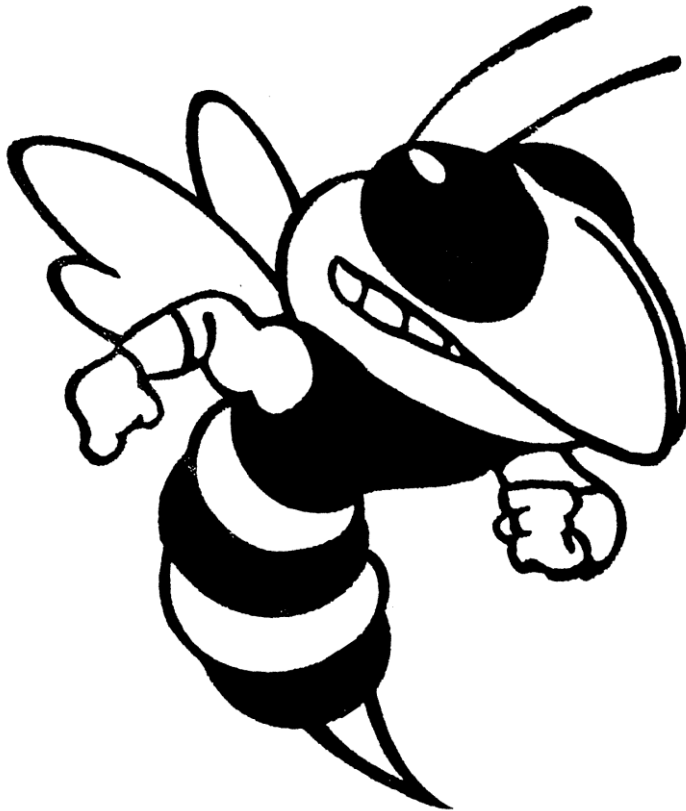


Kearsley High School

Student Handbook



2019-2020

Dear Students & Parents,

Welcome to Kearsley High School. Our hope is each student comes to high school ready to be challenged, learn and have fun. Graduates from Kearsley have an unlimited potential. High school years can be the best of your life if you take advantage of all that's available to you.

Kearsley is a comprehensive high school, offering many opportunities in rigorous academics, clubs and activities, athletics and service to the community. You have the ability to make decisions throughout your high school years that will help you grow and mature. It is our hope that this handbook will help you make better decisions about your "life at KHS."

Our handbook is designed in three main categories, including, general information, student activities and information, and school related services. Please read through this information carefully, thinking about how you are preparing yourself for this world in the 21st century. I have great confidence in the education and skills of our teachers and look forward to having you at KHS in the coming year. Go Hornets!

Sincerely,

Brian Wiskur
Principal

Kearsley High School Mission Statement

Kearsley High School will promote life-long learners by demonstrating:

P ersistence
R esponsibility
I ntegrity
D edication
E xcellence

General Information Section

Daily Schedule

1st Lunch Schedule	2nd Lunch Schedule	3rd Lunch Schedule
First Hour 7:30 - 8:29	First Hour 7:30 - 8:29	First Hour 7:30 - 8:29
Second Hour 8:34 - 9:33	Second Hour 8:34 - 9:33	Second Hour 8:34 - 9:33
Third Hour 9:38 - 10:37	Third Hour 9:38 - 10:37	Third Hour 9:38 - 10:37
Fourth Hour 10:42 - 11:41	Lunch 11:11 – 11:41 Split 4 th Hr	Fourth Hour 10:42 – 11:41
Lunch 10:37 – 11:07	Fourth Hour 10:42 – 11:41	Lunch 11:41 – 12:11
Fifth Hour 12:16 - 1:15	Fifth Hour 12:16 - 1:15	Fifth Hour 12:16 – 1:15
Sixth Hour 1:20 - 2:20	Sixth Hour 1:20- 2:20	Sixth Hour 1:20 - 2:20

High School Administration

Brian Wiskur..... Principal
 Matt Moore Assistant Principal
 Brian Boudreau..... Dean of Students
 Eric Doyle Athletic Director

Counselor Assignments-alphabetical by student last name

Corrine WalworthA-F
 Joda DaileyG-O
 Jill Carter.....P-Z

Frequently Called Phone Numbers & Contact Person

High School Attendance Office.....591-9879
 High School Counseling Office..... 591-5324
 High School Main Office (teacher contact/messages)..... 591-5313
 High School Main Office Fax 591-9888
 High School Athletic Office, (Denise Link) 591-5315
 Matt Moore, Assistant Principal (Angie Ayre).....591-5308
 Brian Boudreau, Dean of Students (Angie Ayre)..... 591-5309
 Eric Doyle, Athletic Director (Denise Link)..... 591-5315
 Brian Wiskur, Principal, (Sue Murray) 591-5316
 Kearsley Community Schools, Administration Building 591-8000

Kearsley High School Fight Song

Straight down the field we come with trumpets and marching drums, we're marching, we're marching on. Our men of valor are in the fight, they're fighting with all their might, we're marching, we're marching on. Our Kearsley High is marching on with hearts of valor, joy and song. Our loyal sons and daughters brave and true, will pledge their honor and their faith to you. To keep our banner ever bright, to lead us onward in the fight, no matter where you go we'll always know our Kearsley High School is marching on! K-E-A-R-S-LE Y Our Kearsley High School is marching on!

Kearsley High School Alma Mater

To Kearsley High a song we sing, praise her noble name, here's to her colors blue and gold of honored deeds and fame. Come wave her colors brave and true as in the years gone by, come join us one and all to sing our praise to Kearsley High.

Bell schedule

School starts each day at 7:30am. Students should leave home early enough to be seated in their first period class before 7:30a.m .to avoid being marked tardy. All classes meet each day for approximately 59 minutes. Students are released at 2:20pm. Students involved in extra-curricular activities usually have after school time commitments. Parents should check with the club sponsor or coach to verify extra-curricular pick up times. No student is allowed to leave the school building without a pass from the attendance office. Before a student is allowed to leave school, parent contact with the office is required.

Attendance

Philosophy

School administrators have the responsibility under state law to enforce compulsory school attendance. Students enrolled at Kearsley High School have the responsibility to attend school as required under State Law. Regular attendance is also an essential cornerstone of learning and is developed through a partnership between home and school. Students, parents, and the district share responsibility for student attendance as mandated by law. Students are expected to attend classes regularly and be on time.

General Attendance Guidelines

Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established.

1. Students are expected to attend all of their scheduled classes. Students are expected to attend school regularly and to be on-time for class in order to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students/parents are responsible for being familiar with all attendance procedures.
2. A telephone call will be placed to the telephone number of record after each absence.
3. Students will be allowed 9 absences in each class period during a semester. After the 6th absence (verified or unverified) in any one class per semester, the student/parent will receive a letter of notification. Should the student continue to accumulate absences, the following will occur:
 - a. On the 9th absence, a letter of notification will be given/mailed home to the student/parent stating the student has reached the maximum allowable absences per semester.
 - b. Should a student reach 10 or 11 absences, he/she is eligible to attend Saturday sessions to reduce their absences count to 9 absences. Each session of Saturday school will reduce one day of absence.
 - c. On the 12th absence, a letter of notification will be given/mailed home to the student/parent stating the student has exceeded the maximum allowable absences per semester. He/she will be required to attend 3 Saturday sessions in order to bring the absence count back to 9 absences.
 - d. Failure to attend Saturday session(s) and reduce the absence total to 9 absences will result in the student being required to achieve at least a 77 percent on the semester exam in each course that the absences exceeded 9 in order to have his/her grade(s) calculated for the semester. If the student does not attain a 77 percent on the semester exam(s) for each class over 9 absences, the student will receive no credit for the course(s).
4. All absences must be reported to the school within 24 hours to be verified. After 24 hours, absences will be recorded as an unverified absence. These absences, even though they are reported, do count toward student's 9 absences. Students and parents/guardians are encouraged to visit ParentVue on the Kearsley Community Schools web site (www.kearsleyschools.org) to stay current on attendance matters. Daily attendance issues also will be monitored through our automated phone system.

5. Personal business should be scheduled outside the school day including dental and medical appointments.
6. Special trips or family vacations should be planned during vacation periods and weekends. If parents choose to take their child out of scheduled school programs, they need to understand they are placing the student at an academic disadvantage. These absences will count toward absence totals.
7. Students who need to leave school early must have a pass from the attendance office in order to leave the building. A student must be called out prior to leaving. Leaving without permission of the attendance office staff is considered skipping.
8. Students will not be released from school to take or transport other students to or from school without office and parental permission.
9. Due to Compulsory Education, students under 18 who have an excessive amount of absences (9 or more per semester) will be reported to the county truant officer.
10. Students who exceed 25 absences for a semester may have their classes closed. Students will still have the opportunity to complete the end-of-course assessments to attempt to earn credits. Students will be required to achieve at least a 77 percent on the exam(s) for each class in order to receive credit for the courses.
11. Absences NOT calculated in the nine (9) absence procedure include
 - Suspensions by school administrator;
 - Principal-excused;
 - School-related;
 - Funeral (Due to a death in the immediate family. Documentation required.);
 - Court appointments (Documentation required);
 - Medical - Absences due to a medical condition need to be excused by a doctor's original documentation. Absences must be at least three (3) days in length. If a student is out for five (5) or more days, the school offers homebound services if requested. Arrangements can be made for homebound services by calling the attendance office at 591-5310.

Guidelines for Saturday School

1. School shall meet on designated Saturday mornings from 8 a.m. to noon in the media center.
2. No student will be admitted past the 8 a.m. starting time.
3. Students are responsible for bringing meaningful work for the entire session. They will not be permitted to leave the room. Pencils and paper will not be provided.
4. Students will be expected to work the entire Saturday session. Sleeping and eating will not be allowed.
5. Students may leave Saturday School only on the hour with permission of the supervising teacher.
6. Transportation is a parental responsibility.
7. Failure to follow guidelines shall result in immediate dismissal from Saturday School and referral to administration for disciplinary action. Partially completed hours will NOT be counted.
8. KHS Code of Conduct rules will be followed during Saturday School. Any violations will be dealt with accordingly.
9. If the 10th absence occurs at the end of the year and the necessary Saturdays are not available, the student and parent will be required to make arrangements with the administration for make-up sessions on regular work days until the equivalent time has been spent in school. The student is responsible for completing meaningful work.
10. If a student does not make up required time in Saturday School, the student will lose credit.
11. Students cannot build up time in Saturday School against future absences.

Make-up Work

It is the student's responsibility to contact his/her teachers through email at (www.kearsleyschools.org) or to make other contact with his/her teachers to secure assignments missed during an absence. Students must be aware that teachers are not required to give make-up work if contact is not made. The student is required to complete all assignments missed during the period of the absence.

In general, students shall have one day to complete make up work for each day missed due to an excused absence. Note: Long-term assignments including tests and quizzes are exempt from this provision. Students and parents must notify the teacher in emergency situations. The building principal shall resolve questions regarding the definition of daily work or long-term assignments.

In the case of an absence due to suspension, it is the student's responsibility to contact his/her teachers to discuss assignments missed. Students are asked to make homework arrangements prior to school related absences or vacations.

Teachers will not be responsible for providing make-up work or accepting for credit any work that was missed when a student was truant or skipping. This policy pertains to daily-assigned work and long-range assignments.

Tardy Policy

A tardy is defined as a student not in an assigned classroom when the bell rings. A student who is 10 or more minutes late to class is considered absent.

- Students who receive their third tardy in any class hour will have it recorded on their attendance record as an ABT. An ABT is equivalent to an absence and will count toward the student's overall attendance record. This process of counting a tardy as an absence will be repeated at tardy sixth, nine, 12, etc.
- The school also will execute and enforce random lock-outs. Students who are tardy to classes during a lock-out will be escorted to a designated area and issued after-school detentions. Failure to attend this detention will result in suspension from school.

Teachers have the right to hold an after school detention (no longer than 1 hour) for students not having materials, not prepared for class, or in violation of other classroom rules.

Parent-Guardian Notification

The following procedure will be used to notify parents of classroom attendance concerns. The policy is based upon a maximum of (9) absences per semester.

1. If a student is absent from one or more of his/her classes and a parent/guardian call has not been received by the end of the day, an automated phone call will be placed to inform the parent/guardian of each absence.
2. After **six (6)** absences (verified or unverified) in any one class per semester, the student/parent will receive a letter of notification. The letter will outline the results of continued absences.
3. After **nine (9)** absences (verified or unverified) in any one class per semester, the student/parent will receive a letter of notification. The letter will indicate the student has reached his/her maximum number of absences as well as outline the results of continued absences.
4. Upon the 12th absence (verified or unverified) in any one class per semester, the student/parent will receive a letter of notification. The letter will indicate the student has exceeded his/her maximum allowed absences and will be required to attend three Saturday sessions to bring his/her absence count down to nine (9) absences.
5. Failure to attend the Saturday session and reduce the absence total to nine (9) absences, **the student will be** required to achieve at least a 77 percent on the final exam to have his/her grade calculated for the semester. If the student does not attain a 77 percent on the final exam, the student will receive no credit for the course.
6. Students who exceed 18 absences for a semester may have their classes closed. Parents will receive a letter of notification. This letter will outline the consequences of exceeding the attendance policy. Students will still have the opportunity to complete the end-of-course assessment to attempt to earn credit.

Student's Responsibilities

- To remain on school premises in accordance with building policy.
- To attend all classes daily and to be on time.
- To have parents call the school for an absence on the same day.
- **To contact his/her teachers through email at (www.kearsleyschools.org) or to make other contact with his/her teachers to secure assignments missed during an absence.**
- To complete all assignments missed during the period of the absence, whenever they are absent.
- To keep a record of all absence dates, including school related, excused and unexcused.
- To keep and provide copies of documentation of medical appointments, court summons, funerals, medical emergencies, and other unavoidable absences. (Students should only turn in copies to the office.)
- To exit school buildings and leave school property at the end of the day (2:30 p.m.) if not involved in an organized, school sponsored activity.

Procedures for Notification of an Absence

- Parents or guardians are asked to call **each day of an absence** to the Attendance Office. The Attendance Office is open between 7 a.m. and 3 p.m. and the number is 591-9879.
- Absences must be reported **within 24 hours** to be excused.
- An answering service will receive calls 24 hours a day.
- The parent or guardian will be given a reference number when they contact a secretary to verify their call.
- Parents may specify longer periods if it is an extended illness. A student absent for three (3) or more consecutive days (with the exception of a prearranged absence) may require verification from a doctor on the physician's letterhead. (Originals only, photo copies are not accepted.)
- Absences not reported to the school by parents or guardians within 24 hours will be recorded as an unexcused absence.
- Due to Compulsory Education, students under 16 who have an excessive amount of absences will be reported to the county truant officer.
- An unplanned or early release of a student will require the parents to either come into the attendance office or call before the release will take place.

Closed Campus

Kearsley High School operates under a **CLOSED CAMPUS** policy. **After arriving at school, students may not leave the high school campus** unless they have prior approval from a district official or a pass from the attendance office. If a student is leaving campus for any reason during the school day, there must be parental contact and the student must sign out in the attendance office prior to leaving. Students will not be excused to leave school for personal business, personal errands, or to go to lunch. Violations of this policy will result in disciplinary action, including suspension and/or loss of driving privileges for the student driver. Students must have the school's written permission to leave campus.

Absences - Athletic & Co-Curricular Activities

Students **must be in school a full day** in order to participate in any event, dance, production or game. An Administrator will oversee disciplinary action for violation of this rule. Emergency situations must have an administrator's approval.

Homework

Because education is a lifelong process extending beyond the school, it is important that students recognize learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside of the school building. Each class has different requirements for homework and projects that require students working outside of class time. In general, students should attempt to find a quiet place, budget enough time and take a personal interest in doing the work well. Parents can help students in the homework process by providing a clutter-free, quiet area for their child to work. Planning time after school each day is also a good idea. Asking what homework your child has for the evening, every evening, is a good habit to be in as a parent. Students and parents alike, should realize, learning is a very independent activity. Students must take responsibility for their own learning to be successful. Encourage your child to do the work with quality in mind. If you find a question that together you cannot answer, have your child take note of it and ask the question the next day in class. Our teachers are impressed when children have questions about the previous night's assignment, it means the student tried the problems!

Hall passes and leaving class/school

Any student in the hallway during a scheduled class period must have a hall pass complete with destination, time leaving class, student name and teacher's signature. Students leaving school for a scheduled appointment must check out with the attendance office and receive a pass to leave school. Students cannot leave the school building for any reason without parent permission and a pass assigned through the attendance office.

Graduation Requirements

One-semester courses earn credit at the end of the semester if a passing grade is earned. Full year classes earn credit **EACH** semester for a total of one credit for the year.

GRADE	COURSE	CREDIT
9	English 9	1
10	English 10	1
11	English 11	1
12	Senior English	1
9	U.S. History & Geography	1
10	World History & Geography	1
11	Political Science	½
11	Economics	½
9	Algebra or Applied Algebra I	1
10	Geometry or Applied Geometry	1
11	Algebra II or Applied Algebra IIA	1
12	Applied Algebra IIB or Additional Math Course*	1
9	Physical Science or Applied Physical Science	1
10	Biology or Applied Biology	1
11	Chemistry or Applied Chemistry	1
9-10	Health	½
9-12	Fitness or Advanced Fitness	½
9-12	Visual, Performing or Applied Arts (eligible courses are listed on page 4)	1
9-12	World Language	2
	** (Alternate option for the classes of 2016–2020)	
9-12	Electives	4
9-12	Total Credits Required	22

* Students are eligible to use the “Additional Math Course” only if they have successfully completed Algebra II. See complete list of courses on page 4.

** Students may replace the second year of the World Language requirement with one credit of a state approved Career Technical Education (CTE) course or an additional credit of Visual, Performing or Applied Arts (see page 4).

IN ADDITION TO THE ABOVE MENTIONED GRADUATION REQUIREMENTS: Students must take the state assessment and earn a valid score on each subtest.

Graduation Requirements – State Assessment

The Kearsley Board of Education believes that students graduating from Kearsley High School should have a basic understanding of essential skills as defined by the State of Michigan and embraced by Kearsley Community Schools. Therefore, all students must earn valid scores on the designated state assessment tests.

Grading Process, Final Exams, GPA calculations

Grades represent an evaluative system that is used by the school to communicate academic performance. In order to promote effective communication and consistent record keeping, the following is the grading system used at KHS. Teachers have the ability to design grading processes as appropriate for individual classes for each card marking period. All teachers will utilize the following when calculating semester grade averages:

Card markings at 40 percent each + Final Exam at 20 percent = Semester grade average*

Teachers establish and may use any system of grading that is instructionally appropriate to determine the card marking grades. Many teachers utilize a total points system and determine percentages. Others utilize the “eleven point scale.” In either case, teachers will provide the student, at the beginning of the class, the method of grade calculation for both the card marking and semester calculation. If a percentage scale is used, the following breakdown will be required for letter grades:

93-100%	A (4.0)	73-76	C (2.0)
90-92	A- (3.7)	70-72	C- (1.7)
87-89	B+ (3.3)	67-69	D+ (1.3)
83-86	B (3.0)	63-66	D (1.0)
80-82	B- (2.7)	60-62	D- (0.7)
77-79	C+ (2.3)	0-59%	E

*In order to pass a semester class, students are required to pass two of the three card markings (1st card marking, 2nd card marking, final exam). However, passing two of the three **does not automatically guarantee** their passing of the semester. Students have a responsibility to complete all the requirements for the course in some classes

before they will earn credit.

A student who has failed the first or third card marking, but improves his/her grade in the successive card marking to at least a 70 percent, the failing grade will be counted as a 50 percent, for their failing grade the first or third card marking, when determining the semester grade. For example, if a student received a 38 percent first marking period and then earns a 70 percent the second marking period, the first marking period grade will be changed to a 50 percent when calculating a semester grade.

Students who successfully exhibit mastery of the course content by attaining a “C+” or better on the “end-of-course assessment”, and who otherwise would have failed the course, will be awarded a grade of a “D-“ on their transcript.

Grade Point Average (GPA) is calculated using the point values listed above each semester credit is earned.

Report Cards/Progress Reports

Students receive interim reports or report cards approximately every five weeks throughout the school year. Card markings last 10 weeks with an interim report sent home at approximately four to five weeks. Students can request approximate grades from teachers at any time during the card marking. Our staff expects students to keep personal records of grades and returned papers, tests, quizzes and homework as a way for the individual to know how they are doing. Parents are encouraged to use ParentVue to gain “live grades” and to communicate with teachers to gain knowledge of how their child is performing.

Lockers

Lockers are assigned to students at the beginning of the school year. Before receiving a locker, each student is required to return all necessary paperwork such as emergency cards and technology use agreements. Students can use lockers to store books, coats and other personal items. It is strongly suggested students do not share their locker combination with anyone. Your student will be assigned a locker for their entire four years at Kearsley. Students are also encouraged not to bring items of value to school. Although school authorities attempt to provide security in the hallways at all times, leaving any type of electronics in a locker can be a recipe for theft.

Lockers are the property of the school and may be inspected by school officials at any time. Contents of the locker are the responsibility of the student assigned to that locker. In cases where school officials have reasonable suspicion a violation of school rules or applicable laws are being violated, school officials may search the locker and/or the contents of the locker without student/parent/guardian notification or permission. Depending on the nature of the suspected violation, school officials may request police assistance in the search of the locker or contents of items in the locker. Periodically, the high school administration may ask police to bring in drug-sniffing dogs as a preventative measure. A positive response from a drug dog will be considered reasonable suspicion of drugs. In the case where a violation of school rules or applicable laws is found, students will be referred to an administrator for discipline.

Dress and Grooming Expectations

Kearsley students have a history of appropriate dress and grooming. This has allowed the staff and administration the ability to deal with problems to dress and grooming on an individual basis. The staff appreciate the expectation for appropriate dress and grooming our community places on its’ young people. The following guidelines have been developed with input from staff, parents and students. Students failing to meet these guidelines and others established on an as-needed basis will be asked to change and may be subject to referral to an administrator and/or discipline. Students who are not sure if their clothing is appropriate should consult with a teacher or administrator before attempting to wear the clothing so as to not be removed from class. Seniors should look for details about dress expectations for the graduation ceremony and other public events during the graduation season.

Students will be expected to:

- Maintain a reasonable standard of wearing apparel appropriate to the learning environment and in keeping with standards of health and hygiene. (ex: clothes that have not been washed, no pajamas allowed, bare feet are not allowed, no hats/headwear or sunglasses are to be carried around or worn during school hours. No coats are allowed in classrooms, and no blankets are allowed during school hours.)
- Avoid dress and grooming which is distracting, disruptive or sexually explicit. For example: no bare midriff, girls tops to have straps of a minimum of two inches in width, no excessive skin showing (cleavage, lower back/bottom, etc.), no pants too tight (example: yoga pants) or shorts too short, avoid shirts too loose or tops that do not meet the bottom, pajamas, slippers, etc.
- Avoid dress which glamorizes illegal or inappropriate behavior. (ex: sexual innuendo, tobacco/alcohol/drug affiliations, gang colors, ethnically offensive [Confederate flag, swastika, etc.] swearing, etc.)

Warning Process

Failing to follow appropriate dress and grooming can have a distracting and negative effect on the learning environment. Students who are referred to an administrator for a dress/grooming violation will have a warning given on the first offense. Warnings will be logged into the discipline system for reference in the future. Students who are repeat offenders will be placed on the appropriate step of the Code of Conduct

Transportation Services / Driving Privileges

Most students at KHS are eligible for transportation services. To determine where and when a bus is available for you in your subdivision, stop by the school the week before school begins in the fall and check the lists available in the main office.

Students who own or have use of a personal vehicle can pay a parking fee and use the high school student parking lot. Any student who drives a personal vehicle to school must register the vehicle with the administration. Parking permits are issued to approve student drivers and rules for driving to school and use of the student lot are provided. Any student wishing to drive to school must be a licensed driver with proof of insurance.

The school district attempts to provide supervision of the student parking areas, but cannot take responsibility for damage to personal vehicles parked on the grounds of KHS. Vehicles parked on the school campus are subject to inspection by school authorities or police with reasonable suspicion that a violation of school rules or laws has occurred. This search includes the trunk, engine area and contents of items found in the vehicle. Depending on the nature of the suspected violation, school officials may request police assistance in the search of the vehicle or its contents. Periodically, the high school administration may ask police to bring in drug-sniffing dogs as a preventative measure. A positive response from a drug dog will be considered reasonable suspicion of drugs. Persons refusing to allow inspection of their vehicle may have the vehicle towed to impound by police authorities at the owner's expense.

Limitation on Variable School Bus Stops:

In the interest of safety and efficiency, no child shall be picked up or dropped off at more than two different stops per week. Any change in a stop will require written notification from the parent at least twenty-four hours in advance.

Class Selection & Schedule Changes

High school students schedule for classes every year in the late winter or early spring. In choosing classes, students and parents should consider carefully their interests, abilities and long term goals. It is clear from research, statistics and our own graduates, that continuing education is directly related to income level, job and life satisfaction. Kearsley is a comprehensive high school, offering numerous options to students in curriculum and extra curricular activities. In selecting classes, students should talk to their counselor, teachers and parents for advice, and then make selections which they feel will prepare them for life in this world of the 21st century.

If a student receives a schedule with mistakes (missing an hour or semester of class or incorrect classes) they should see their counselor during the drop/add period before school starts. The schedule changing policy is listed in the Scheduling Handbook. All students must meet all graduation requirements listed previously in this handbook. Scheduling classes and passing with good grades are critical in determining college or vocational school admissions. Do well in high school and the "world will be at your fingertips."

Lunch

Kearsley provides an online payment processing system called SendMoneyToSchool.com that allows parents to use e-check or a credit card to make lunch payments via the district's website (www.kearsleyschools.org). Look for the SendMoneyToSchool.com link under Parents on the Kearsley home page.

Students eat lunch during one of three lunch periods based on their fourth hour class. The cafeteria provides multiple options for students including hot lunch lines, sandwiches, pizza, side dishes, and a variety of drinks. Students are expected to go to their lockers before the lunch period begins and stay in the cafeteria for the full lunch period. No students are allowed to leave the campus during the lunch period. Students leaving campus without permission are referred to an administrator.

School Related Services

Counselors

The Counseling Department assists students in the process of understanding and taking responsibility for their personal, social, academic and vocational development. This process is facilitated through individual and/or group conferences. Each student is assigned a counselor, based on the first letter of the student's last name. Counselors are available to help students with questions about high school, personal planning, course scheduling, personal problems, college/vocational school application procedures as well as personal goal setting. The high school counselors have a full knowledge of the high school and can usually answer most questions a student or parent might have regarding KHS. Students or parents can set up an appointment or speak with a counselor by calling or stopping by the Counseling Office.

Administrators

Administrators are available to address student or parent questions or concerns by scheduling an appointment or calling the Main Office. The high school principal supervises all aspects of the high school program. The scope and complexity of the high school programs requires designated administrators who deal with large portions of these programs (Assistant Principals – attendance, discipline and scheduling, Athletic Director - athletics and facility maintenance). The high school administrative team is committed to maintaining a safe, orderly, inviting environment for students to pursue their learning. Ideas for school improvement students or parents have should be directed to any high school administrator.

First Aid Station / School Nurse

Students who feel ill during the school day, or who have medication they need to take during the school day should report to the Attendance Office/First Aid Station. First aid is available and emergency services can be contacted quickly through the First Aid Station. Parents must be contacted before a student is allowed to leave the school campus. Students who take medication must register the medication with the Attendance Office/First Aid Station. Kearsley has a school nurse who can speak with students about medical questions. To contact the school nurse, students or parents should stop by or call the Attendance Office/First Aid Station.

Lost and Found

Students who lose an article of clothing or a book should first retrace their steps where they may have left the item. If they are unsuccessful in finding the lost item, they should then stop by the Main Office to check the lost and found. Often, students leave unattended book bags and purses sitting in the halls and they disappear. Administration suggests students leave valuable personal items at home to avoid the possibility of theft or loss at school.

School Closing

If weather, road conditions or other emergencies make it necessary to close Kearsley Schools, we will use several means of communication to let you know. Information will be posted on our website www.kearsleyschools.org and texted and emailed to parents who have signed up to receive text/email alerts. Parents can sign up to receive these by clicking on the Ed-Alert quick link on our website. Information may also go out via the district's Facebook and Twitter social media sites. You can follow us on Facebook at Kearsley Community Schools and on Twitter @Kearsley-CommSch. School closings also are announced on television (WJRT, Channel 12) and on the radio (WCRZ, 107.9 FM).

Media Center & Computer Services

KHS offers numerous academic, technical and computer services through the Media Center. Students can use computers, access the Internet and research using materials available in the Media Center. Clerks are available before school, during lunch and after school for students who need assistance with materials or research in the Media Center. Students must have accepted the Ethical Use Agreement to be given a user account, access the Internet or use school computer equipment. Inappropriate use of any of the school's electronic equipment can be grounds for removal of a student's computer privileges, possible loss of credit for a course, or discipline action up to and including expulsion.

Career Resource Center

Located in room 107, students can access career information through the Career Resource Center. All students will annually work in the Career Resource Center on their EDP (Educational development Plan). The CRC coordinator can help students utilize information about colleges and careers available in the CRC. All students will be exposed to a career search/interest survey through our Counseling programs.

Textbooks / Fines

Students are issued textbooks at the beginning of each year or semester. Proper use and storage of these textbooks is important for a student to avoid damage to the book and a fine at the end of the year. Students who receive a textbook that has pages missing or writing on the pages should tell their teacher immediately to avoid being fined for the damage. Keeping textbooks in quality condition is the responsibility of the student and misuse or destruction of the book is grounds for a fine being assessed. In some classes, equipment or supplemental materials such as locks or brushes are handed out. These items are also subject to fines being assessed for failure to return them or damage. Students should look over items they receive and note the condition of the item with the teacher when they receive it. Fines assessed will be required to be paid before a student will be issued report cards or a diploma at graduation.

Testing Out Policy

Occasionally a student believes he/she has already acquired the knowledge taught in a course and would like to take the final exam to be excused from taking the course. Kearsley allows students to test out prior to enrollment in a course. Students must successfully exhibit mastery of the course content by attaining a "C+" or better on a comprehensive final exam. Once credit is granted, a student may not receive credit for a lower course in that course sequence.

To allow time to compile the necessary information for the program, the school must be made aware of the courses that the student is requesting to test out of at least 15 days prior to the start of the school year in the fall (or 15 days prior to the start of a semester for semester classes). A student must pick up a form from either the general office or from their counselor for this purpose. A student MAY NOT test out of half of a year long course.

Visitors / Guest policy / Dances

Visitors coming to the high school need to report to the Main Office. Visitor parking is available in the front circle drive just outside the main office. No student is allowed to bring visitors or pets to class during the school day. Students who desire to bring a guest to a school dance must first have the guest approved on the guest list with the assistant principal. Students may also be required to produce a student ID when entering school dances.

Kearsley Community Schools welcomes parents wishing to view a part of the educational program at the high school. To facilitate this process, parents need to schedule an appointment with the building administration in order to describe the interest in a class visit. Administration will then schedule with the teacher(s) the classroom visit for the parent. In scheduling parental classroom visits, administration will attempt to minimize disruption to the regular classroom environment as appropriate.

Kearsley High School dances

Attending high school dances at Kearsley is a privilege that is earned. In order to attend any high school dance, including prom, our students must meet the following expectations.

- Must have fewer than (10) absences in any class of the previous semester. For this purpose, three (3) tardies in a given class will count as an absence they will be labeled as ABT (absence tardy).
- The privilege of attending a dance may also be revoked by a building administrator based on student behavior. Any student who has received a step 5-9 level of discipline, prior to a school dance will not be allowed to participate. Appeals to the above expectations, due to extenuating circumstances, must be made

prior to the purchase of the dance ticket and the dance itself. Parents can contact the building principal for the appeal process. Students who do not meet the requirements will **not** be allowed to attend the dances.

- Admittance to dances is limited to Kearsley High School students and their guests. Under no circumstances may a middle school student attend.
1. Procedure and expectations for guests:
 - Students may invite guests of high school age.
 - The guest forms may be picked up and returned in the main office. Students must return the guest form a minimum of one week prior to the dance date.
 - Guests must be accompanied by their Kearsley host student, and they may be asked to show a picture ID before admittance to the dance.
 - Conduct of the guest is a direct responsibility of the host student and both will be removed if inappropriate behavior is exhibited.
 - All students and guests at the dance are expected to behave in an acceptable manner. They are expected to follow all school rules including all rules found in the Student Code of Conduct.
 2. Students leaving the dance and the building will not be re-admitted to the dance.

Drivers' Education

Kearsley Community Schools offers drivers education programs during the summer months. Students are scheduled for drivers education classes on a first come, first served basis. Eligibility for drivers education requires a student to have passed four of six classes during their previous semester. By state law, drivers education has two components, both of which must be completed before the driver education program can recommend students for an operator's license. Contact the high school main office for further information.

Phones

Occasionally, parents have emergency situations where students need to be contacted. Parents are encouraged to call the Attendance Office to contact their child during the school day. Students at the high school may be in possession of a student cell phone and music devices on campus before 7:30 a.m., during passing time, lunch and after 2:20 p.m. while on campus. However, use of the cell phone is strictly prohibited during class hours (instructional period) and students caught using their cell phone during instructional time will be in violation of school policy and subject to disciplinary action.

Work Permits

By state law, students who are younger than 18 must have a completed work permit on file with their high school. The high school main office provides approximately one-day turn around for work permits. Students should pick up the work permit, have the employer fill out the appropriate sections, then return it to school to be approved by the appropriate personnel. State law provides a student will not work more than an established number of combined, work and school hours.

Student Directory Information

The following information is subject to release upon request for use in the form of student directories, programs and news releases.

- Student's name
- Address
- Parent or guardian
- Telephone number
- Date and place of birth
- Field of study or interest
- Participation in school activities
- Dates of school attendance
- Honors, awards, scholastic averages, class rankings
- Other similar information, such as athletics, height, weight, age, school class, honor roll members, artwork and pictures...information generally found in year books.

As part of the No Child Left Behind federal legislation, student directory information must be made available to military and college recruiters. Parents or students may object to inclusion of an individual student's data in directory information by written request prior to the end of the first week of each school year, in which case no information regarding the student will be released without the prior written consent of the parent or student.

Publications-newsletters, annual report, Kearsley Connection, etc.

Throughout the school year, KHS publishes a newsletter that is sent directly to the homes of the high school students. This newsletter serves as a great source of information regarding upcoming events and activities. It also gives helpful parenting hints and ideas for student academic success. Our newsletter is published approximately every five to six weeks, depending on the school calendar.

Each fall, the school district makes available the “Annual Report,” giving parents a comprehensive summary of all pertinent school data as well as updates about our school improvement activities.

The Kearsley Connection, a district newspaper, is mailed five times a year. It is an excellent source of information about the school district.

Student Activities & Information

School Store-The Hornets’ Nest

The Hornets’ Nest is open every day during our lunch periods. Students can obtain school supplies, KHS shirts, sweats, hats, etc. as well as food items. Parents are welcome to come and shop to support our teams and activities. The Hornet’s Nest is operated by students in the two-hour marketing class. Students who may be interested in being part of our school store should check with their counselor or the school store teacher about signing up for the necessary classes.

School Yearbook-Kearsley Echo

The *Kearsley Echo* is our school yearbook. Our yearbook is created by students, for students in our yearbook class and encompasses the full school year. The *Echo* is sold every year and distributed from the previous year in the fall. Students who are interested in buying or being part of the *Kearsley Echo* should see the English department head or their counselor to sign up for the appropriate classes.

Major Events

Dances, Concerts, Pep Assemblies, Athletic Events, Homecoming, Musical/Plays, Mid-year honors, Prom, Honors Convocation, Graduation, etc.

Multiple activities for students occur throughout the school year and are dependent on student leadership and participation to make them a success. KHS staff attempt to guide students in various aspects, but students make life at KHS as exciting as it can be.

Student leadership (class officers, student senate, club leaders, NHS, etc.) are responsible for planning and executing many of the activities that happen during the school year. Plans for these activities should begin with class/club sponsors before being brought to administration for approval.

As with all school-related events, students are expected to behave under normal school rules and regulations, whether the event is at home or away. In some cases, such as school dances, students may be required to produce their student ID to be admitted. Students receive a student ID at the beginning of the school year.

Student Leadership-Senate and Class Officers

Class leaders (president, vice President, etc.) are elected for the following school year by the student body in the spring. Students elected to leadership positions represent their class for organizing fundraising activities, pep assemblies and other school events. Class leaders meet with the principal to provide guidance to the administration about issues pertinent to the student body. Class leaders are expected to behave as “model” students, and failure to do this can be grounds for removal of their title/position by administration and appointment of another representative. Students who have an idea to improve KHS should consult their class leaders to develop a proposal to bring to the administration.

Clubs & Activities

Many clubs and other extra-curricular activities are available to students at different times throughout the year. A few of the clubs that have been available in the past include: chess, quiz-bowl and forensics. Dozens of students participate in marching band and various choral performance groups as well as art and language related activities. Contact the appropriate teacher/sponsor for more information about a particular club. Any group of students interested in starting a new club should see the athletic director for guidance.

Athletics & Eligibility

Our athletic department fields numerous teams in both boys and girls sports. Kearsley has a strong tradition of academic excellence coupled with athletic success. Any student wishing to participate in one of our athletic programs must have a current sports physical on file with the athletic office.

Participation requires the student have passed four classes the previous semester before the activity begins, and have a cumulative GPA of 1.51 or above. Students desiring to participate in fall activities should consult the athletic department in early August to find out when practices for fall sports teams begins.

Our athletes are representatives of Kearsley High School, therefore, our coaches, parents, teachers and administration expect them to wear our colors with pride and demonstrate the sportsmanship and behavior consistent with our Kearsley tradition.

National Honor Society

National Honor Society is a group of students who have demonstrated superior academic achievement (GPA of 3.5) as well as character and leadership qualities. KHS follows the guidelines of the National organization in order to participate as a school. Students who are interested in finding out the qualifications required to be part of NHS or Honors Club should consult the sponsors or their counselor. An application process is required as well as expectations for continued membership. In the case of a student failing to continue to meet the qualifications for NHS or Honors Club, a dismissal procedure is outlined in the bylaws of NHS.

GCI, CO-OP, Vocational programs

Students desiring to study various vocational fields can elect to go to the Genesee Career Institute (GCI) or work at a business through our CO-OP program in their junior and/or senior year. Classes in health/medicine, structural/manufacturing technology, automotive, information and computer services are offered at GCI. Students interested in CO-OP should see their counselor or the CO-OP coordinator in the Media Center for more information. Many students who complete programs offered through the GCI or CO-OP go on to take a permanent job in their field. KHS students ride a shuttle bus to the GCI, while CO-OP students must provide their own transportation to the job site.