



KHS Rocket Review
4787 Division Ave SW
Wyoming MI 49548

August 2024

Phone: 616-532-1570

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Dear student and parents of Kelloggsville High School:

We are excited for a great year at Kelloggsville High School!

KHS is excited to participate in a research-based behavioral support program called Positive School Climate (PSC) to promote positivity in our school and address problem behaviors. We have developed a system to recognize positive behavior choices and increase positive interactions between our staff and students. During the first two weeks of our new school year, we will explicitly teach our behavior expectations under the umbrella of our core values of being Prepared, Respectful, Involved, Dependable, and Empathetic (P.R.I.D.E).

Throughout the year we will continue to practice, model, and re-teach these expectations. We will continue to emphasize our Rocket 11 program, where will recognize students who are **compassionate, resilient, and selfless**. Each semester one student from each grade will be honored as a student who stands out amongst their peers *for being the one that is more than a 10*. Students will be recognized in the hallways and classrooms by earning Rocket 11 bracelets which will give them the opportunity to earn special rewards throughout the year.

The staff at Kelloggsville looks forward to working with our students and families this year as we continue to grow and learn together. If you have any questions about our new program, the staff at KHS are always here to help! We look forward to this year and the successes it will bring to the 2024-2025 school year!

Sincerely, The Staff of Kelloggsville High School

PRIDE Stands for:
Prepared
Respectful
Involved
Dependable
Empathetic

Office Hours

The high school main office is open. Office hours are Monday – Thursday 7:30AM – 3:30 PM.

Synergy: Please make sure you set up your Parent Vue account so that you can receive all communications from the school, access your students grades, attendance, and discipline.

Classes Begin

Classes begin on Tuesday, August 20th at 7:40am, the School day ends at 2:40pm. **Please note new start and end times.**

Student ID's

Students will be required to have ID's on and visible every day.

Freshmen Student/Parent Orientation

There will be a Freshmen Orientation on Thursday, August 15, at 5:00pm in the Auditorium. Students will be able to pick up schedules at this time. This is an opportunity to learn about grade level expectations school opportunities, and ask questions.

10th, 11th, 12th Grade Student/Parent Orientation

Parents and students (new and returning) are invited to attend an information meeting on Thursday, August 15th at 6:00pm, in the Auditorium. This is a wonderful opportunity to learn about grade level expectations school opportunities, and ask questions. Students will also be able to pick up schedules at this time.

Appearance/ Dress Code

Students are expected to dress in a manner that is **not disruptive to the educational environment**. Shoes must be worn at all times. Pajamas, lounge pants, etc. and slippers are not acceptable. Sleeveless shirts must have a shoulder strap width of at least 2 1/2 inches. Undergarments must not be visible. Head coverings or sunglasses of *any kind* are not permitted in the school building. See-through tops, muscle shirts, low-cut blouses, shirts that expose the mid-section, as well as clothing with sayings that promote alcohol, tobacco, drugs, or sex are not acceptable. No clothing may be worn that identifies gang affiliation, or be worn in a manner that suggests gang affiliation. **Sagging pants will not be tolerated**. Skin-tight clothing is inappropriate for school. Chains of any gauge are not to be worn in school regardless of their purpose. Skirts and shorts must be fingertip length to be appropriate for school. **Leggings and yoga pants are allowed if they are worn with a dress, skirt, shorts or long top that covers the behind (front and back)**. Student dress is expected to be modest, and inappropriate clothing must be changed. Disciplinary action may also result. Students are also expected to adhere to these policies at school related functions. **Final decision concerning dress code violations rests with the Kelloggsville High School administration.**

Student Parking Lot

All students that drive to school must complete a car registration form and receive a parking hanger. If you have already registered your car from last year, please use the parking hanger you were issued. If your vehicle has changed, you will need to update your registration form. Students must park in the front main parking lot on the east side of the building.

Closed Campus Guidelines

Kelloggsville Public Schools Board of Education has approved a closed-campus policy at Kelloggsville High School. **Students are not allowed to leave campus during lunch.** Once a student arrives on campus they

cannot leave without parent permission through the main office. **Students and parents will not be allowed to order food using any sort of food delivery service (e.g., DoorDash and Uber Eats) for a KHS student during lunch time.**

Students who have an appointment or obligation during the lunch period for a particular day will be allowed to drive to that appointment with advanced notice from parents.

The west parking lot is off limits to students during the school day. Students who attend programs away from school will need to get a pass to be in the parking lot and to leave campus.

Attendance Policies

Pre-arranged absences: Students who know they will be absent ahead of time must have their absence approved by administration in advance. Any test(s) given during the absence must be made up within two days of the student's return to school

Excused Absences: When a parent or guardian contacts the school via phone (532-1570) or in writing within 48 hours to explain the absence, the absence is excused. It is the responsibility of the student following the excused absence to meet with the teacher regarding his/her make up work within 48 hours of his/her return. Additional persons listed on the registration form are not allowed to call in for a student regarding an absence. They are only allowed to pick up a student during school hours if the parent/guardian is not available to do so, and must show ID.

Unexcused Absences: An unexcused absence results when a parent or guardian does not contact the school via phone (532-1570) or in writing within 48 hours of the absence.

Verified Absences: A student who is absent due to medical appointments, a long term illness, or a death in the family must validate the absence with the office. To validate the absence, the parent/guardian or student must do one of the following:

- Submit a doctor's receipt or slip to the school office within 48 hours verifying the office appointment.
- Submit a letter from the doctor's office indicating a medical need for an absence.

Documentation should be submitted in a timely manner, preferably at the beginning of the needed absence.

- Parent/guardian must notify the school office of a death in the family. This notification must be made within 48 hours of the student's return to school.

Consideration will be given to the length of time a student spends at an appointment. For example, all-day verification will not be given for an afternoon appointment. If a student is at an appointment for an inordinate amount of time, the doctor's note must indicate this.

Students who exceed 12 absences (combination of excused/ unexcused) in a semester **must pass the class and do one of the following** to have their grade calculated and earn credit for the course:

- Achieve a 70% (C-) or better on the final exam/ final projects.
- Or
- Serve one after-school Academic Recovery Session for each hour missed beyond the 12th absence per class.

Students unsuccessful at meeting at least one of these requirements will not receive a letter grade or credit for the course.

Students successful in meeting all of the criteria will earn their earned letter grade and credit for the course.

All Academic Recovery Sessions must be served by the end of the semester. Seniors must have all Academic Recovery Sessions time for 2nd semester served prior to the commencement ceremony.

Tardy Policy.

Being on time is a critically important life skill that students will carry with them for the rest of their life.

We want students to arrive to class on time, and stay in class in order to maximize their opportunities for educational success.

Students are considered tardy if they are not in class when the tone sounds to indicate the start of the class period. Tardies are handled by the administration as a discipline matter. Consequences begin with the 5th accumulated tardy.

Tardy Consequences will be as follows:

- 5th Tardy - Up to 3 hours ISS and Parents are contacted.
- 10th Tardy - Up to 1 day ISS and Parents are contacted.
- 15th Tardy - Up to 2 days ISS/OSS and Parents are contacted
- 20+ Tardies - Up to 3 days ISS/OSS, an attendance/behavior contract is established.

Community Festival

Everyone is invited to attend this year's Community Festival on Friday, September 13th, 4:30 – 7 PM, at the Middle School.

Parent Teacher Conferences

Conferences will be held on Tuesday September 17th and Wednesday September 25th from 4:00pm – 7:30pm.