardy thereafter, students will serve two detentions for each tardy received. Other consequences for excessive tardies may include in-school suspension. Unexcused tardies for late arrival after 8:45 will result in double make-up time. Make-up time begins at 8:15 a.m.

### **DETENTIONS**

1. Any detention not served will be doubled.
2. All attendance detentions will be served during the lunch hour unless other (special) arrangements are made with the principal or at-risk coordinator. Students are to report directly to the detention room upon dismissal from 5<sup>th</sup> period classes. Students will then be escorted to the lunch line and back at a specified time.
3. No talking, no privileges, no sleeping, no cell phones.
4. Bring work with you.
5. It is the policy of staff members, teachers or administration to notify the students of detentions if at all possible before lunch.
6. All PSEO/intern students will serve their detentions during the lunch hour.

### **LOCKERS**

Student lockers and physical education lockers do not have combinations. If you wish to lock your physical education locker, you will need to bring a lock of your own. It is your responsibility to keep your locker locked at all times. Valuables should be given to your coaches for safe keeping. Never leave money or valuables in your pockets unless on your person or under lock and key. Lockers should be cleaned out on a regular basis. The building is yours, take pride in its appearance. Follow the “use it, don’t abuse it” policy in regard to all school property. Report lost or found articles to the principal’s office immediately. To avoid suspicion of any kind, ask permission before using other people’s property. No suggestive pictures or posters will be permitted.

A locker is assigned to each Kingsley-Pierson student. Do not leave backpacks, gym bags, books, etc. on the floor in the hallways. Students are assigned lockers for keeping such items. You are allowed plenty of time between classes to stop and retrieve items from your locker. All items must be removed from student lockers and P.E. lockers at the end of the school year. Any items left behind will be donated to charity.

### NOTICE OF PERIODIC INSPECTION OF SCHOOL LOCKER AND FACILITIES

This notice is being provided to all students and the parents, guardians, or legal custodians of students.

Students and their parents, guardians, or legal custodians are hereby notified that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students without prior notice. A periodic inspection shall either occur in the presence of the student whose locker is being inspected, or in the presence of at least one other person.

### APPLICATION TO WORK

Loafing or wasting time during school hours cannot be tolerated. If you are certain that you have mastered all assignments for the day, use your leisure time wisely by availing yourself to the materials in the library. Please do not tear or write in the magazines or newspapers, others have not seen them. Before the end of the period, quietly return the materials to their proper place.

### LUNCH HOUR

Students are offered hot lunch through the lunch program at school, or may bring in a sack lunch. **Orders and/or deliveries from restaurants are not permitted.** A lunch dismissal scheduled will be developed and followed.

### STUDY HALL

Speaking privileges in the study hall should be limited. You should know your assignments before leaving classrooms. If you need help, see your respective teacher. If necessary, study hall teachers may permit students to speak about school work. If permission is granted, the student is to remain standing while speaking, to whisper so as not to disturb others, and to finish speaking as soon as possible. The teacher reserves the right to limit speaking time. If students abuse this privilege of speaking about school work, then the privilege may be removed or curtailed by the study hall teacher for these students.

Permission to leave the study hall will be given only after attendance is taken. There will be no checking out to other classrooms unless you have a pass from that specific teacher.

Permission to see a teacher should be arranged by the teacher you plan to see before your study hall. The instructor will give you written permission. Students should not sign out to a teacher's room to study if that teacher is teaching a class. Students check out of study hall to go to the library by signing out in the proper book. The guidance office is available every day except Wednesday. At the end of the period, please see that debris is picked up from the tables and the chairs are pushed in.

### **STUDY HALL RULES**

1. Be in your seat and quiet when the bell rings.
2. Roll is taken before passes are accepted and before anyone is allowed to check out to another area.
3. Passes must be written before the period begins.
4. Restroom checkout is limited to 5 minutes. 1 Boy/1 Girl at a time.
5. Students are not allowed to check out to their lockers or the locker rooms.
6. Students may check out to the weight room by signing out and getting permission from the P.E. instructor.
7. One student to the office at a time.
8. Clean up the tables at the end of each study hall.
9. No books - no privileges.
10. Teachers are to be in study hall first - not last.
11. Teacher passes are required from all classes for the use of computers or to go to other classrooms.
12. Stand when you speak after signing the Speaking Privileges Book. Sign the book when finished.
13. If a student is on the failing/near failing list, he/she will lose privileges which may include speaking and/or going to the library, office or other classrooms. The reduction of privileges stays in effect (at least) through the next grading period.

### **HIGH SCHOOL LIBRARY**

1. We encourage all students to use the library for reading and studying. It is not to be used for visiting and socializing with friends during study periods. If two students want to study together, they may study together at the discretion of the librarian. If students are on the failing/near failing list, they are limited in their library privileges and should not be using

newspapers or magazines for leisure reading. **No food or beverages in the library.**

2. **No students behind the counter for any reason.** The librarian or a student library aide will get the articles or make copies for the students. Magazine articles for school assignments/projects will be copied free of charge the first time. If they have to be recopied because they were lost or left at home, there will be a charge of 10 cents per copy. Personal copies are also 10 cents. Concerning copying other student's notes: notes need to be initialed by the teacher before they can be copied.
3. Any students who are asked to leave the library for disciplinary reasons will be out of the library for all periods. For the first expulsion, the student is out of the library for one month; second expulsion - two months; and for the third expulsion, the student loses all library privileges for the remainder of the school year.
4. **INTERNET RULES:** Students must have returned their signed Internet User Agreement and Parental Consent Form to use the internet or their parents must have signed the online version at registration at the beginning of the school year. Students are not allowed to use the library computers to check or send e-mail. Students are not to use internet chat rooms. Students must also have a pass from a teacher for Internet usage. The pass should include the student's name, date, topic of search, and time allotted. If a student violates the school policy for inappropriate, obscene, or profane information, he/she will receive a warning as well as other disciplinary action. With the second offense, the student loses his/her internet privileges for the remainder of the school year and in-school suspension is given. If a student commits a third offense, the student loses his/her internet privileges permanently.
5. All students coming to the library from a class must have a pass from the teacher with instructions as to how long they are to stay in the library and what work they want the student to do while in the library.
6. The library is not a hallway and should not be used as a shortcut to other areas or activities in the building.

### **LIBRARY SERVICES**

1. **KINGSLEY-PIERSON BOOKS:** The library has books available for research, for required reading, and for pleasure. The time allowed for book check-out is two weeks. Fines will be assessed at five cents per day (excluding weekends and holidays) starting on the second day after the book is due. Students will be charged for lost books according to the book's value.
2. **MAGAZINES:** Newer magazines may only be viewed in the library.

3. A variety of resources are available online. These include databases for news articles, clip art and videos. The password is available in the library and can be used at home.
4. Our catalog can be accessed on the school's website using the Destiny program. It is located under the "Schools" tab at the top of the page.

### **SCHOOL PARTIES/DANCES**

Attendance is limited to students currently enrolled in our high school. Students from other schools and alumni may not attend these parties/dances unless:

1. A Dance Guest Form (which requires the signatures of the student and parents, student's guest and parents, and an official from the guest's school of attendance) is returned to the school office at least 24 hours before the dance. If during the dance, the couple decides to end their evening, the guest will be asked to leave with the student.
2. The Kingsley-Pierson student must be responsible for the guest's conduct. Students and their guests may be suspended from attending dances for inappropriate behavior. Any student leaving the dance cannot return to the dance that evening.
3. The students will be allowed to have three dances during the school year plus the Junior-Senior Prom. The Student Council may give suggestions to dance policies.
4. The administration has the authority to cancel, suspend or eliminate dances based upon students' behaviors.

### **REMOVAL FROM CLASS**

The first time you are sent to the office from class for disciplinary reasons, you will be warned by the principal, plus other disciplinary action will be taken. The second offense may result in removal from class for three days, and further consequences will be issued. The third offense may result in dismissal from class and loss of an entire credit. In serious cases, the first two warnings may be omitted.

### **DETENTION POLICY**

Detentions will be issued to students violating our school rules and policies. One half hour minimum increments will be issued for detention. Students receiving detentions are to report to the teacher's room before school (8:00 a.m.) or after school (3:30 p.m.). You must serve the detention the day it was issued, unless the teacher agrees to let you serve it the next day. There will be triple detention assigned for students not reporting at the assigned time. When serving a detention, students should have school work or something to do. If they have nothing to do, work will be assigned. No talking, no sleeping, no

privileges, no cell phones. Excessive detentions (including tardies) may result in an in-school suspension.

### **LEAVING THE BUILDING**

UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE THE BUILDING OR SCHOOL GROUNDS UNLESS HE/SHE HAS SECURED PERMISSION FROM THE SUPERINTENDENT OR PRINCIPAL. Upon receiving permission to leave the building, you must legibly sign your first and last name in the check-out book in the office before leaving. Students will be allowed one “checkout” per semester with the principal’s permission. All subsequent trips will cost the student a detention, unless it is deemed an emergency. The same policy will be followed in regard to students going to their car during the school day.

### **BULLETIN BOARD/INTER-COM ANNOUNCEMENTS**

Daily announcements are made over the inter-com system during the lunch hour, between classes and after school. Important announcements will be made over the inter-com or posted on the bulletin board outside the school office or on the office counter. Each student is responsible for reading the notices and announcements posted there. Watch for these. If there is any question about any notice there, do not hesitate to come to the principal’s office to ask about the announcement.

### **SCHOOL FACILITIES**

During the regular school day, the Vocational Agriculture -Industrial Arts Shop is for the use of Agriculture and Industrial Arts projects and therefore NOT for the personal vehicles of students. Students are not to be anywhere in the building without teacher supervision. At 4:00, ALL students are to be out of the building unless out for sports, music, drama, etc. and under the direct supervision of a teacher.

### **CLASS ORGANIZATION**

Every class and extra-curricular organization will organize and elect officers for the school year. Class officers shall be President, Vice-President, Secretary, Treasurer and Student Council members. At least one sponsor must be present at all class functions/meetings, whether it is held in the school building or in the home of one of the members of the class or organization. If none of the sponsors is present, the meeting will not be considered official and the name of the school cannot be attached. Remember that sponsors are present in the interest of the class or organization.

### **CARS/MOTORIZED VEHICLES**

Students are allowed to drive their own vehicles to and from school. Students are not allowed to be in or around parked vehicles or drive or ride in their vehicles during the school day without the consent of the principal. **Vehicles**

**are not to be driven to the shop building unless they have a valid reason and permission from the principal.**

Reckless driving may result in the following actions.

1. Disciplinary action;
2. Phone calls to parents;
3. Incident reported to the police/highway patrol; and/or
4. Loss of driving privileges to school.

Snowmobiles, 4-wheelers, and/or ATV's are not to be driven to school or parked on school premises.

### **PARKING LOT POLICY & PROCEDURE**

All students must park on the south side of the main school building towards the west end of the parking lot. Student parking is located in the last seven rows, to the west, in the parking lot (from the handicap parking row to the west). If you choose to come late to school because of first period CE classes, you should still park in the designated student parking. DO NOT park in front of the main entrance. That is designated for staff and guests of the school.

Vehicles must be parked within the painted lines, one vehicle to one stall. Vehicles should not be parked across lines so as to take up more than one place. Handicapped parking stalls are reserved for those vehicles approved for handicapped parking and displaying a handicapped parking permit.

### **ACTIVITIES**

The purpose of the activities program is to furnish opportunity for the development of the student which is not included in the regular academic subjects.

The Activities Program is organized so that each student may participate according to his/her interests. There is a place for every student and every student should make an effort to take part in at least one activity. We are proud of Kingsley-Pierson High School. Your school is only what you make it. Therefore your active participation is necessary if we are to grow stronger and better. By all means, take part! School spirit begins and ends with you.

### **BAND & CHORUS**

The K-P Band and Chorus follows rules and letter requirements as stated in the Music Department Handbook. Eligibility is determined by the Board Policy under the Good Conduct rule and the Academic Eligibility Rule. If ineligible, a student may participate in a concert, but not a contest. A concert performance

for a grade is co-curricular as where a contest is extra-curricular. A student must complete the year as an eligible member of the group in order to letter.

Students who are interested in instrumental music will find an outlet for their talents in band or jazz band. The band will meet daily and some special practices of small groups within the band will be arranged.

The mixed chorus and boys and girls groups give students interested in vocal music a chance to develop their musical ability. Special work will also be done with small groups, jazz choir and soloists.

### CHEERLEADING

Cheerleading is an extra-curricular activity of the K-P High School that is governed by the School Board's policies. We therefore recommend that cheerleaders who are ineligible for extra-curricular activities also be ineligible for the following cheerleading activities: 1) Games and meets, 2) Tournaments, 3) Position of Captain, 4) Wearing the uniform. They will be able to participate in practice sessions, fundraising campaigns, and work contributing to cheerleading sponsored activities.

### DANCE TEAM

Dance team is an extra-curricular activity of the K-P High School that is governed by the School Board's policies. Members may be declared ineligible to perform according to those Policies. Members must meet school eligibility rules in order to letter. Requirements for lettering will be established by the faculty representative.

### DECLAMATORY/SPEECH/DRAMA

This activity gives the student the opportunity to develop their interests in speech work in a number of fields, such as humorous and dramatic readings, interpretive reading, oratorical, and one-act plays.

Speech is an extra-curricular activity of the K-P High School that is governed by the School Board's policies. Members may be declared ineligible to perform according to those Policies. Members must meet school eligibility rules in order to letter. Requirements for lettering will be established by the faculty representative.

### STUDENT COUNCIL

The aim and purpose of the Student Council is to improve the effectiveness of the entire high school program by means of a closer link between students and faculty. Officers consist of President, Vice-President, Secretary and Treasurer. Class Presidents plus three members elected from each class comprise the Student Council.



## FUTURE FARMERS OF AMERICA (F.F.A.)

Future Farmers of America (F.F.A.) is an intra-curricular activity of the Kingsley-Pierson High School that is governed by the School Board Policies. It is recommended that F.F.A. members who are declared ineligible for other intra- and extra-curricular activities also be ineligible for the following F.F.A. activities: 1) contests, 2) sub-district, district, state and national meetings, camps, conferences, and conventions, 3) cooperative and recreational activities with other F.F.A. Chapters, 4) being an officer, 5) being a chairman or any special or standing committee.

F.F.A. members will be able to participate in regular chapter meetings, parent banquet, chapter cooperative activities such as fruit sales, float building, BOAC projects, etc.

## NATIONAL HONOR SOCIETY

Members selected into the National Honor Society will be governed by all School Board Policies and those of the National Honor Society Handbook. Election into the National Honor Society is one of the highest honors that a student can attain during his/her high school career. To be eligible a student must have at least an 88% average. Their further eligibility shall then be considered on the basis of leadership, service and character. The pledge sums up what the National Honor Society stands for: "I pledge myself to uphold the high purposes of the National Honor Society to which I have been elected, striving in every way by word and deed to make its ideals the ideals of my school and of my life."

The faculty selects the students for membership in NHS. When a student violates the ideals of this organization or when his/her membership has become detrimental to the reputation of NHS, appropriate action will be taken. Dismissal procedures are stated in Article XI of the National Honor Society Constitution of the National Honor Society Handbook

## SPORTS:

FOOTBALL, VOLLEYBALL, CROSS COUNTRY, BASKETBALL, WRESTLING, TRACK, GOLF, SOFTBALL, & BASEBALL.

The above sports form our school program of inter-scholastic athletic competition. Students interested in activities of a physical nature will find a desirable outlet in these activities. An athletic training program is offered to all Kingsley-Pierson students and all students are strongly encouraged to take part in this program. In order to earn a varsity letter in interscholastic sports at Kingsley-Pierson the participant must meet standards set by each sport. In addition, all athletes must complete the season of the sport they are participating in.

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**WEATHER RELATED PROCEDURES**  
**REGARDING EXTRA-CURRICULAR ACTIVITIES**

1. If school is let out early (before 12:00 noon) due to weather conditions, all plans for practice and games will be made by 1:00 p.m. Students will not be permitted to practice until a decision is made by 1:00, they must leave the building.
2. If school is let out early, but after 12:00 noon, due to weather conditions, all practices and games will automatically be postponed for the day. Students will not be permitted to practice, they must leave the building.
3. If there is no school at all for the day due to weather conditions, practice and games will be decided on by 1:00 p.m. by the administration.
4. On a day when school was not scheduled (Christmas break, Saturday mornings, etc.) and there is inclement weather, the decision to have practice will be the decision of the director or coach. This information should be passed on to those affected. This decision should be coordinated with one of the administrators if at all possible. If it is an evening game, performance or meet situation, a decision will be made by 1:00 p.m. If it is a morning performance, a decision will be made at the appropriate time in the morning.
5. It is suggested that each group or team have a calling tree or group message to get information out to everyone the quickest and easiest way possible.
6. The administration reserves the right to make decisions that might warrant consideration in given situations.
7. Most school closings and weather related options will be broadcast on local T.V. stations and radio.

**\*For late starts (10:15 a.m.) due to weather, or scheduled early dismissals, we will drop the advisory period which is normally scheduled from 11:24 to 11:34 a.m.**

### **LATE START SCHEDULES**

If we have a late start, we will follow the 10:15 start schedule:

(32 minute class periods)

1 <sup>st</sup> Period	10:15 - 10:47	
2 <sup>nd</sup> Period	10:50 - 11:22	<u>Lunch Dismissal</u>
3 <sup>rd</sup> Period	11:25 - 11:57	All Classes 12:32
4 <sup>th</sup> Period	12:00 - 12:32	
Lunch	12:32 - 12:55	
5 <sup>th</sup> Period	12:58 - 1:30	
6 <sup>th</sup> Period	1:33 - 2:05	
7 <sup>th</sup> Period	2:08 - 2:40	
8 <sup>th</sup> Period	2:43 - 3:15	

### **DISMISSAL SCHEDULES**

12:15 DISMISSAL (27 minute class periods):

1 <sup>st</sup> Period	8:15 - 8:42	Students and Staff wishing to eat hot lunch at school should sign up at the office before 2 <sup>nd</sup> period.
2 <sup>nd</sup> Period	8:45 - 9:12	
3 <sup>rd</sup> Period	9:15 - 9:42	
4 <sup>th</sup> Period	9:45 - 10:12	
5 <sup>th</sup> Period	10:15 - 10:42	
6 <sup>th</sup> Period	10:45 - 11:13	
7 <sup>th</sup> Period	11:16 - 11:44	
8 <sup>th</sup> Period	11:47 - 12:15	

1:15 DISMISSAL (32 minute class periods)

1 <sup>st</sup> Period	8:15 - 8:47	<u>Lunch Dismissal</u>
2 <sup>nd</sup> Period	8:50 - 9:22	12:17 All Classes
3 <sup>rd</sup> Period	9:25 - 9:57	
4 <sup>th</sup> Period	10:00 - 10:32	
5 <sup>th</sup> Period	10:35 - 11:07	
6 <sup>th</sup> Period	11:10 - 11:42	
7 <sup>th</sup> Period	11:45 - 12:17	
Lunch	12:17 - 12:40	
8 <sup>th</sup> Period	12:43 - 1:15	

2:15 DISMISSAL (37 minute class periods)

1 <sup>st</sup> Period	8:15 – 8:52	
2 <sup>nd</sup> Period	8:55 – 9:32	<u>Lunch Dismissal</u>
3 <sup>rd</sup> Period	9:35 – 10:12	12:12 All Classes
4 <sup>th</sup> Period	10:15 – 10:52	
5 <sup>th</sup> Period	10:55 – 11:32	
6 <sup>th</sup> Period	11:35 – 12:12	
Lunch	12:12 – 12:55	
7 <sup>th</sup> Period	12:58 – 1:35	
8 <sup>th</sup> Period	1:38 – 2:15	

PEP RALLY SCHEDULE (45 minute class periods, no advisory)

1 <sup>st</sup> Period	8:15 – 9:00	<u>Lunch Dismissal</u>
2 <sup>nd</sup> Period	9:03 – 9:48	12:12 All Classes
3 <sup>rd</sup> Period	9:51 – 10:36	
4 <sup>th</sup> Period	10:39 – 11:24	*Cheerleader and Pep
5 <sup>th</sup> Period	11:27 – 12:12	Band only dismissed
Lunch	12:12 – 12:36	at 2:50 bell.
6 <sup>th</sup> Period	12:39 – 1:24	
7 <sup>th</sup> Period	1:27 – 2:12	
8 <sup>th</sup> Period	2:15 – 3:00	

Student Body dismissed at 3:00. All students report to the gym immediately upon dismissal from classes.

**ELIGIBILITY RULES**

The following eligibility policy was adopted by the Board of Education on August 1, 1988.

To be eligible to participate in any extra-curricular activities, the student must qualify both academically and under the good conduct rule.

**ELIGIBILITY BY CONDUCT**

If your habits and conduct, both in and out of school, are such as to make you unworthy to represent the ideals, principles, and standard of your school, you are not eligible. Example: If a Kingsley-Pierson High School student is smoking, drinking alcoholic beverages, or using any controlled substance, he/she will not be eligible to participate in extra-curricular activities. From the time that it is reported by a reputable adult that he/she is drinking alcoholic beverages, using any controlled substance, or smoking, he/she will not be eligible to participate for 30 calendar days.

The eligibility period will begin from the time of the confirmation of the infraction. That is 30 days from the confirmation, no matter if the student is involved in any activity at that time or not.

Upon any additional infraction of the good conduct ruling, the student will be ineligible for an additional 90 calendar days. If the infraction occurs during an

ineligibility period, the 90 calendar days will be added on to the time of the first ineligibility period, making a possible total of 120 calendar days. On the third offense, the student will be out of all activities for a calendar year.

Summary: 1<sup>st</sup> Offense - 30 Calendar Days

2<sup>nd</sup> Offense - 90 Calendar Days

3<sup>rd</sup> Offense - 1 Calendar Year

(The school year is from August 15 to August 14)

### ALCOHOLIC BEVERAGE IN CAR

If a student is in a car or at a party where there is alcoholic beverages or any other controlled substance, the decision of the authorities to determine whether or not a student is guilty (therefore eligible or ineligible) will be used by the school.

### YEAR AROUND RULE

If a student is reported by a reputable adult that he/she is smoking, drinking, or using a controlled substance at any time during the school year, he/she will not be eligible for 30 calendar days. A student can be declared ineligible for 30 calendar days starting on the date of any of the following:

1. Court reports.
2. Documentation by police reports.
3. Reputable adult reports.
4. Admission from student.

In case there is a question as to the student's guilt, he/she along with his/her parents may have the opportunity to appeal before the Kingsley-Pierson Board of Education. Their decision is final.

## ACADEMIC ELIGIBILITY

### CONSECUTIVE GRADING PERIODS

If a student is not passing in the same subject for two consecutive three week grading periods, he/she will be declared academically ineligible for the next three week grading period.

### NINE WEEKS' GRADES

If a student is not passing in **ALL** subjects at the end of a nine week grading period, he/she will be declared ineligible for the next three weeks. \*If a student is failing in the same subject at the end of this three week ineligibility period, he/she will continue to be ineligible for another three weeks.

At the end of the semester, the semester grades and the current nine weeks' grades will be used to determine who is on the down list (ineligible for the next three weeks). A failing grade at the end of the semester in either the semester grade or current nine weeks' grade will make a student ineligible for the next three weeks.

### SEMESTER GRADES

According to the Iowa High School Athletic Association, Scholarship Rule 36.15, "If not passing all at the end of a grading period, student is ineligible for first period of 30 calendar days in the interscholastic athletic event in which the student is a contestant." The 30 days of ineligibility begins with the first legal date of competition, not with the first date of practice. For more information on this rule, please go to: [www.iahsaa.org/academic\\_guidelines.htm](http://www.iahsaa.org/academic_guidelines.htm). Ineligibility imposed by the Kingsley-Pierson School District and the Iowa High School Athletic Association/Iowa Girls High School Athletic Union may or may not run concurrently, depending upon the student's participation in extra-curricular activities.

### CONCURRENT ENROLLEMENT (CE) FINAL GRADES

Students taking CE courses for dual credit (college credit and high school credit) that receive a final grade of F will be ineligible under rule 36.15(2) according to the Iowa Athletic Association eligibility rules.

### END OF YEAR

If a student is failing in any subject at the end of the school year, he/she will be declared ineligible for three weeks in the current year.

### ACADEMIC ELIGIBILITY - GENERAL STATEMENTS

1. At the end of any grading period, with the exception of the nine weeks or semester, if a student is failing in a different subject than the subject they were declared ineligible for, he/she will receive a warning. (Refer to consecutive grading periods.)
2. A student can only be declared ineligible when they have failed the same subject for two consecutive grading periods, or if he/she receives a failing grade at the nine weeks or semester.
3. Once a student has been declared ineligible, he/she will remain ineligible until he/she is passing in the subject for which he/she was declared ineligible. All ineligibility periods are three school academic weeks in length (15 school days). No student can regain his/her academic eligibility or privileges before this time. Grades are evaluated at the end of three, six and nine weeks' periods. The exception to this rule is the 30 calendar days of ineligibility imposed by the Iowa High School Athletic Association upon a failing grade at the end of a semester.

4. Any student who has been declared ineligible may practice, but not participate in any extra-curricular activity that is considered a performance (contest) rather than a practice. JV & JVR games will be considered as contests.
5. Students who are declared ineligible will not be allowed during an ineligibility period to be placed into nomination or election for offices, positions or honors (ex. Homecoming royalty, junior ushers, sophomore waiters & waitresses, Sweetheart candidates, class officers, student council, and organizational offices/clubs).
6. Students who are in offices, positions, or honors at the time of the declared ineligibility will be out of these positions (honors) during the ineligibility period.

**ELIGIBILITY ADDENDUM**  
**GOOD CONDUCT POLICY**

The following policy was adopted by the Board of Education on March 8, 1993:

**SELF REFERRALS FOR ASSISTANCE**

When a student requests help because of their own alcohol or other drug usage, and when this is done in a time period separate from an already witnessed policy violation, none of the “Good Conduct Policy” sanctions shall be applied. Instead, the Student Assistance Team will work with the student to insure that appropriate assistance is made available. Such assistance shall include the following:

- a. The student shall seek an assessment. This assessment shall be administered in an “accredited” addiction treatment facility as approved by the School. (Example: Jackson Recovery Center.)
- b. The student must complete treatment as prescribed by the accredited addiction treatment facility. This treatment could include counseling and in-patient or out-patient care.
- c. Any student who does not complete treatment will be declared ineligible immediately following the guidelines of the Good Conduct Policy. Any student found in violation of the Good Conduct Policy prior to entering treatment, during treatment, or after treatment, will be declared ineligible by Policy.

## **MIDDLE SCHOOL INFORMATION**

### **PHYSICAL EDUCATION AND/ OR STUDENT LOCKERS**

Combination locks may be provided from the principal's office. It is your responsibility to keep your locker locked at all times. Valuables should be given to your coaches for safe keeping. NEVER LEAVE MONEY OR VALUABLES IN YOUR POCKETS UNLESS UNDER LOCK AND KEY. **LOCK YOUR P.E. LOCKERS BEFORE, DURING, AND AFTER P.E. CLASSES!** Lockers should be cleaned out at regular intervals. The building is yours, TAKE PRIDE in its appearance. Follow the "Use It, Don't Abuse It" policy in regard to all school property. Report lost or found articles to the principal's office immediately. To avoid suspicion of any kind when things are lost, ask permission before using other people's property. No suggestive pictures or posters will be permitted in the lockers.

A locker is assigned to each Kingsley-Pierson student. Do not give your combination to other students.

### **NOTICE OF PERIODIC INSPECTION OF SCHOOL LOCKERS AND FACILITIES**

The notice is being provided to all students and the parents, guardians, or legal custodians of students.

Students and their parents, guardians, or legal custodians are hereby notified that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students without prior notice. A periodic inspection shall either occur in the presence of the student whose locker is being inspected, or in the presence of at least one other person.

### **TARDY POLICY**

Detentions will be issued for excessive tardies. The administration will discuss this policy with the students at the beginning of the year. Upon the 4<sup>th</sup> unexcused tardy, and for every subsequent tardy thereafter, students will receive a detention. Counts for tardies will start over each semester.

### **STUDY HALL**

Speaking privileges in the study hall should be limited. You should know your assignments before leaving classrooms. If you need help, see your respective teacher. If necessary, study hall teachers may permit students to speak about school work. If permission is granted, the student is to remain standing while speaking, to whisper so as not to disturb others, and to finish speaking as soon as possible. The teacher reserves the right to limit speaking time. If students



abuse this privilege of speaking about school work, then the privilege may be removed or curtailed by the study hall teacher for these students.

Permission to leave study hall will be given only **after** attendance is taken. Study hall teachers will only honor passes, and they must be obtained by the student **before** study hall begins. The computer room is available to computer students who have a pass from the computer teacher, but a faculty member must be present for supervision.

Permission to see a teacher should be arranged by the teacher you plan to see before your study hall. The instructor will give you written permission. Students check out of the study hall to go to the library by signing out in the proper book. The Guidance Counselor is available on Wednesday afternoons, and other days as needed. At the close of the study period, see that debris is picked up from the tables and the chairs are pushed in.

#### STUDY HALL RULES:

1. Be in your seat and quiet when the bell rings.
2. Attendance is taken BEFORE passes are accepted.
3. Passes must be written BEFORE the period begins.
4. Restroom checkout limited to 5 minutes.
5. Library checkout after attendance is taken. Teacher pass is required for conference room use.
6. Locker room or student locker checkouts are limited, depending upon the discretion of the study hall teacher.
7. ONE student to the office at a time.
8. Clean up tables the end of each study period.
9. No books - no privileges. Must remain seated.
10. Teachers are to be in study hall first, not last.
11. Teacher passes are required from all classes for use of computers and/or chromebooks, or to go to other classrooms.
12. Office phone is a business phone. Local calls only. THREE MINUTE LIMIT.
13. If a student is on the failing list, he/she may lose speaking privileges. These students may be given permission to speak upon discretion of the study hall teacher, but must speak at the study hall teacher's table.

## MIDDLE SCHOOL LIBRARY - GENERAL RULES

1. We encourage all students to use the library for reading and study. It is not to be used for visiting and socializing with friends during study periods. One student per table, two or more are allowed if the students bring a pass from a teacher stating that they study together. If students are on the failing or near failing list, the same rules apply in the library as in study hall. They are limited to 10 minutes for leisure reading of newspapers and magazines.
2. **No students behind the counter for any reason.** The librarian or a student library aide will get the articles for you as soon as possible.
3. Concerning copying other student's notes: Notes need to be initialed by the teacher before they can be copied.
4. Conference Room Passes: Obtain a conference room pass from the teacher whose class you will be studying for. A teacher's class cannot be interrupted to obtain a pass. The librarian has the authority to limit the number of people using the conference rooms and ask students to leave who are being disruptive. No newspapers or magazines in the conference rooms.
5. Any students who are asked to leave the library will be put out of the library for all periods. Disciplinary action may be taken which may include expulsion from the library for an extended period of time.
6. INTERNET RULES: Students must have returned their Parental Permission Form to use the internet. Students must also have a pass from a teacher stating that they have a need to use the internet. This pass shows the time allotted for their search. If a student violates the school policy for inappropriate, obscene, or profane information, they will receive one warning (or strike). With the second strike, the student loses their internet privileges for the year. If a student receives a third strike, they are off the internet permanently.

## CELL PHONE/ELECTRONIC DEVICE POLICY

The Kingsley-Pierson School District prohibits student use of cell phones, iPods, MP3, MP4, Nintendo DS, etc. during school hours (8:30 a.m. to 3:30 p.m.). Ipads, Nooks, Kindles, tablets, etc., may be used during class with teacher approval.

1<sup>st</sup> Offense - The item will be confiscated and kept in the office for the remainder of the day. The student may pick his/her phone up at the end of the day.

2<sup>nd</sup> Offense - The item will be confiscated and kept in the office for the remainder of the day. A parent will be called to pick up the cell phone.

3<sup>rd</sup> Offense - The item will be confiscated and kept in the office for the remainder of the day. An additional before or after school detention will be given. A parent/guardian will be called to pick up the cell phone.

4<sup>th</sup> Offense - The item will be confiscated and the item will no longer be allowed at school.

### **CARS**

It is not recommended that Middle School Students have school permits. However, if a student in Middle School has a school permit, they drive to the Kingsley building and ride the shuttle bus to Pierson.

### **REMOVAL FROM CLASS**

If a student is sent to the office for disciplinary reasons, they may be asked to make up the time missed from class before or after school. After three times, and each subsequent time after that, the student will receive a detention as well as serving the time missed from class. In serious cases, under the discretion of the administration, the previous consequences may be omitted, and a more severe consequence administered. If a student is removed from the classroom for disciplinary reasons, he/she is ineligible for any activity participation for that day.

### **DETENTION POLICY**

Detentions may be administered to students violating school rules and policies. Students receiving detentions are to report immediately to the assigned area at the expected time. The administration and staff reserve the right to administer a before or after school detention, as well. Transportation will not be provided for students who have a before or after school detention. When serving a detention, the student should have school work or something to do. If they have nothing to do, work will be assigned. Students who are not serving detentions should not talk to those serving detentions. More than four detentions may result in suspension from school, not including detentions for tardies.

### **LEAVING THE BUILDING**

UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE THE BUILDING OR SCHOOL GROUNDS UNLESS HE/SHE HAS SECURED PERMISSION FROM THE SUPERINTENDENT OR PRINCIPAL. Upon receiving permission to leave the building, students must sign the check-out book in the office before leaving.

### **ACTIVITIES**

The purpose of the activities program is to furnish opportunity for the development of the student which is not included in the regular academic subjects.

The Activities Program is organized so that each student may participate according to his/her interests. There is a place for every student and every student should make an effort to take part in at least one activity. We are proud of Kingsley-Pierson. Your school is only what you make it. Therefore your active participation is necessary if we are to grow stronger and better. By all means, take part! School spirit begins and ends with you.

### BAND & CHOIR

Students who are interested in instrumental music will find an outlet for their talents in band. The band will meet regularly and some special practices of small groups within the band will be arranged.

Choir gives students interested in vocal music a chance to develop their musical ability. Special work will also be done with small groups, and soloists.

Eligibility is determined by the Board Policy under the Good Conduct rule and the Academic Eligibility Rule.

### CHEERLEADING

Cheerleading is an extra-curricular activity of the K-P Jr. High School that is governed by the School Board's policies. We therefore recommend that cheerleaders who are ineligible for extra-curricular activities also be ineligible for the following cheerleading activities: 1) Games and meets, 2) Tournaments, 3) Position of Captain, 4) Wearing the uniform. They will be able to participate in practice sessions, fundraising campaigns, and work contributing to cheerleading sponsored activities *only if held after school hours*.

### STUDENT COUNCIL

The aim and purpose of the Student Council is to improve the effectiveness of the entire junior high school program to means of a closer link between students and faculty. Officers consist of President, Vice-President, Secretary and Treasurer. Class Presidents plus three members elected from each class comprise the Student Council.

### SPORTS:

Kingsley-Pierson Middle School Students are able to participate in football, volleyball, basketball, wrestling, and track. The above sports form our school program of inter-scholastic athletic competition. Students interested in activities of a physical nature will find a desirable outlet in these activities. An athletic training program is offered to all Kingsley-Pierson students and all students are strongly encouraged to take part in this program.

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### ELIGIBILITY RULES

The following eligibility policy was adopted by the Board of Education on August 1, 1988.

To be eligible to participate in any extra-curricular activities, the student must qualify both academically and under the good conduct rule.

#### ELIGIBILITY BY CONDUCT

If your habits and conduct, both in and out of school, are such as to make you unworthy to represent the ideals, principles, and standard of your school, you are not eligible. Example: If a Kingsley-Pierson Middle School student is smoking, drinking alcoholic beverages, or using any controlled substance, he/she will not be eligible to participate in extra-curricular activities. From the time that it is reported by a reputable adult that he/she is drinking alcoholic beverages, using any controlled substance, or smoking, he/she will not be eligible to participate for 30 calendar days.

The eligibility period will begin from the time of the confirmation of the infraction. That is 30 days from the confirmation, no matter if the student is involved in any activity at that time or not.

Upon any additional infraction of the good conduct ruling, the student will be ineligible for an additional 90 calendar days. If the infraction occurs during an ineligibility period, the 90 calendar days will be added on to the time of the first ineligibility period, making a total of 120 calendar days. On the third offense, the student will be out of all activities for a calendar year.

Summary: 1<sup>st</sup> Offense - 30 Calendar Days  
2<sup>nd</sup> Offense - 90 Calendar Days  
3<sup>rd</sup> Offense - 1 Calendar Year

(The school year is from August 15 to August 14)

#### ALCOHOLIC BEVERAGE IN CAR

If a student is in a car or at a party where there is alcoholic beverage or any other controlled substance, the decision of the authorities to determine

whether or not a student is guilty (therefore eligible or ineligible) will be used by the school.

### YEAR AROUND RULE

If a student is reported by a reputable adult that he/she is smoking, drinking, or using a controlled substance at any time during the school year, he/she will not be eligible for 30 calendar days. A student can be declared ineligible for 30 calendar days starting on the date of any of the following:

1. Court reports.
2. Documentation by police reports.
3. Reputable adult reports.
4. Admission from student.

In case there is a question as to the student's guilt, he/she along with his/her parents may have the opportunity to appeal before the Kingsley-Pierson Board of Education. Their decision is final.

### ACADEMIC ELIGIBILITY (6<sup>th</sup> - 8<sup>th</sup> Grade)

A middle school student is declared ineligible for one week if they are failing two or more subject areas at each three week grading period. A letter will be sent home by the Principal after each three week grading period if the student has 2 or more F's. Each week, the student's grades will be checked to see if they are passing all classes. If they are, the student is eligible again. A student is declared ineligible if they have an incomplete during that grading period. The student is eligible immediately after completing the incomplete work, and the requirements are met as well.

Effective fall 2009, the School Board has adopted a new policy. If a student is failing 2 or more classes at the end of the 2nd Semester grading period, that student will be ineligible for the first three weeks of the following Semester (1<sup>st</sup> semester of the next school year).

### ELIGIBILITY ADDENDUM GOOD CONDUCT POLICY

The following policy was adopted by the Board of Education on March 8, 1993:

### SELF REFERRALS FOR ASSISTANCE

When a student requests help because of their own alcohol or other drug usage, and when this is done in a time period separate from an already witnessed policy violation, none of the "Good Conduct Policy" sanctions shall be applied. Instead, the Student Assistance Team will work with the student to insure that

appropriate assistance is made available. Such assistance shall include the following:

- a. The student shall seek an assessment. This assessment shall be administered in an “accredited” addiction treatment facility as approved by the School. (Example: Jackson Recovery Center.)
- b. The student must complete treatment as prescribed by the accredited addiction treatment facility. This treatment could include counseling and in-patient or out-patient care.
- c. Any student who does not complete treatment will be declared ineligible immediately following the guidelines of the Good Conduct Policy. Any student found in violation of the Good Conduct Policy prior to entering treatment, during treatment, or after treatment, will be declared ineligible by Policy.

**KINGSLEY-PIERSON COMMUNITY SCHOOL**  
**PARENTS’/STUDENTS’ STATEMENT**

I have read and understand the rules and guidelines set forth in this student handbook and I will make an honest effort to abide by them.

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(Student’s Signature) (Date)

I have read and understand the rules and guidelines set forth in this student handbook and I will help my son/daughter abide by them.

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(Parent’s Signature) (Date)