

SECTION 1 / GENERAL INFORMATION

A. STUDENT SCHOOL HOURS

Students may enter the school building at 7:45 A.M. during inclement weather, but may not go to the classrooms until 8:00 A.M. Students are to leave the building by 3:30 P.M. unless they have some assigned activity and are under teacher supervision. Bus students are permitted to enter the school upon their arrival.

B. DAILY CLASS AND PERIOD SCHEDULE FOR 2005-2005

The chart on the next page indicates the time frames and daily class schedules for the school year. School begins each day at 8:00 A.M. and dismisses each day at 2:44 P. M.

C. BUS RULES

Only those students assigned to a bus route will be permitted to ride that bus to and from school.

Students should remember that the bus driver has authority to suspend a student from the bus. If a student is suspended from a bus, he or she must arrange for their transportation to and from school. Students riding on school buses are responsible for their own equipment and personal belongings.

D. ACTIVITY BUS

We will run a student activity bus Monday through Thursday evenings as long as there is a need for. If ridership is less than 5 students for two consecutive days, the bus will no longer run. Students must obtain a pass from their coach or advisor. Students with club or school activities may also ride the activity bus.

E. LOCKS AND LOCKERS

Students are advised to bring a lock from home. Students will be assigned a locker which will be their

responsibility. KEEP IT LOCKED! Locker inspection will be made periodically throughout the school year. Any locker damage must be paid by the student. STUDENTS ARE TO USE THEIR ASSIGNED LOCKER ONLY.

- F. ACCIDENTS AND ILLNESS (IN SCHOOL)**
Students involved in any injury or illness of any kind - in the gym, classrooms, corridors, athletic competitions, etc. must report the accident or illness to the teacher in charge immediately. The student will then be referred to the Nurse's office for necessary assistance. YOU MUST NOT LEAVE SCHOOL BECAUSE OF ILLNESS OR INJURY WITHOUT GOING THROUGH THE MAIN OFFICE.

- G. ASSEMBLY PROGRAMS**
Assembly programs will be scheduled periodically throughout the school year. Most will be all-school assemblies and attendance will be mandatory. Your behavior at the assemblies will determine if they will be continued. You will be accompanied to the assemblies by your classroom teacher.

- H. CAFETERIA**
The cafeteria will be open during lunch periods and will serve the classes according to an announced schedule. When done eating, you are asked to deposit your tray and garbage at the proper areas and return to your assigned area. Six students to a table maximum.

SECTION 2 / ATTENDANCE

- A. ATTENDANCE POLICY**

Students must attend classes regularly in order to receive credit. Study halls are an integral part of the school day and skipping study halls is the same as skipping class. Each student must familiarize him/her self with the consequences for non-attendance or truancy in each of his or her assigned classes. The attendance policy follows: At William Kelley High School 10 unverified or unexcused absences per semester, will result in no credit for the class. To receive credit for work missed due to absences, students must complete assignments within a two-day time period for each day missed. A written notice will be sent to parents/guardians of students, who are in danger of losing credit due to absences. Those affected may request a conference.

B. ABSENCES DEFINED/TRUANCY

An absence is the non-attendance of a student in class, for any reason

1. School approved activities are not absences, but make-up work will be required for missed classes.
2. Tardiness is the absence from a class for a period of less than one-half of a class period. Five unexcused tardies to a class will constitute one absence.
3. Throughout the district, students will be considered truant from class if they are absent without a lawful excuses, for any part or all of the class period or periods. **A teacher who detains a student from reporting to his/her next class at its assigned starting time shall issue an admittance to that class to the student. Such delays will not be recorded as an unexcused tardy by the receiving teacher.**

C. STUDENT ABSENCES

Parents **must** notify their child's school with a note or phone call as early as possible the day their child will be absent.

D. EXCESSIVE ABSENCES & TARDINESS

1. Students may be required to make up time equivalent to a class period after the 4th absence in any specific class. Makeup assignments in addition to the regular classroom work may be required.

2. Doctor verified illness or school sponsored activities will not be counted towards the 10 day limit. Any other absences will fall under the policy. Exceptions will be determined by the administration.

3. Tardiness may cause the student to be assigned detention. Students may be required by the classroom teacher to make up time equivalent to one class period per tardy after three tardies in a class.

E. EXCUSED ABSENCES

Excused absences are limited to illness, family emergencies, special events such as funerals, weddings, legal matters such as court or social service appointments, and medical or dental appointments. Parents should schedule appointments outside of the school day. School work may be made up and full credit received for excused absences.

F. UNEXCUSED ABSENCES

Unexcused absences are all absences not covered above, including work, family trips, hunting, fishing, etc. Students may leave school at the parents' request, but will receive an unexcused absence.

G. PRE-ARRANGED ABSENCES

Students who know in advance that they will be absent from school for an extended period of time shall obtain a pre-arranged absence form in the office, then take the form to their teachers to arrange for work to be completed. Only parents or guardians may excuse a student from school. Therefore, their

signatures must be on the form before it is returned to the principal for approval.

H. PROCEDURE FOR ABSENCE

Any student reporting back to school after an absence must provide a written excuse to the office. This excuse must include the full name of the student, the date and duration of the absence, and the **reason for the absence**. Simply stating, "Please excuse Barb's absence for personal reasons.", is not enough. A reason defining the absence must be stated. An admit slip will then be returned to the student by the end of the first hour. This slip must be signed by all teachers who also write out the make-up work.

Students will not be allowed back into class without an admit slip.

I. OFF-CAMPUS PASSES

Off-Campus passes must be obtained prior to the expected absence, except in emergency situations. The students will send a note to the office with the first hour teacher. This note will explain the reason for leaving school and the time of departure.

Leaving for personal reasons is not accepted. A note from home with the parent's signature **is required** for **all** off-campus passes of a non-emergency nature. Off-campus passes will be issued by the office.

Off-Campus passes may be obtained for:

1. Doctor or dentist appointments
2. Family emergencies
3. Necessary business that cannot be accomplished outside of the school day.
4. Going home sick. Any time a student leaves the school building during the school day, an off-campus pass must be secured from the office.

SECTION 3 / FORMS & PASSES

A. DROP-ADD

These requests are granted for the following reasons only:

1. Necessary to improve or maintain class balance.
2. Addition of courses to fulfill school course credit requirements.
3. All drop adds must be completed during the first 5 days of class.

Students will contact the counselor for assistance in this area.

B. IN-SCHOOL PASSES (PASSPORT SECTION OF AGENDA BOOK)

A pass will be required for a student to move from one area to another during class time. If you have been detained by a teacher and anticipate being tardy to your next class, the teacher must initial your agenda book for admittance and corridor travel.

C. LIBRARY PASSES

Teachers will grant passes to the library for library assignments related to their classes. Others wishing to use the library are to get passes from the library before the class period begins. Getting passes from the library is not an excuse for being late to class. Study hall teachers will not issue passes except with prior approval of the library.

D. VISITOR'S PASSES

Visitors are those that are here for official business. The pass must be issued by the office. Any persons other than Kelley High School students, staff, or Board of Education personnel are regarded as visitors and must report to the office for clearance. **Visits by friends and relatives on a social basis are not permitted. Students are advised not to request visits by friends or relatives.**

SECTION 4 / DISCIPLINE

SCHOOL DISTRICT DISCIPLINE POLICY
The Following Discipline Policy Has Been Adopted By
Lake Superior School District Policy

1. STATEMENT OF POLICY J-6

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and staff to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

2. STUDENTS RIGHTS AND RESPONSIBILITIES

A. Students Rights

1. The right to a free and full education and the right to learn.
2. The right to equal educational opportunity and to freedom from discrimination.
3. The right to due process of law.
4. The right to freedom of inquiry and expression.
5. The right to privacy.
6. The right to participate in student activities.
7. The right to personal property.
8. The right to be informed of school rules.

B. Students Responsibilities

1. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
2. The responsibility to pursue and attempt to complete the course of study prescribed by the state and local school authorities.

3. The responsibility to make necessary arrangements for making up work when absent from school
4. The responsibility to assist the school staff in running a safe school for all students enrolled therein.
5. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
6. The responsibility to assume that until a rule is waived, altered, or appealed, it is in full effect.
7. The responsibility to be aware of and comply with state and local laws.
8. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
9. The responsibility to protect and take care of the school's property.
10. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.
11. The responsibility to avoid inaccuracies in student newspapers or publications and indecent or obscene language.
12. The responsibility to express ideas in a manner that will not offend or slander others.

3. RULES OF CONDUCT

A. The following is a list of prohibited acts of behavior:

1. Attendance problems, including truancy, absenteeism, tardiness, skipping, leaving school grounds. (Refer to district policies JGD and (JGD-E/JDE-E.)
2. Tobacco related problems, including possession and use. (Refer to district policy

(JFD-E/JGE-E/GBK)

3. Alcohol, drug, or controlled substance related problems including possession, consumption, use, sale, and distribution. (Refer to district policy IGAG.)
4. Possession or use of weapons or other dangerous objects, including possession and use. (Refer to district policy JFCJ.)
5. Violations against persons, such as threatened assault, assault fighting, harassment, interference and obstruction, attack with a weapon, sexual assault, or illegal sexual conduct, indecent exposure. (policy JGD-E.)
6. Violations against property, including unauthorized use of school property, damage to or destruction of the school property, or the property of others, vandalism, theft, robbery, extortion, arson, trespassing. (Refer to district policies JCFI & JGE-E.)
7. Violations of school procedures or acts disruptive of the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, use of profanity, improper activation of firearms, bomb threats. (Refer to district policies JGD-E/JGE-E.)
8. Violation of school bus or transportation rules. (Refer to district policy EEACC.)
9. Violation of parking or school traffic rules and regulations.

10. Possession or distribution of slanderous, libelous or pornographic material.

11. Student attire and personal grooming which creates a danger to health or safety or creates a disruption to the educational process.

12. Criminal activity.

13. Falsification of records or signatures.

4. DISCIPLINARY ACTIONS

Responsibility for student discipline belongs to the teacher of the individual student. Assistance may be obtained from principals, counselors, school psychologists, or special education teachers at any time.

Listed below is a procedure for teachers to follow when reporting student misconduct or lack of performance.

It is extremely important that the steps listed be closely followed beginning with the first week of school. The first instance of poor citizenship or low academic performance is a signal to begin with Step #1. Minor deviations and interpretations of the following four steps may be worked out with the individual principal.

PROCEDURES

Step #1 Teacher-Student Conference - The date, items discussed and agreements made will be recorded by the teacher. The student will be informed of succeeding action, should behavioral change not occur.

Step #2 Student will be given an “after school” detention, in-school suspension, or tutorial assignment. The date, action taken, and results will be recorded by the teacher. Student will be informed of succeeding action should behavioral change not occur. (Teachers are reminded that

all students given detention be allowed one day to notify parents.

Step #3 Parental contact will be made in person, by registered letter, by phone, or by "return answer" Parents are given the specifics of the problem, made knowledgeable of previous action taken, and given recommendations for assistance. Teacher will accumulate data from the parent that provides additional background for the solution of the problem. The date and specifics of the discussion will be recorded. Mid-term report forms supplement this procedure, but are not to be considered a substitute.

Step #4 Teacher will confer with the principal and provide records of all previous action.

5. REMOVAL OF STUDENT FROM CLASS

A. GROUNDS

1. Willful conduct which materially and substantially disrupts the right of other to an education.
2. Willful conduct which endangers the school district employees, the pupil, or other pupils or property of the school.
3. Willful violation of any rule of conduct established in this disciplinary policy.

B. PROCEDURES

Disruptive students may be removed from class by the teacher after notifying the principal of the intended removal. Should the principal be out of the building, it will be the teacher's responsibility to deal with the problem. The period of time for which a pupil may be removed from a class by the teacher may not exceed three (3) class periods for a violation of a rule of conduct. A "class period" in secondary grades is defined as "instruction for a given course of study" and in elementary grades as "a period of

time not to exceed one (1) hour, regardless of the subject of instruction".

6. PROCEDURES FOR RETURNING A STUDENT TO CLASS

A student must have a pass from the principal to return to class. It is the responsibility of the student to obtain this pass.

7. HANDICAPPED STUDENT

A student shall not be excluded or expelled when the misconduct is related to the student's handicapping condition. A team meeting or a manifestation proceeding will be determined if a student's misconduct is related to the student's handicapping condition by reviewing the assessment, IEP, and least restrictive alternative for that student.

8. PROCEDURES FOR INFORMING PUPILS AND PARENTS OF THE RULES

Copies of this policy, together with the Pupil Fair Dismissal Act will be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act. Parents shall be notified in writing of repeated or serious violations of the rules of conduct and resulting disciplinary actions by first class mail, except as provided otherwise by the Pupil Fair Dismissal Act. Students shall be notified of the violations of the Rules of Conduct and resulting disciplinary actions verbally, except as provided otherwise by the Pupil Fair Dismissal Act.

9. REQUIREMENTS OF ANNUAL REVIEW

The Principal and staff in a school building will confer at least annually to review the Board Policy and to assess whether the policy has been enforced. Adopted: April 10, 1984 - Revised: July 1999

SECTION 5 / DISCIPLINE PROCEDURES

A. DISCIPLINARY ACTION

When a student is disciplined by the school, Parents will be notified. Discipline will be used in cases including, but not limited to the following:

1. Use or possession of illegal drugs, chemicals or alcoholic beverages.
2. Smoking - use or possession of tobacco.
3. Truancy - missing classes.
4. Fighting
5. Theft
6. Harassment
7. Destruction of school property.
8. Inappropriate hall or classroom conduct.
9. Misuse of fire alarms or equipment.

B. AFTER SCHOOL DETENTION

Detention will be held before or after school under the direction of the teacher involved. For those of you who are bus students, you will be given 1 day's notice to make other arrangements to find a way home.

C. SUSPENSIONS

Suspension from school will only be used in the most severe discipline cases. If a student is suspended, the parents and student will receive a certified letter with a statement of reasons for suspension and re-admittance plan. A copy of the Fair Dismissal Act and a board policy will also be sent.

SECTION 6 / CONDUCT

A. LUNCH TIME

Lunch time has three primary functions:

1. Eat lunch
2. Individual or group instruction
3. Organizational meetings.
4. Students in grades 7,8, and 9, are not permitted to leave the school during lunch period. When students finish eating in the cafeteria, they will

stay in that area. Those going home for lunch will stay outside until the end of the period.

During inclement weather, students are to remain in the entryway until the bell rings. **VISITORS ARE NOT ALLOWED IN THE BUILDING AT LUNCH TIME!**

B. SMOKING AND POSSESSION OF TOBACCO

Smoking or use of tobacco in any form or possession of tobacco by students in the school building, on school grounds, on school property, or when under jurisdiction of the school including off campus during lunch period, is prohibited by Lake Superior Independent School District policy. Violations will result in 3 days suspension from school and a parental conference on the first offense.

DISTRICT POLICY JGD

The following policy is in effect for all Lake Superior School District schools and students.

1. CURRICULUM

All children in the Lake Superior Independent School District #381 five years of age or over by September 1 of any given year have the right to attend public school until they graduate from the twelfth grade or reach the age of twenty-one (21). Children between the ages of seven (7) and sixteen (16) must attend, and children between the ages of sixteen (16) and twenty-one (21) must attend until the completion of the tenth grade. Children with certain handicaps or physical or mental conditions may have to attend school at a location outside the district, if it is determined that the district does not have a program suitable for such children. Children in areas far removed from district schools may also have to attend school outside the district in some instances. The School Board will make the decision as to when attendance outside the district is necessary. Tuition for all children attending outside the district, at the option of the School Board, will be the responsibility of the district. When a student cannot attend school as required, a written excuse, signed by a

parent/guardian, if the student is under eighteen (18) years of age, must be submitted. Permission for such excused absence will generally be limited to illness, although family or personal matters, family travel, and other reasons, may be accepted in some instances. For long-term absences, a statement from a physician may be required. Board action may be necessary to approve excuses which extend for an entire school year or where there is no definite plan for a child's illness, or where a child will be absent for an extended time and a hardship is being experienced by school and child. At times, it may be necessary to limit or suspend a student's school attendance

for disciplinary or other reasons. (See Fair Dismissal Law). For these situations, an administrative fact-finding conference will be held with the student and (where appropriate and even though the student is 18 or over) with the student's parent's to review any allegations of rule violations which could lead to suspension from school.

2. EXTRA-CURRICULAR:

Any student who, following an administrative fact-finding conference with the student, and (where appropriate and even though the student may be 18 or over) the student's parents, is found to have been:

A. Smoking or possessing tobacco in any form.

B. Drinking any alcoholic beverage, possessing any alcoholic beverage, or

C. Using drugs, stimulants or controlled substances, or possessing such drugs, stimulants, or controlled substances, or showing evidence of using drugs, stimulants or controlled substances, in any form, any or all without a medical prescription during school hours, in any school building, or any school property, at any school sponsored function or activity, or at any time while representing the school, shall be suspended from participation in the following listed school activities:

1. All activities governed by the Minnesota State High School League

2. All approved clubs and aquatic groups,

3. School-sponsored activities and groups, including, but not limited to parties, dances, games, field trips, and any functions in which school property or school employees are involved (while serving as school employees)

4. Class officers, club officers and officers of other school-sponsored organizations,

5. Student Council,

6. National Honor Society,

7. School paper and yearbook,

8. Intramural activities,

9. Band, Choir, Orchestra and Drama

For a period of nine (9) school weeks for violation of the rule relating to alcohol, drugs, stimulants and controlled substances or a period of three (3) weeks for violation of the rule relating to tobacco. The suspension in the case of class officers, club officers and officers of other school-sponsored organizations shall be for the remainder of the school year. A student who is enrolled for credit in a course involving one of the above listed school activities will be permitted to continue to pursue their course work, but will not be permitted to attend or participate in any part of the course held outside regular school hours, for the duration of the suspension. Individual educational programs may be set up rather than having such a student participate in regular practice sessions, at the instructor's discretion. **MINNESOTA STATE HIGH SCHOOL**

**LEAGUE ELIGIBILITY AS CONCERNS
SMOKING, ALCOHOL, AND DRUGS:**

It is the individual responsibility of all students participating in a Minnesota State High School League activity to read carefully the League Eligibility Bulletin issued to the participant by the respective coach or advisor. A copy of this bulletin must be signed by a parent and placed on file with the coach or advisor, or athletic director, in the case of athletics. Students who violate the rules on smoking, alcohol, or drugs will be suspended from:

1. All athletic activities
2. All music activities
3. All speech and drama activities
4. All school sponsored clubs
5. All school publications
6. Student councils
7. Honor societies
8. School service activities

Minnesota State High School League rules will remain in effect for all High School League sponsored activities.

Wm. Kelley High School Tobacco/Alcohol/Drug Policy
For Athletics

The following policy for athletics is in addition to Minnesota State High School League Policy, and the current District #381 Policy. These rules will cover all students in grade 7-12. This policy has been approved by the school board.

First Offense:

1. The student cannot be a captain in that sport during that school year.
2. The student may not be nominated for any awards by the coaching staff in that season.
3. The student may not receive any team awards in that season.

Second Offense:

1. All of the penalties for the first offense.
2. The student cannot be a captain in any sport the rest of their high school career.
3. The student will not receive a letter in that sport.

Third Offense:

1. All of the penalties for the first and second offense.
2. The student will not be eligible for any team awards in any sport for the rest of their career.
3. The student will not be eligible for any post-season awards in any sport for the rest of their career.

SECTION 7. FAMILY & CIVIL RIGHTS

A. FAMILY RIGHTS AND PRIVACY ACT

To comply with the Family Rights and Privacy Act, we at Kelley High School are adhering to the following policy: Student pictures and identifying names will be printed in the school annual and the school paper and given to the local news media on those occasions that warrant it. However, any student or the student's parents, if the student is under 18, may request that his/her picture not be published in the media or the school yearbook. Such requests are to be made in writing to the Principal of Kelley High School. This policy does not cover pictures taken by the news media at school events.

B. TITLE IX

"It is the policy of the Lake Superior Independent School District #381 not to discriminate on the basis of sex, race, color or national origin in its educational programs, activities or employment policies as required by Title VI of 1964 and Title IX of the 1972 Educational Amendments." Inquiries regarding compliance with Title IX may be directed to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, MN. 55101.

SECTION 8 - FINE ARTS / ATHLETIC ACADEMIC EXTRA-CURRICULAR ELIGIBILITY POLICY

1. Students who receive an F grade, more than one (1) incomplete and a GPA lower than 1.75; two grades of F or

fail to meet the standard set by the MSHL become ineligible for the following:

- a. MSHL sanctioned activities.
- b. Trips outside of School District boundaries.

2. Grades used to determine eligibility are quarter grades.

3. The student upon becoming ineligible is responsible between the end of the third week of the quarter and its mid-term date to demonstrate he/she has no "F" grades or incomplete(s) in order to restore eligibility. If clearance is not made by the mid-term date, the ineligibility remains in effect until the end of the quarter. (Students, ineligible at the beginning of the first quarter, may demonstrate clearance after the second week and to its mid-term date.)

4. As soon as incomplete (s) are completed and verified, prior to, or by the mid-term date, the eligibility is restored if all other criteria has been met for eligibility.

5. Special education student (s) eligibility will be determined cooperatively between the student, case manager, and the teacher (s) involved in issuing grades.

6. Students lacking ability to perform to the minimum standards of the course will follow the same procedure as #4.

7. Grades for quarter four (4) carry over to the new school year for determining eligibility in the new school year.

8. A review board composed of the Activities Director, Administrator, and Counselor, will make determinations regarding cases involving eligibility questions.

REVISED: September 28, 1999

SECTION 9 -

STUDENT DRESS & APPEARANCE POLICY

Purpose: to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. Students are expected to use good taste and will not be allowed to dress in a manner which causes a disturbance or distraction.

Inappropriate clothing and/or accessories include, but are not limited to the following:

1. Short shorts and short skirts; no shorter than the tips of the fingers when arms are draped at person's side;
Sagging pants;
2. Tank tops and tops that expose the shoulder, back, midriff, or have low necklines;
3. Clothing which bears a message which is lewd, vulgar, or obscene;
4. Apparel promoting products or activities that are illegal for use by minors, including but not limited to references to tobacco, alcohol and drugs, and including racial, religious, and/or sexual harassment;
5. Clothing reflecting gang affiliations;
6. Clothing reflecting abusive or suggestive language or symbolism;
8. Exposed inappropriate tattoos;
9. Caps or hats, bandanas, or other head wear in the building;
10. Jackets (please keep them in your lockers)
11. Sunglasses

12. Barefoot (students are to wear shoes at all times)

When in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to change or will be sent home for the day. If the student is sent home, the parents/guardians will be notified.

SECTION 10 / ACADEMIC LETTER POLICY

In order to promote and raise academic standards and expectations of students, Lake Superior School District has decided that Academic Letters will be made available to all students in grades 10-12. The following guidelines will be followed:

- 1) The Academic Letter and Certificate will be awarded to students in grades 10-12.
- 2) Maintain a 3.5 GPA per semester for the school year.
- 3) No grade below a "C" and no more than one "C".
- 4) No incompletes.
- 5) Compliance with the Minnesota State High School League Eligibility guidelines.
- 6) Transfer students must be in the Lake Superior School District for two semesters to be considered.

Applications are available with the school counselor.

**SECTION 11 - GENERAL REQUIREMENTS
LEADING TO GRADUATION / GRADING**

The requirements for graduation from William M. Kelley High School are:

1. A minimum of 24 credits in grades 9, 10, 11, and 12, are required for graduation. All students are required to enroll for a minimum of 6 hours per semester.
2. Students are required to enroll in 1 credit of English in grades 9, 10, 11, and 12.

3. American History 9, World History 10, Civics 11, and Social Studies 12, are required.
4. Physical Education 9 and 10 and Health 11 are required.
5. Science 9 and General Biology are required.
6. Math is required in grade 9 and one additional credit of mathematics will be required in grades 10, 11, or 12.
7. Students participating in band and / or choir will receive one credit for each year of participation in grades 9-12.
8. Students will be allowed one credit for each year of School Service, which include library aide, laboratory assistant, office assistant, and teacher aide.
9. Students must have permission from instructors, the counselor, and administration to engage in Independent Study.
10. One credit is given for a passing mark in a class meeting regularly for an entire year. A half credit will be given for a class meeting regularly for a semester.
11. Students may earn credit for community service. Permission from the Principal is necessary

GRADING PROCEDURES

Grades are given on a 4-point basis, with an “A” being 4 points and denoting outstanding work; “B” is 3 points and denotes above average work; “C” is 2 points and denotes average work; “D” is 1 point and is below average work; “F” is a failing grade with no points given.

PASS - FAIL OPTION

The Pass-Fail Grade Option:

- a) Any elective only may be taken as Pass/Fail grading.
- b) Only allowed in grades 9-12.
- c) Allowed for one (1) course per marking period only.
- d) Choice of Pass/Fail grade **must** be declared by the student to the school counselor **by the last day of the first marking period** in which the course is offered.

SECTION 12 -OTHER INFORMATION

A. DRIVING TO SCHOOL

1. Any students violating driving laws will be reported to the police.
2. Parking privileges on school property may be withdrawn at any time.
3. Students may not use their vehicles at any time during the school day without having a pass to do so.

B. SCHOOL DANCES

Dances held within the school property are under the same jurisdiction as are all school activities and the same rules apply. After entering the building for a dance, students in attendance will not be allowed to re-enter the building if they choose to leave it. The doors to the building will be locked and only those students wishing to leave the dance and the building will be allowed use of the doors. After leaving, students will not be re-admitted to the building.

Only students of Kelley High are allowed at school dances.

C. SWIMMING POOL

All students participating in swimming classes or activities will be required to wear swim caps. Swim caps may be purchased if you are unable to furnish one from home.

D. SCHOOL COUNSELOR

Students who need help in solving school related problems are encouraged to discuss their problems with the school guidance counselor. The counselor can help you with such things as deciding on your school course of study, changing your school program, exploring college or vocational school options, developing better study habits, exploring career options, getting along better with peers and teachers, etc. To see the counselor, stop in before or after school, or get a pass from the outer office secretary to visit during a study hall.

E. PHYSICAL EDUCATION CLOTHES POLICY

Students participating in gym class will need three basic items of wearing apparel: tennis shoes, shorts (no cut-offs) and a t-shirt. In lieu of actual gym shorts, clearly identifiable pants may be worn. These are used for gym classes only, not school wear. Written or sewn markings are acceptable, but not tape. These clothes may be stored in small "box" lockers in the physical education area.

All students participating in gym class must change clothes for all physical education activities with the following exceptions. Dance - Tennis shoes only Bowling - Bowling shoes only Swimming - No cut-offs; students must wear swim caps in the pool Rec. Games - Shuffle board, Table Tennis Golf - Tennis Shoes

Skating - Skates only In the fall and spring of the school year, on colder days, additional items of clothing may be worn: hat, gloves, sweatsuit or long pants. Students who

do not have a complete change of clothes are not allowed to participate and will not receive credit for that day.

GALLEY RULES

Failure to abide by any of the following rules will result in the loss of Galley Privileges.

1. All students must meet the requirements of the Academic Eligibility Policy in order to use the Galley during school hours.
2. Students entering 7th grade will not be eligible to use the Galley during school hours until they have demonstrated eligibility under the Academic Eligibility Policy at the completion of the 1st Quarter of the school year.
3. All rules and regulations pertaining to Kelley High School are in effect in the Galley as well.
4. Galley use is restricted to a students's study hall periods during the school day. Students are not to be in the Galley during assigned class periods.
5. Students who have checked out of study hall for the Galley **must** report directly to the Galley and may not visit any other part of the building or school grounds, such as the gym, lavatories, weight room, or parking lot.
6. Food and beverages purchased in the Galley may not be taken out of the Galley or consumed in any other part of the building during the school day.

CLASS ADVISORS

Grade 7, Class of 2010

Dave Haaversen - Nancy MacGibbon - Larry Otterblad

Grade 8, Class of 2009

Marybeth Jacob - George Olson - Ed Walker

Grade 9, Class of 2008

Mike Casper - Pete Dunda - Carl Freund

Grade 10, Class of 2007

Gary Hoffert- Judy Kaiser - Jan Martinson - Troy Paulseth

Grade 11, Class of 2006

John Olson - Suzann Olson - Michelle Stadler
Grade 12, Class of 2005
David Dettmann - Roger Koster