

**CHILOQUIN
JUNIOR/SENIOR HIGH SCHOOL**

2023-2024

**STUDENT & PARENT HANDBOOK
KCS D STUDENT RIGHTS & RESPONSIBILITIES**



Perseverance **R**espect **I**ntegrity **D**iversity **E**xcellence

<https://www.kcsd.k12.or.us/schools/chiloquin-high/>

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PREFACE

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society.

Remember that your success at Chiloquin Jr/Sr High School will be directly proportional to your efforts.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school and district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

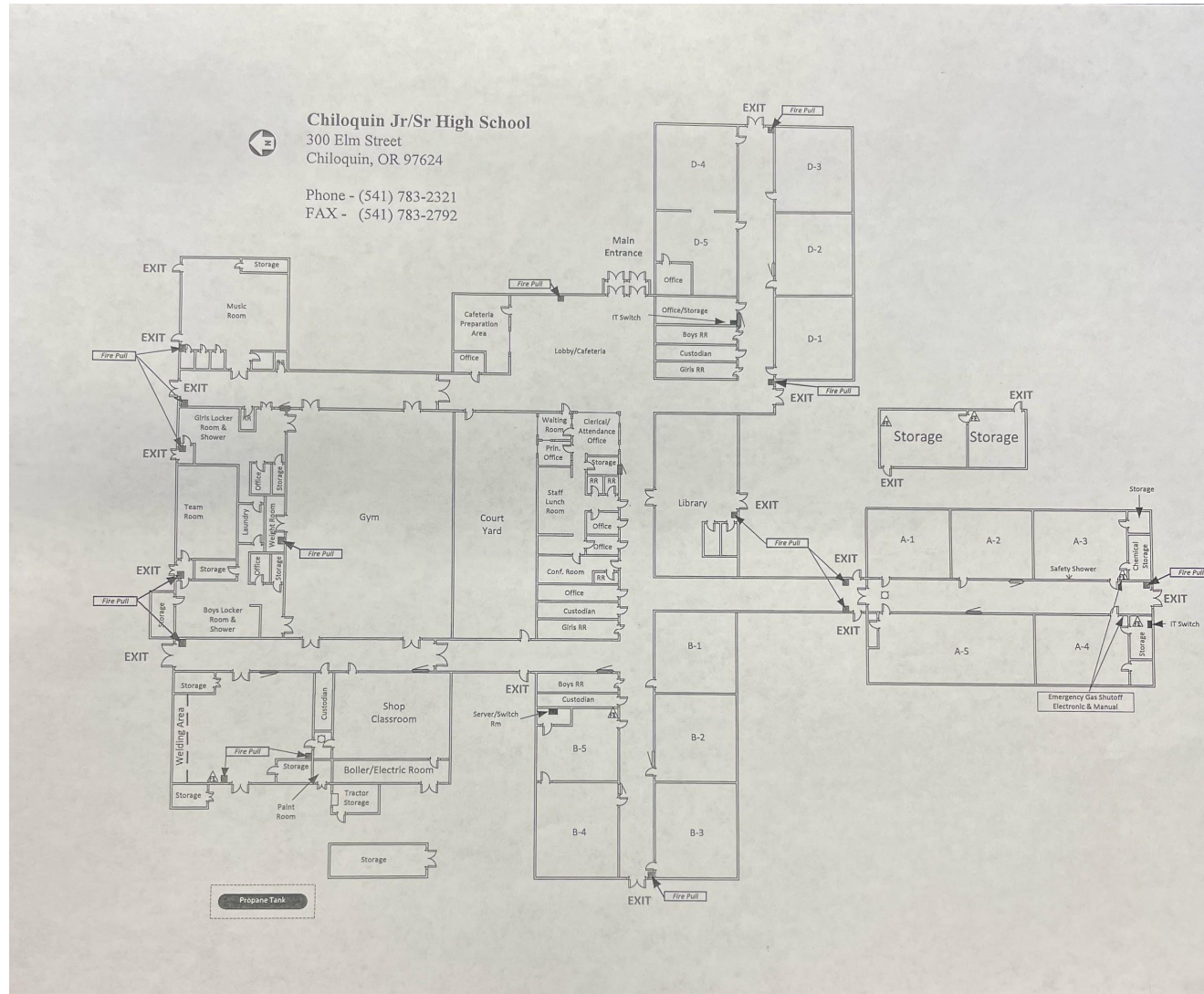


WE RISE with PRIDE	Perseverance WE RISE above challenges and demonstrate COMMITMENT.	Respect WE RISE by being thoughtful of ourselves and others and are SELFLESS and KIND.	Integrity WE RISE by taking pride in ourselves and our school. We are HONEST.	Diversity WE RISE by honoring our differences and demonstrating FORGIVENESS, PATIENCE, and RESPECT.	Excellence WE RISE by being the best we can be. We have pride but are not prideful. We are HUMBLE.
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CHILOQUIN JR/SR HIGH MAP



PRINCIPAL'S MESSAGE

Dear Chiloquin Community,

As principal of Chiloquin Jr/Sr High School, it is my pleasure to welcome you. Chiloquin Jr/Sr High School is a place rich in tradition and heavily invested in learning.

Our faculty and staff are committed to providing the highest quality education for each student. Combining deep-rooted best practices, we are dedicated to equipping students with the tools necessary to be successful in the 21st century. The result produces individuals who are responsible, lifelong learners, effective communicators, and problem solvers. Our students learn to become active, contributing adults.

At Chiloquin Jr/Sr High School, we take pride in maintaining high academic expectations and achievements among our students. We are ever mindful that each student is unique, bringing special talents and interests to our community. Our faculty works diligently to create meaningful, learning experiences within a student-centered environment motivating children to actively participate in their own education. We recognize the imperative need for students to understand how their classroom work translates to the world in which they live.

Thank you for considering Chiloquin Jr/Sr High School for your child's education. As is true of all schools in the Klamath County School District, Chiloquin Jr/Sr High School prides itself on providing academic excellence, a positive, welcoming community, and respect for all.

Please feel free to contact me. I would be happy to answer any questions.

Sincerely,

Mr. Ruben Paschal

Principal

Chiloquin Junior/Senior High School Faculty and Staff

Principal: Mr. Ruben Paschal

Vice Principal/Athletic Director: Mrs. Valli Lonner

Attendance and Athletics Secretary/Registrar: Mrs. Suzi Lockrem

Financial Secretary/Bookkeeper: Mrs. Geneva Jayne

Teaching Faculty:

Gustavo Miller: *Social Studies*

Jennifer Dunham: *Advanced Math*

Susan Maly: *Language Arts*

Alex Gonyaw: *Science*

Rob Dunham: *Industrial Technology/CTE*

Leona Anderson: *Art*

Dane Baeth: *High School Special Education*

Cynthia Vaughan: *Language Arts*

Aaron Martin: *Science*

Erin Deese: *Middle Level Math*

Jason Heskett: *Middle School Special Education*

Noramah Neu: *Social Studies*

Dawn Case: *Health and Physical Education*

Amber Carter: *English Language Development*

Support Staff:

Darlene Taylor: *Librarian*

Moanie Jackson: *Title 6*

Rhonda Tyler: *Speech Pathologist*

Jessica Gould: *Special Education*

Keiliani Baker: *Paraprofessional*

Audrey Hegr: *Paraprofessional*

Brandon Hoaglen: *Paraprofessional*

Andrew Mariman: *Counselor*

Deputy Berry Phetteplace: *School Resource Officer*

Custodial Staff:

Lloyd Rodgers: *Head Custodian*

Steven Michael: *Custodian*

Maria Ortega: *Custodian*

Transportation:

Rick Rose: *Bus driver*

Virginia Harding: *Bus driver*

Michelle Burkhart: *Bus driver*

Jay Mulkey: *Bus driver*

Colors: Carolina Blue, White, and Black



Mascot: Panthers and Queens

STUDENT JOB DESCRIPTION

Chiloquin Jr/Sr High School is a learning environment. The primary vision of Chiloquin Jr/Sr High School is to demonstrate

Perseverance, Respect, Integrity, Diversity, and Excellence.

Students will

- Rise above challenges and demonstrate COMMITMENT.
- Be thoughtful of themselves and others and are SELFLESS and KIND.
- Take pride in themselves and our school. They are HONEST.
- Honor our differences and demonstrate FORGIVENESS, PATIENCE, and RESPECT.
- Be the best they can be. Have pride, but are not prideful and be HUMBLE.

The mission of this school is to help students learn and prepare for a successful and productive future as lifelong learners. Students, teachers and administrators have different, but important, roles in this process.

POSITION:	CHILOQUIN JR/SR HIGH SCHOOL STUDENT
QUALIFICATIONS:	Willingness and desire to prepare for a successful and productive adult life.
PERFORMANCE RESPONSIBILITIES:	Attend class regularly. Report to class on time. Bring appropriate learning materials to class. Participate in the learning activities as directed by the teacher. Treat other human beings with the respect and dignity they deserve. Obey reasonable requests of the teachers and staff.
EVALUATION:	Student achievement is monitored continuously and reported every six weeks. Semester grades become a part of the student's permanent record. The most accurate evaluation of the job performance of an individual student is his or her success and productivity in adult life.

REGISTRATION, SCHEDULING & GRADING TIMELINE

September	Semester 1 begins.
October	First grading period ends and progress reports are available in Home Access Center. Fall conferences are scheduled for the week after the grading period ends.
November	Second grading period ends and progress reports are available in Home Access Center.
January	Semester 1 report cards and transcripts are mailed home. Semester 2 begins.
February	Pre-registration begins. All students review their transcripts, 4-year plan, and make course selections.
March	Fourth grading period ends and progress reports are available in Home Access Center. Spring conferences are scheduled for the week after the grading period ends.
May	Fifth grading period ends and progress reports are available in Home Access Center.
June	Semester 2 report cards and transcripts are mailed home.
August	New student registration begins. Students' schedules will be available for pickup on business day, which is the week prior to the first day of school.

FEE SCHEDULE

CHS Student Activity Sticker	\$15	Receive free or reduced admission to many school functions.
Hall locker rental	\$7	Optional locker rental includes lock
PE locker rental	\$7	Required. Includes lock.
PE Uniform	\$0	Required for PE class.
Chromebook insurance	\$25/calendar year/device	Optional, but strongly suggested
Athletic Fees	\$100/sport	Cap of \$400/family
Class Fees	\$0	The district is eliminating class fees. Students are still responsible for their own general school supplies.
School supplies Pencils, highlighters, erasers, calculator, etc.	Varies	Up to each family/student to provide needed supplies based on each classroom syllabus.
AVID notebook/binder/pencil pouches/dividers	\$0	The first one is provided by the school. Replacements are the responsibility of the student.
Yearbook	\$35	Optional
Total	\$189 With athletics \$89 Without athletics	Please pay with cash, check, credit, or debit. Made out to Chiloquin High School. Memo- "Student Fees"

*If you would like to donate to cover the cost of another student's fees, or to provide a donation in-kind, please notify the office staff.



Chiloquin Junior/Senior High School Matrix

WE RISE by engaging as students, WE RISE by lifting others, WE RISE together as one

WE RISE with PRIDE	Perseverance WE RISE above challenges and demonstrate COMMITMENT.	Respect WE RISE by being thoughtful of ourselves and others and are SELFLESS and KIND.	Integrity WE RISE by taking pride in ourselves and our school. We are HONEST.	Diversity WE RISE by honoring our differences and demonstrating FORGIVENESS, PATIENCE, and RESPECT.	Excellence WE RISE by being the best we can be. We have pride but are not prideful. We are HUMBLE.
Classroom	<ul style="list-style-type: none"> We come to school every day We ask for assistance when needed We learn through failure 	<ul style="list-style-type: none"> We respect others' space We know when to use technology We handle materials/property with care 	<ul style="list-style-type: none"> We do our own work We use appropriate language We pick up after ourselves and throw away our garbage 	<ul style="list-style-type: none"> We honor cultural differences We understand people have different academic and emotional needs We honor staff 	<ul style="list-style-type: none"> We complete and submit assignments and homework on time We come to class prepared We actively participate in class
Hallways	<ul style="list-style-type: none"> We get to class on time We are polite even in a rush We control our emotions with others 	<ul style="list-style-type: none"> We are aware of others' learning We know how to use cellphones appropriately We know how to be considerate of others 	<ul style="list-style-type: none"> We keep hallways clean. We use indoor voices and appropriate language We keep our hands and bodies to ourselves 	<ul style="list-style-type: none"> We honor people's personal space We recognize words have an impact We honor others' differences 	<ul style="list-style-type: none"> We carry a hallway pass We meet or exceed behavioral expectations We keep lockers clean and organized
Restroom	<ul style="list-style-type: none"> We go quickly between classes We wait patiently for others We immediately report concerns 	<ul style="list-style-type: none"> We know how to use cellphones appropriately We respect school property We ask to use restrooms at appropriate times 	<ul style="list-style-type: none"> We return to class quickly We are respectful in our actions and words We clean up after ourselves 	<ul style="list-style-type: none"> We give people privacy We honor others' personal space We respect gender identity 	<ul style="list-style-type: none"> We use our time wisely We meet or exceed behavior expectations We practice proper hygiene
Cafeteria	<ul style="list-style-type: none"> We are patient while waiting in line We eat in a timely manner We seek out help from staff if needed 	<ul style="list-style-type: none"> We pick up messes that we see We keep our social interactions positive 	<ul style="list-style-type: none"> We pick up after ourselves and throw away our garbage We keep our hands, feet, and food to ourselves 	<ul style="list-style-type: none"> We learn to try new foods We honor the cafeteria staff We are friendly and include others 	<ul style="list-style-type: none"> We meet or exceed behavioral expectations We have appropriate table manners

		<ul style="list-style-type: none"> We use technology appropriately 	<ul style="list-style-type: none"> We use appropriate language 		<ul style="list-style-type: none"> We make healthy food choices
Media Center	<ul style="list-style-type: none"> We will stay on the task at hand We challenge our reading abilities We ask for assistance when needed 	<ul style="list-style-type: none"> We will be aware of others' learning We will use technology appropriately We keep our voices quiet 	<ul style="list-style-type: none"> We report any issues with books or computers We will be accountable for what is loaned to us We put away materials and clean up our space 	<ul style="list-style-type: none"> We honor the librarian We are open to new books and idea We recognize different interests 	<ul style="list-style-type: none"> We enter the media center during class time with a pass We use our time productively We do our own work
Assemblies	<ul style="list-style-type: none"> We arrive on time We actively participate We sit with our grade level 	<ul style="list-style-type: none"> We listen to learn We cheer others on We encourage others to participate 	<ul style="list-style-type: none"> We use appropriate language We show PANTHER PRIDE We clean up after assemblies 	<ul style="list-style-type: none"> We are open to new ideas We honor presenters We support everyone 	<ul style="list-style-type: none"> We try Character Dares We volunteer for events We meet or exceed behavioral expectations
Bus	<ul style="list-style-type: none"> We are on time to catch the bus We control our emotions with others We stay in our seats 	<ul style="list-style-type: none"> We listen to the bus driver We use cellphones appropriately We use kind words and actions 	<ul style="list-style-type: none"> We keep our hands and feet to ourselves We pick up after ourselves and throw away our garbage We use appropriate language 	<ul style="list-style-type: none"> We honor the bus driver We respect all ages We recognize people come from different backgrounds 	<ul style="list-style-type: none"> We follow bus safety We watch out for each other We meet or exceed behavioral expectations
General Social Expectations	<ul style="list-style-type: none"> We listen when others speak We stay positive We are respectful communicators 	<ul style="list-style-type: none"> We only share appropriate posts and images on social media We use technology appropriately We are respectful while in the office 	<ul style="list-style-type: none"> We immediately report concerns to the staff We are honest about our actions We wear school-appropriate clothes 	<ul style="list-style-type: none"> We listen and respond appropriately to others We honor school employees We support everyone 	<ul style="list-style-type: none"> We stand up for people without fighting We meet or exceed behavioral expectations We strive to be our best
Sporting Events	<ul style="list-style-type: none"> We don't give up We accept officials' calls We believe in ourselves 	<ul style="list-style-type: none"> We encourage and support each other We respect our competition We cheer with positivity 	<ul style="list-style-type: none"> We show PANTHER PRIDE We pick up after ourselves and throw away our garbage We use appropriate language 	<ul style="list-style-type: none"> We honor officials We honor coaches We honor all competitors 	<ul style="list-style-type: none"> We believe we can win We have grit We represent our community positively



Chiloquin Jr/Sr High School Bell Schedule

<i>Regular schedule</i>	<i>Friday Early Release Schedule</i>	<i>1-Hour late Start</i>
Period 1 - 8:10-9:00	<i>Period 1 - 8:10-8:46</i>	Period 1 - 9:10-9:52
Period 2 - 9:05-9:55	<i>Period 2 - 8:51-9:27</i>	Period 2 - 9:57-10:39
Break - 9:55-10:05	<i>Break - 9:27-9:35</i>	Break - 10:39-10:47
Period 3 - 10:05-10:55	<i>Period 3 - 9:35-10:11</i>	Period 3 - 10:47-11:29
HS Period 4 - 11:00-11:50	<i>HSPeriod 4 - 10:16-10:52</i>	HS Period 4 - 11:34-12:16
JH Lunch - 10:55-11:25	<i>JH Lunch - 10:11-10:41</i>	JH Lunch - 11:29-11:59
HS Lunch - 11:50-12:20	<i>HS Lunch - 10:52-11:22</i>	HS Lunch - 12:16-12:46
JH Period 4 - 11:30-12:20	<i>JH Period 4 - 10:46-11:22</i>	JH Period 4 - 12:04-12:46
Period 5 - 12:25-1:15	<i>Period 5 - 11:27-12:03</i>	Period 5 - 12:51-1:33
Break - 1:15-1:25	<i>Break - 12:03-12:11</i>	Break - 1:33-1:41
Period 6 - 1:25-2:15	<i>Period 6 - 12:11-12:47</i>	Period 6 - 1:41-2:23
Period 7 - 2:20-3:10	<i>Period 7 - 12:52-1:28</i>	Period 7 - 2:28-3:10
	<i>Advisory - 1:33-2:10</i>	

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Emergency School Closures

In the event that bad weather causes school closure or a delayed opening, a One Call Now message will be sent to the primary contacts listed for each student. Please ensure these numbers are current. Messages will also be relayed through local TV and radio stations as well as on the KCSB website.

Please do not call your school, the school administration or the bus garage. Those lines must remain clear for other calls related to the closure or delayed opening. Any emergency calls related to the closure should be directed to the District Office (883-5000).

The following radio and television stations will carry the information:

RADIO- KAGO FLS/KKRB KLAD KCHO

TELEVISION – KOTI CHANNEL 2 KDKF CHANNEL 13

AM Radio 1150 1450 960 1070

FM Radio 99.5 106.9 92.5 101.3 (or) 97.7

Please do not telephone these stations. Frequent announcements will be made. School closure results in automatic cancellation of the school activities program unless information to the contrary is specifically released. Be sure your child knows where to go if an emergency is declared and school is closed early.

PHILOSOPHY AND ADMISSIONS

Non-Discrimination Policy

It is the policy of Klamath County School District, Chiloquin Jr/Sr. High, and the State Board of Education that there will be no discrimination or harassment on Klamath County School District grounds based on race, color, sex, marital status, religion, national origin, age, disability, or parental status, in providing education or access to benefits of education services, activities and programs. Persons having questions about equal opportunity and nondiscrimination should contact the principal of Chiloquin Jr/Sr High (783-2321) or the Superintendent of KCSD (883-5000). Refer to KCSD *Student Rights and Responsibilities* handbook for the complete policy statement.

All policies, rules and regulations in this book were designed to allow the educational and extracurricular activities to function smoothly. As the school year progresses and circumstances change, some of the policies may need to be revised. In the event that a policy is not meeting the needs of the situation, it may be altered. The school administration is the final authority in determining school policy and as such, it reserves the right to alter policies as the need warrants.

Academic and Social Standards

The philosophy of Chiloquin Junior/Senior High School is based upon a concept of cooperative partnership among students, parents, and the school. In order to make schooling work for large numbers of children in a public setting, each partner must understand his or her responsibilities or roles. In the following statements, we attempt to clarify these cooperative roles.

The Role of the Student

While student abilities differ widely, all students, nevertheless, are expected to produce their best work. The student has the primary responsibility for his/her schoolwork and performance. All students will be expected to adhere to the behavior matrix and student job description.

The Role of the Parents/Guardians

The parents/guardians share the responsibility with the student for his/her success or failure in meeting the academic and social standards of the school by overseeing the efforts of the students outside the school setting. It is expected that they will cooperate with the school in its work, helping the students learn and grow productively. **Parents are encouraged to take an active role in their child's school. If you have school related concerns, you are asked to contact the building principal.**

- Check Schoology Planner on a regular basis
- Check grades online regularly
- Ensure students are at school and on time
- Maintain contact with teachers
- Attend conferences

The Role of the School

Chiloquin Junior/Senior High School is working to provide an atmosphere conducive to the learning process by establishing fair and consistent expectations for pupils in the areas of academic accomplishments and student behavior. The administration and teachers will maintain and regularly review and update these standards. Teachers will work to make learning stimulating, interesting, and motivating. The school authorities will welcome community feedback relating to the standards and will define to students, parents, and the community what the standards are and what the consequences will be when the standards are not met. Teachers and administrators will inform specific students and parents when standards are not being maintained.

Chiloquin Jr. Sr. High School is a Positive Behavior Intervention Supports (PBIS) school. We focus on Students and Staff having PRIDE (Perseverance, Respect, Integrity, Diversity and Excellence)

ACADEMIC REQUIREMENTS

Students need to use caution when selecting courses. Questions concerning appropriate classes for grade level should be directed to the counselor. Students will not be permitted to change classes once the semester has started unless approved by parents, teachers, and administration, and no later than **two weeks** after the semester begins.

In order to achieve a well-rounded education, students are to register for seven (7) class periods a day, each semester, each year. The only time students will be permitted to alter their seven-period schedule is for one of the following reasons:

1. The student is enrolled in an approved Work Experience Program and is assigned to work at a business, agency, or institution in the community.
2. The student is scheduled to meet all graduation requirements and has an Early Dismissal Slip signed by his/her parents, approved by the administration, and on file in the school office.
3. The student is enrolled and attending an approved alternative instructional program on a regular basis.
4. The student has applied for and received approval for early graduation.

Transfer students and special circumstances may be reviewed and approved on an individual student basis.

Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulations. Students and their parents should contact the office (541-783-2321) for admission requirements.

To attend Chiloquin Jr/Sr High School a student must live within the boundaries prescribed by the Klamath County School District with their parent or legal guardian or be pre-approved through the open enrollment process. If a student is not a resident, he/she must obtain permission from the principal and the Klamath County School District office to attend.

Adding/Dropping Classes

As part of secondary progress, students at the secondary level have the option to add or drop courses at the beginning of the semester. The following are the guidelines:

1. Parents will be notified and approve all changes.
2. Students are allowed to add or drop during the first two weeks of each semester. (Valid reasons include, but are not limited to incorrect placement. Non-valid reason, teacher or social preferences.)
3. Students requesting a change after the published time can be required to stay in the class assigned.
4. Students will also receive the appropriate grade for the semester if it is past the established time frame.
5. It will always be the principal's discretion to make decisions about the student's change on a case-by-case basis, keeping in mind:
 - a. Placement
 - b. Schedule openings
 - c. Building procedures; and

d. Supervision of students

Check-Out Procedures

Students who are transferring to another school or leaving school permanently for the current school year need to bring a written request from their parents or guardian or call the principal.

Students checking out will be responsible for taking a check-out sheet to all of his /her teachers, turn in all books and Chromebooks, pay all fees and fines, clean out locker, and return the check-out sheet to the office.

Records will be sent to the new school when an official request is received.

Class Standing (grade level) - High School

High School students may be placed in classes determined by the number of credits that they have earned at the end of the school year. The following is where students need to be in order to be on track for graduation:

<u>Class</u>	<u>Credit</u>
Freshman	0 – 7
Sophomore	7 – 14
Junior	14 – 21
Senior	17 or more

Class Standing (grade level) - Junior High

A Junior High student shall be placed or promoted from one grade to the next on the basis of academic, social, physical, and emotional development.

A decision to retain a student will be made only after prior notification and explanation to the student’s parents. **Students who fail over one-half of their “solid” classes (math, science, social studies, and English) and have not met state standards on SBAC probably have not mastered the skills in reading, writing, and math to continue to the next grade level.**

At Chiloquin Junior/Senior High School we believe that it is very important to create an environment where students can be successful.

Credit – Junior High Students Taking Classes for High School Credit

Junior high students who take high school courses have the option of taking the class for high school credit. If they choose to take it for high school credit, then it becomes part of their permanent record. Junior high students need to make a decision on taking the class for credit prior to the last four (4) weeks of the semester. Please see the counselor for the appropriate paperwork.

Other Alternatives – contact the school principal.

Credit by Exam

Klamath County School District will offer credit and/or competency earned by examination. The superintendent or his designee will determine those courses, for which credit by examination may be earned. Examinations for these courses may be provided by the district curriculum department and will be given the second week of each semester

Credit for examination is to be considered a process for ascertaining student competency and awarding credit for a particular course offered at the high school without the student having to enroll or participate in the course.

When a student successfully passes an examination for a course by the process of credit by examination, he/she shall be given the credit for the course. The enrollment requirement of the courses, if any, shall be waived. Credit (CE), but no grades for the course, will be noted on his/her transcript, and the course will count toward graduation requirements, both in units and in required course enrollment.

Pass/No Pass

It is the policy that Klamath County School District students (grades 9-12) have the option to receive the Pass/No Pass grade for up to one (1) elective credit per year. A student could accumulate a total of four (4) credits of Pass/No Pass grades during his/her four (4) years of high school.

1. The Pass/No Pass applies to elective classes only, or to a class, which the student does not need as a required class and wishes to take as an elective class.
2. Pass/No Pass will be given for semester grades only.
3. A Pass/No Pass may affect the cumulative grade point average (GPA)
4. Students opting for the Pass/No Pass must make their requests known in writing to the counselor as soon as possible, but no later than four (4) weeks before the end of the semester. The form will be signed by the student's parent, teacher, counselor, and principal in order to be implemented. The principal will make the final determination. Once the Pass/No Pass form has been completed and approved, the decision is irreversible.
5. For students to receive or be eligible for Pass/No Pass, they must have:
 - a. Demonstrated appropriate attendance;
 - b. Demonstrated appropriate citizenship;
 - c. Demonstrated appropriate efforts in achieving the course objectives.

Early Graduation Policy

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule (request must be submitted prior to October 15th of their Junior Year). The student and parents will consult with the counselor and develop a graduation plan. Refer to *Chiloquin High School Course Catalog*.

Excusing a Student from Specific Curriculum/programs

It is the right of the parents to excuse their children from any curriculum, state-required program, or learning activity they find to be objectionable for religious or moral reasons. Students may also be excused because of handicapping conditions. The building principal will authorize this exclusion upon written request from the parents. Students will not be held responsible for any of the material taught in their absence. The teacher may choose to assign the student work on a different topic in lieu of the one being taught in class. Such an alternative assignment shall not exceed the regular class work in difficulty or time required to complete it

Grades

Grading Scale for Klamath County School District:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

An incomplete grade will automatically revert to an "F" grade if it is not removed within two (2) weeks following the grading period.

Homework

Classwork that is not completed may be sent home as homework.

Progress Reports

Parents and students will receive a progress report (report card) each six weeks of the school year. These reports reflect the academic progress of the student. The Semester Report Card contains the grades that will appear on the student's transcripts.

Grades are available online through the Home Access Center via the school and district website. Contact the main office for your username and password. Parents are encouraged to visit the school at any time there are concerns about a student's progress or need

Conferences

Parent/Teacher conferences will be held twice per year; once in October and again in March. Conferences are open house format where parents can stop by each class and discuss their child's progress with the teacher.

Chiloquin High School offers credit retrieval and study skill development to at-risk students who are referred through the principal's office. Students will adhere to KCSD policies and procedures.

GRADUATION REQUIREMENTS

In order to graduate from Chiloquin High School, a student must successfully complete 24 units of credit. The State of Oregon requires all students to complete a certain series of courses.

A student in the regular high school program is required to complete the following courses:

1. Language Arts – 4 credits
2. Mathematics – 3 credits of Algebra 1 or above
3. Science – 2 credits (3 years of science)
4. Global Studies – 1 credit
5. Health – 1 credit
6. Physical Education – 1 credit
7. U.S. History – 1 credit
8. Government – ½ credit
9. Economics – ½ credit
10. Career Education – ½ credit
11. Applied Arts/ Fine Arts/Foreign Language – 3 credits
12. Electives – 5 ½ credits

Senior Project Information

Each senior is encouraged to choose his or her own topic for the project in an area of career-related interest that will challenge his or her current knowledge and ability level and ideally serve the community's well-being. While completing the project, seniors have the opportunity to gain a great deal of practical experience and self-knowledge and have a lot of fun at the same time. Some outcomes of the Senior Project are learning task analysis, responsibility, and time management. Self-esteem and pride are two natural by-products. The three components of the Senior Project are the physical project/product, the paper, and the presentation.

Graduating seniors must show proficiency in Reading, Writing, & Math. Transfer students and special circumstances may be reviewed and approved by the superintendent.

ATTENDANCE ABSENCES, TARDIES, TRUANCY

Chiloquin Junior/Senior High School operates on the premise that regular school attendance is absolutely essential to learning and success in school. Regular school attendance and promptness are necessary components to achieving acceptable work habits and to becoming a responsible citizen. All students between the ages of 7 and 18, who have not completed grade 12 are required by the state of Oregon to be in “regular” attendance at school unless otherwise exempted by law. Refer to the *Klamath County School District Students Rights and Responsibilities* handbook for complete policy statement and consequences.

Absences and Excuses

When returning to school after an absence, **a student must report to the attendance office before attending any classes. The student must bring a note signed by the parent that describes the reason for the absence or the parent must call the attendance secretary at 783-2321. (This is the students’ and parents’ responsibility – if not excused after returning to school, the absence will be considered unexcused.)**

Absence from school or class will be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student’s presence at home is necessary;
- Emergency situations that require the student’s absence;
- Medical or dental appointments. (Confirmation of appointments may be required);
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made **in advance of the absence.**

Consequences of Irregular Attendance

Parents will be notified in writing when a student has five (5) total absences during an eighteen (18) week period.

Parents and students will be required to attend a conference to discuss absences and student performance when a student has nine (9) total absences, during an eighteen (18) week period.

After (4) unexcused absences in a 4-week period, the student or parent may be cited for truancy and referred to the Klamath Youth Attendance Team (YAT). A student or parent may also be cited/referred to the YAT team for truancy if the student has 4 unexcused absences within a four-week period.

Twelve (12) absences in an eighteen (18) week period could be considered irregular attendance and may result in failure to earn credit. Parents and students will be required to meet with the principal, who will decide if make-up seat time will be assigned.

Parents are legally responsible for students attending school. If the student is under 15 years of age, a citation may be issued to the parent if the child has failed to attend school as required.

Truancy will not be condoned.

Consequences for Unexcused Absence/Truancy

Students may not receive credit or makeup work from an unexcused absence.

Refer to the Klamath County School District, Students Rights and Responsibilities Handbook for more detail.

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full time;
2. Employed part-time and enrolled in school part-time; or
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and the parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluation, counselor appraisal, immediate plans, short-range and career goals, and any other pertinent information.

The approved exemption will be in writing and will include information on alternative education programs of instruction or instruction combined with counseling that may be available. Exemptions will be granted for a limited time only, must be reviewed on a semi-annual basis, and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches the age of 18.

Illness or Injury Occurring at School

At times a student may have signs or symptoms of illness and need to be excluded from school until diagnosed and treated by a licensed healthcare provider or until recovered.

Conditions that may require exclusion until either diagnosed or recovered include

- Fever greater than 100.5
- Vomiting
- Rash with or without fever - new or sudden onset
- Diarrhea (3 watery or loose stools in one day) with or without fever
- Weepy (fluid or pus-filled) skin lesions
- Deep, barking cough or productive of colored mucous
- Irritated eyes that are tearing, sensitive to light, with puffy lids and colored drainage
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever
- or Student requires more care that the school staff can safely provide.

Only a licensed healthcare provider can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.

If the student becomes too ill to remain at school or has an injury requiring medical evaluation the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff will administer emergency or minor first aid as necessary. The school will contact emergency medical personnel, if needed, and will attempt to notify the student's parents whenever a student has been transported for treatment.

Make-up Work Policy

When a student has been absent from class, that student has the opportunity to work with the teacher and arrange to complete missed assignments and tests/assessments within one week of returning to class. Previously assigned work which was due on the day of an absence is due upon the student's return. Teachers may choose to give partial credit or no credit for tests or other completed/turned-in work more than one week late. A teacher may adjust the above timelines for extenuating circumstances. **Students who are absent for two or more days must allow the teacher 24 hours to prepare make-up work.**

Closed Campus

Chiloquin High School is a closed campus. All students should remain on school grounds from the time they arrive until the time they are released in the afternoon. Once students arrive at school, the parking lots are closed to students for the remainder of the school day. Students need to have approval from the administration to enter the parking lots prior to school dismissal. **ANY STUDENT WHO LEAVES CAMPUS DURING THE SCHOOL DAY, FOR ANY REASON, WITHOUT PERMISSION IS TRUANT AND MAY BE ASSIGNED EITHER DETENTION, WEDNESDAY SCHOOL, OR BE SUSPENDED. STUDENTS LEAVING CAMPUS WITHOUT PERMISSION MAY ALSO BE SUBJECT TO SEARCH.**

Students are not permitted in the building after school or on weekends, except under the direct supervision of a faculty member. Uncooperative students will be considered insubordinate.

Leaving During the School Day

Any student who needs to leave school for illness or other reasons before the end of the school day must check out in the main office before leaving. Permission may be on a written note or a phone call from a parent.

Lunchtime

Students who live within walking distance may not walk home during lunch. Students may not walk to the store to get food at lunch; please plan accordingly. All students have access to breakfast and lunch free of charge at school.

Students are not allowed to miss classes to work on or study for another class unless prearranged in writing with the teachers involved.

Hall Passes

Students who are out of class for any reason during the class period must have a hall pass. Students who are out of class, including the office or restroom, must have teacher permission and a hall pass from their supervising teacher for that period.

When in the hallway while classes are in session, students are not to disturb classrooms with their actions. Disruptive behavior may result in disciplinary consequences as described in the Behavior Expectations.

Late Arrival

Students that arrive at school any time after the Tardy Bell rings for 1st period must report to the attendance office, with their "We are glad you are here" note, before going to classes.

School-Sponsored Activities

School absences for school-sponsored activities such as field trips, athletics, clubs, or student council will not be included in a student's total absences.

In order to participate in school activities, students must be in regular school attendance the entire day of the activity. Students must attend school all day on the day before the activity if the activity falls on a non-school day (students must attend school on Friday if they wish to participate in weekend activities). Prearranged absences may be approved by the administration.

Skip Day

It is Chiloquin High School policy that a senior skip day is not allowed as seniors are given time off at the end of the year. Students participating in a skip day will be considered truant with grade penalties and other consequences applied.

Tardies and consequences

All available staff will conduct hall sweeps. Any student in the hallway after the bell rings if unexcused will be marked tardy as teachers take attendance. Teachers will notify the student of the tardy, and the student will be assigned lunch detention.

Periods 1-4 will have lunch detention that day, 5-7 the next day.

Continued tardiness may result in Wednesday school or other disciplinary action

Students arriving late to school need to have a note, excusing the tardy when they arrive at school, or they will be subject to the tardy policy. The note must include the reason that the student is not responsible for being tardy. The principal will determine whether it is excused or unexcused.

BEHAVIOR EXPECTATIONS

All students are expected to behave in an acceptable manner at all times, treat their fellow students, faculty, staff, and visitors with respect, and have PRIDE in themselves and their school. Please see the behavior matrix on pages 9 and 10.

Students may face disciplinary action for violating school and/or district policies on their way to school and on their way home from school.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. Treat all speakers or performers with respect. Assemblies are a privilege and will be scheduled according to administrative approval. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Bus Rules

Buses are furnished for the convenience of students living considerable distances from the school. To ensure the safe operation of the buses, the State Board of Education has set up certain regulations to be observed by all who ride the buses.

Students must comply with the *Bus Rules* as listed in the *Klamath County School District Student Rights and Responsibilities Handbook*. Any student who fails to promptly obey the directions of the bus driver or comply with the *Bus Rules* may forfeit the privilege of riding the bus and may be subject to other disciplinary action. A student receiving a conduct report from a bus driver must have it signed by their parents or guardians and return it to the bus driver prior to being allowed back on the bus.

Cafeteria and Lunch

A cafeteria is available for student lunches. The school participates in the National School Lunch, School Breakfast, and Federal Commodity Program and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the school office

Many people must be served in a short period of time and lunches are consumed in a confined area. Therefore, student cooperation is essential to provide this service and the following guidelines are for this purpose:

1. **All lunches will be eaten in the front lobby area or in the courtyard when weather permits.**
2. "Cutting in" or other discourteous conduct in the serving lines must be avoided.
3. Spilled or dropped food sometimes is unavoidable, but when it happens, it is the student's responsibility to report it to the kitchen staff and see that it is cleaned up.
4. All cartons, wrappers, napkins, and other debris are to be removed from the tables and deposited in the garbage cans.
5. **Students must stay in the front lobby area, the courtyard, the gym, or the north end of the building and front lawn. Students are not to be in D-wing or A-wing during lunchtime. (Reminder: parking lots are off-limits during the school day.)**

Classroom

Teachers are responsible for establishing and teaching models of classroom behavior and academic performance expectations. Students are responsible for behaving according to teacher expectations and meeting the academic requirements for achieving the grade they desire. Students must exercise self-discipline in order to take responsibility for their own actions and performance in learning.

Guest Teachers

When a guest teacher is in the classroom, students are expected to follow their teacher's class rules with exemplary behavior. Guest teachers may reward good student behavior with early lunch pass or paw points. If a student is sent out of class for misbehavior, the classroom teacher will follow up with appropriate actions when he/she returns.

Dances and Social Events

- Individuals attending school functions are expected to conform to the rules of good school conduct.
 - Persons attending a function not open to the general public (school dances and school parties) will not be allowed to leave the building and return without permission. Students are to arrive at school functions within a reasonable time after the start of the event.
 - Organizations and classes may plan dances and other social activities in the school building after having complied with all regulations and secured approval from the Student Council and administration.
 - High School dances include Homecoming, Winter Formal, Prom, and others scheduled and approved by the Student Council and Administration. All dances will conclude no later than midnight unless prior approval is given by the administration.
1. Dances may last no later than 11:00 p.m. and may not exceed two and one-half hours on nights scheduled unless special permission is granted by the Principal.
 2. Regular school dances are for high school students only. All guests will be of high school age and attending an accredited public or private high school. All guests must be cleared by the Administration prior to the dance. Only one guest will be allowed per student. Guest sign-up will end two days before the dance.
 3. Students will not be admitted 1 hour after the scheduled start of the dance. Once a student leaves a dance, he/she will not be readmitted.
 4. Clubs sponsoring a dance must submit to the Bookkeeper/Assistant Principal reasons for needing funds and on approval must make all necessary arrangements (promotion, decoration, enlistment of chaperones, clean-up, ticket sales, etc.). All sponsors are to see the Bookkeeper or Attendance Office to get the "Dance Event Form." All arrangements for the dance must be completed one week prior to the dance. If all arrangements cannot be made prior to the dance, the dance may not be held.
 5. Music/DJs will be approved by the administration before being permitted to play for a dance.
 6. All dances credited to Chiloquin Jr/Sr High must be supervised by Chiloquin Jr/Sr High staff.
 7. Use of tobacco, alcohol, drugs, or any other controlled substance is prohibited. Students entering agree to submit to a breathalyzer prior to admittance.
 8. All school regulations and rules apply.
 9. Once in attendance at an activity, a student is required to remain unless excused by the advisor or chaperons. Students leaving the activity will not be readmitted without prior permission.
 10. If requested to leave an activity by a chaperon or advisor, the student will be referred to the principal.
 11. The class or organization sponsoring the activity must clean up thoroughly. Arrangements should be made with the custodian.
 12. Decorating for dances and other activities must be done during non-school time.
 13. Students must present their student ID to be admitted.

In order to participate in school activities, students must be in regular school attendance the entire day of the activity. Students must attend school all day on Friday if they wish to participate in weekend activities. Prearranged absences may be approved by the administration.

Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance.

Computer Use

1. Students must have a Student Agreement for an Electronic Communications System Account completed and on file in the principal's office.
2. Students are not to use school computers without prior permission from a school staff member.
3. Any unauthorized use or misuse of school computers will result in restriction from future use and other disciplinary action.
4. Damage to hardware, software, or files will result in fines and other disciplinary action.

Computers are available at school for students to use at school for school-related purposes only. A signed Acceptable Use Agreement Form is REQUIRED of all students using the Internet at school. Klamath County Schools incorporates filtering software on all computers. However, no filtering software is perfect and responsibility also rests with the student to use the Internet appropriately. Students who use the Internet for non-educational purposes will have their Internet privileges revoked for a minimum of one week. Students who attempt any hacking, virus planting, or vandalism on school computers or networks will face severe disciplinary action that may include suspension or expulsion.

Any student who attempts any hacking or virus planting on school computers or networks will face severe disciplinary action that may include suspension or expulsion. Hacking includes attempts to infiltrate off-limit computers, settings, or programs; attempting to learn someone else's password or using an account other than a student's own; and/or other inappropriate attempts to access computers or networks. Students will face disciplinary action even if their hacking attempts are benign.

Hallway Behavior

Students are expected to walk, talk with a soft voice, and keep their hands to themselves while in the hallways. Running may be dangerous and is not permitted inside the school hallways. Repeated hallway misbehavior may result in disciplinary action.

Cheating

Students caught cheating, copying, plagiarizing, or using deception to complete an assignment or test may face the following consequences:

No credit on the assignment or test

Other possible disciplinary actions ranging from detention to suspension to loss of course credit.

Fighting

It is assumed that it takes two or more to fight, when students exchange physical blows, and each party shares in the guilt. Any fight will result in all parties facing the consequences of being disciplined. This includes all behaviors coming to school and going home after school, riding the bus or anywhere on the school premises or at school-related activities.

1st Referral 2-day Suspension and possible citation

2nd Referral 3-day Suspension and possible citation

3rd Referral Possible Expulsion and citation

Under unusual and/or extreme circumstances, the above may not be followed and the building principal may take a different course of action and could recommend expulsion immediately

Discipline Referral

Discipline referrals are used by teachers and other staff members to refer students whose actions violate behavior expectations. Teachers should only use discipline referrals after they have tried teacher intervention, parent contact, and counselor referral unless the action of the student is of a serious nature where the consequence necessitates disciplinary action such as Detention, Wednesday School, Suspension, or Expulsion.

Discipline actions taken by Chiloquin Junior/Senior High School are based on a philosophy designed to **produce behavioral changes that will enable the students to develop the self-discipline necessary to function successfully in the educational and social environment.** As a school, we must take steps to ensure that the teaching and learning process is not disrupted and that we provide a safe environment.

The following disciplinary actions may be taken by the school administration:

- **Detention**
- **Lunch detention** – report to the assigned room at the beginning of lunch.
- **Wednesday School**
Wednesday School hours are from 3:15-5:15 p.m. Students are expected to be prompt in reporting to Wednesday School **with enough schoolwork to keep busy for the entire 2 hours.** Students will not visit or sit idly during Wednesday School. Any student arriving for Wednesday School after 3:20 will be considered absent from Wednesday School. **A student that misses an assigned Wednesday School without making prior arrangements with the assistant principal, or whose behavior results in removal from the Wednesday School room, may be assigned further disciplinary action including in-school suspension, suspension, or Saturday School.** Chiloquin Jr./Sr. High School is attempting to reduce student suspensions by assigning Wednesday School to students in certain situations. Wednesday School may be assigned in lieu of suspension in some instances that may prove beneficial to the student.
- **Suspension**
An **out-of-school suspension** is the removal of a student from school for a period of up to ten (10) days. During this exclusionary period, a suspended student is not allowed on school district property or to attend school-related activities or athletic events. A student who violates the conditions of the suspension may receive a longer suspension or be recommended for expulsion.
At times, in lieu of an out-of-school suspension, a student may be assigned to an **in-school suspension** room and be required to complete academic or nonacademic work (with parent notification) during the school day. Students on in-school suspension are not allowed to attend their regular classes or participate in breaks between classes with other students. Personal electronic devices, such as phones, will be turned in to the office during this time.
- **Expulsion**
An expulsion is the removal of a student from school for no longer than one (1) calendar year. A student may be expelled for severe or repeated violations of the Student Code of Conduct.

Consequences of Unacceptable Behavior

To operate a well-managed school that provides an emphasis on students taking responsibility for their academic success, positive actions, and successful behaviors, the following plan of consequences will be used:

Search and Seizure

Please refer to Student Searches in the Klamath County School District’s Rights and Responsibilities Handbook.

Assault

When one or more students physically confront another student, with the victim not responding in kind it is considered an assault, not a fight. The student(s) committing the assault will face suspension and/or possible expulsion depending on the circumstances.

1 st Referral	3-day Suspension, possible citation
2 nd Referral	Recommended Expulsion

Under unusual and/or extreme circumstances, the above may not be followed and the building principal may take a different course of action and could recommend expulsion immediately.

Disruptive Behavior

Any actions that disrupt other students or result in teacher or staff member intervention will be considered disruptive behavior. This might include but is not limited to talking, making noise, being out of your chair, or making other sounds or gestures.

Consequences for disruption may vary from lunch detentions, in-school or out-of-school suspensions to possible expulsion.

Harassment

Physical or verbal intimidation/threat of another student, teacher, or staff member is considered harassment. Comments, actions, or gestures that are sexually or racially offensive are also considered harassment.

Consequences for disruption may vary from lunch detentions, in-school or out-of-school suspensions to possible expulsion. Interventions from all parties involved may be offered in situations. Examples of these would be no-contact agreements and/or counseling services.

Under unusual and/or extreme circumstances, the above may not be followed and the building principal may take a different course of action and could recommend expulsion immediately.

Insubordination

Willful disobedience and open defiance of a teacher's or staff member's reasonable request is a serious action that requires serious consequences. If your actions have resulted in teacher or staff intervention, don't make your situation worse by not cooperating or refusing to comply with a request.

1 st Referral	Possible 1-day Suspension
2 nd Referral	Possible 3-day Suspension and Parent conference
3 rd Referral	Possible 5-day Suspension and Parent conference
4 th Referral	Possible Expulsion

Under unusual and/or extreme circumstances, the above may not be followed and the building principal may take a different course of action and could recommend expulsion immediately.

Profanity

Students are expected to use **appropriate language**; profanity should **not** be used at school. Consequences may range from teacher correction to suspension depending on the circumstances.

Drugs, Alcohol, and Tobacco Free Environment

Use on school district property is prohibited. Possible citation. (Refer to Klamath County School District Student Rights and Responsibilities Handbook.)

Dress and Grooming

Dress for success! Dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. Dress shall not promote alcohol, tobacco, drugs, weapons, violence, or profane statements on clothing. Dress shall also not promote gang activity. Clothing should not be a distraction to the wearer or others and be appropriate for the educational environment. Clothing must cover from the top of the chest to below the buttocks with no visible skin in between.

Drinking and Vending Machines

Vending machines are not to be used during class hours. Students may purchase snacks and drinks only:

- before school,
- during break,
- and after school.

Change for vending machines may be obtained at the office before school, during break and lunch, and after school.

Paper wrappers and empty drink containers should be placed in the appropriate repositories.

- No food or drinks allowed in the gym.
- You must clean up any mess that you make.

Violations of this policy will result in confiscation of food or drink. Repeated violations will be considered as insubordination.

Personal Communication Device Policy

Cellphones or other similar devices may not be out, or in use, during class time. Cell phones are to be silenced and out of sight at all times. Ear buds are to not be in during instructional time. Violation of this policy will result in turning the device into the teacher. Additional consequences will be in effect for students who violate the policy.

These may include turning the device into the office or having guardians pick up the device. Continued violations of this will be considered defiance. The protocol will be as follows in this order: 1. Warning. 2. Student will put the phone on the teacher's desk. 3. Office administration will be called to pick up the device. 4. Office administration will be called to pick up the device and a parent/guardian will need to pick up the phone from the office at the end of the day

“Sexting”

“Sexting” is the transmission of sexual images or dialogue via cell phones and in most instances is an illegal activity. If a student receives a “Sext” message, they should not forward it to anyone and notify the school administrators or the school resource officer immediately.

Students who violate district policy are subject to disciplinary action, which may include suspension, expulsion, or referral to local law enforcement.

Gang Activities

The school's obligation is to protect the health, welfare, and safety of all students. The Klamath County School District believes the pressure of gangs and gang activities can cause a substantial disruption of education programs and activities. The Klamath County School District prohibits the existence of gangs and gang activities. Students who violate district policy are subject to disciplinary action, which may include suspension and/or expulsion. Refer to the *Klamath County School District Student's Rights and Responsibilities* handbook for a complete policy statement.

Hats/Head covering

The wearing of hats and other head covering in school are allowed as long as it doesn't interfere with student learning. Hoods may not be worn in class and during class time. The intent is to have students' full attention without hiding behind the hoods or wearing earbuds.

Public Display of Affection

Excessive displays of affection are not appropriate in public and will not be tolerated at school. Students exhibiting poor judgment will first meet with the principal, then will be involved with parent conferences, and if necessary be faced with detention and/or suspension.

Student Vehicles

Student vehicles are off-limits during the school day. Students are not to enter their vehicles during the day unless they are in the process of leaving campus. Students leaving campus during regular school hours must receive permission from the principal or his designee. Students are not to use their vehicles during lunch.

If other students have a legitimate need to ride in vehicles other than their own, they must provide the office with written parental permission and receive approval from the school principal or his designee.

Students riding bicycles to school must park them in the bike racks either in the student parking lot or in front of the school. The bicycles should be secured to the rack and locked. **Bicycles are not to be ridden on campus during the school day. Skateboards, scooters, rollerblades, etc. are not to be used/ridden on campus.**

Failure to abide by school rules concerning the use of vehicles could result in the student losing privileges to bring their vehicles on campus. Refer to the *Klamath County School District Student's Rights and Responsibilities Handbook* for a complete policy statement.

Theft

Theft of school property, theft from a staff member, or theft from a fellow classmate will cause a student or students involved to be suspended and/or subject to expulsion

Vandalism

Writing on desks, walls, lockers, etc., is totally unacceptable. Students who vandalize school property will be held responsible and will pay for all damages. Students will also be subject to disciplinary action.

Visitors

In order to protect the learning environment for all students, the approval of visitors will be very limited. All guests of students must obtain a visitor's pass and approval from the administration prior to visiting campus. Visitors will be limited to the main lobby of the school during school hours.

Weapons

Students shall not bring, possess, conceal, use a weapon or replica of a weapon, (including pocket knives) or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others on or at school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430. Any student who knows of another student (s) who brings, possesses, conceals, or uses a weapon or other possession determined to be a threat to school safety, may be subject to appropriate disciplinary action. Weapons, including replicas of weapons and pocket knives, are subject to seizure or forfeiture. Any student who violates these regulations will be subject to expulsion and referral to law enforcement officials. Refer to the *Klamath County School District Rights and Responsibilities handbook* for the complete policy statement.

STUDENT SERVICES

Academic Assistance

Chiloquin High School recognizes that all students are individuals with unique strengths and needs. Through the school's testing programs students are placed in classes that enable them to graduate and to gain growth in all areas of the curriculum.

The school provides a college-bound curriculum, online courses, dual-credit classes, Synchronous courses, and vocational courses. A counselor is available to assist students in enrolling in the appropriate courses that will direct the student toward their career goals.

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the school.

All classrooms are open and teachers are on duty from approximately 7:30 a.m. until 3:45 p.m. Students who need additional help may request assistance from teachers between 7:30 a.m. – 8:06 a.m. and 3:10 p.m. – 3:45 p.m.

Academic and Career Counseling

The counseling department will provide student services that will help the student to understand and develop positive self-concepts, move through individual levels of development, cope with their environment, develop positive life/career goals, and develop their abilities to function effectively in various life roles.

The counselor will assist students in gaining information concerning college requirements, trade schools, vocational schools, apprenticeship programs, armed forces, and a variety of job requirements.

The counselor will provide accessibility to students for various testing programs such as the ASVAB, PSAT, SAT, or ACT, information for scholarships and other types of financial aid.

Parents and students are encouraged to use the counseling services that the school provides.

Building Use

The building and facilities at Chiloquin High School may be made available for community activities. To secure use of the building and/or facilities please contact the school administration. Completion of a facilities use form, hold harmless agreement, and in some cases, payment of a deposit or fee is required in addition to administrative approval.

Bulletin Boards/Publications

The building principal must approve any public or private use of the bulletin boards at Chiloquin Jr./Sr. High School.

EMERGENCY PROCEDURES

Schools are a frequent target for random violence. Numerous cases of an unbalanced person entering a school with a weapon resulting in student deaths have been documented. The Klamath County School District has implemented an emergency plan designed to anticipate necessary actions during a variety of disasters involving a shooter in the school. Emergency Procedures have also been developed for earthquakes and building lock-downs due to an eminent danger of violence.

When an emergency occurs, immediate recognition of the following codes is important. Teachers have been made aware of the correct emergency response procedures so please follow their directions as quickly as possible. Specific codes will be announced over the school's public address system and the codes are displayed in each classroom. The following is a list of the procedures:

- Evacuation of building, same as a fire drill.
- Lock Out – All outside doors of the building will be locked and secured. Classroom doors remain locked and closed but classroom instruction can continue.
- Lock Down – Teachers will lock all classroom doors to keep students in rooms. Pull shades on doors and or windows. Custodians will lock outside doors.
- Take Immediate Sheltering Action. Duck and Cover. If the danger of violence is predicted.
 - In the classroom – shelter in place. Use Duck and Cover techniques.
 - Out of the classroom – use any resources immediately available to Duck and Cover. In the open outdoors, lie down, stay motionless.
- All Clear.

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for grades K-12. At least two drills on earthquakes for students in grades K-12 will be conducted each year.

Posted at each classroom door, are directional signs to designate the escape route. When an alarm sounds, students are to follow directives from the office.

Field Trips

- At various times certain classes may leave school on an educational field trip. Students must have a parent permission form signed to attend the trip. Students are expected to follow the normal school rules when attending such school activities. All students will leave the school and return with the transportation provided by the school.
- Students attending overnight trips may be required to have their bags searched prior to leaving.
- Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable board policy, and such other rules as may be deemed appropriate by the field trip supervisor. Students attending field trips must meet criteria established by the supervision teacher and administration. Criteria may include that participating students have a current minimum 2.0 GPA and no failing grades. Field trips are for enrolled students in the class or activity. No guests or siblings will be allowed to accompany the group.

Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten days before the event. All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. The principal is responsible for administrating student activity funds.

Health Services

School health services are provided by registered nurses in Klamath County School District to support students with complex, chronic health needs; to support health education for students and staff; and to provide school health services that comply with national, state and local mandates. The KCSD nurses believe that each student’s health has a direct effect on his/her educational achievement and that healthy students are better learners.

If your student has health needs that may require nursing services, please contact your school principal, or the KCSD Health Services at 541-851-8740.

Honors and Awards

At various times throughout the year students are presented with academic, activity, and athletic awards. Students will be recognized by the following:

1. Honor Roll – announced at the end of each six weeks.
3.00 – 3.49 GPA Honor Roll
3.50 – 3.99 GPA Grand Honor Roll
4.00 GPA Principal’s Honor Roll
2. Selection to National Honor Society.
3. Honors Night (individual subject, academic and activity).
4. Athletic Awards Banquets.

Should parents wish for their student’s achievements to not be recognized, please make this request in writing to the school administrators no later than October 1st.

Insurance

At the beginning of the school year, the school district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the school office. The district shall not be responsible for the costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must show evidence that some form of accident insurance covers the student. School insurance does not apply to out-of-school activities unless insurance is purchased as a full-time plan.

Library

- The library is open to students and teachers from 7:45 a.m. to 3:00 p.m., Monday through Friday. Students may select and check out books, renew books or check on overdue books anytime during the day.
- Students will need to have a pass if coming to the library during class time.
- Students are expected to be silent when studying or use quiet conversation when necessary. The library is not a place to socialize. If a student is asked to be quiet, the second request will result in removal from the library.
- Food and drink are not allowed in the library – check with the library staff for group meetings.
- Students can check out up to three books for a two-week period. They may renew the checkout twice.
- There are special loans on reference materials and magazines (check with the Media Specialist). Some books cannot be taken from the library; these include encyclopedias and special reference books.
- Students who lose, damage or destroy a library book or property must assume financial responsibility for the replacement of that book or property.
- Book fines or lost books must be paid for before the seniors graduate.
- Special arrangements can be made with other schools for inter-school loans of books and materials.
- Computer use: Students must sign in and have an Internet access form on file. Students not following this policy will be restricted from future use.

Lockers

The school provides lockers for students, both for general care of books, backpacks/bookbags and outer garments. This is a service to students and they are responsible for the security of their locker. The school provides a combination lock that the student must use and return at the end of the school year. There is an annual locker fee. It is strongly encouraged that student backpacks and bookbags as well as cell phones be kept in student lockers during instructional time.

The school does not assume responsibility for items in lockers. The school strongly suggests that students leave valuable items at home. The faculty and administration are not responsible for lost or stolen items from lockers.

Students should inform the office when the locker is not operating properly. **Each student is expected to use only his/her assigned locker. Lockers are school property and can be searched by the faculty and administration at any time. If a student damages a locker they will be held responsible for the repair.** Refer to the *Klamath County School District Student Rights and Responsibilities* handbook for the complete policy statement.

Backpacks/bookbags/binders

Chiloquin is an AVID school and organization is one of our foundational strategies to success. Chiloquin believes that being organized with our time (agendas), materials (binders and supplies) and thoughts (notebooks) is necessary because it creates systems and translates to all aspects of one's life. Organization sets the foundation for success not only at school, but in life. Structure creates predictability and in turn reduces stress and opens up space for more learning and productivity.

It is the expectation that binders be used and carried to each period. It is strongly encouraged that backpacks/book bags be in the student locker during instructional time and are accessible during passing periods and lunch or during emergencies. Backpacks are allowed as long as they do not create a safety hazard.

Lost and Found

Any items that are found in the school should be turned in to the main office. Students should report any lost property to the office and also check with the office for lost items. The school is not responsible for any items that are lost or stolen.

Lunch/Breakfast Program

The school participates in the National School Lunch, School Breakfast and Federal Commodity Program and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the school office.

Telephone Messages

Secretaries cannot accept phone messages for students from anyone but parents, guardians or approved contacts. **Students will not be removed from class for telephone messages.** The message will be delivered to the student and return calls may be made outside of class time. Parents should restrict their calls to emergencies or unforeseen circumstances. Cooperation in this manner will assist the school in its efforts to provide a positive learning environment for students. The school staff encourages parent contact which may provide better educational opportunities and open communication between the home and the school. The school phone number is 541-783-2321.

With many students having cell phones, we ask that parents still call the office so as to not disrupt the learning environment in classrooms.

Parents/guardians/emergency contacts must contact the office to dismiss the student.

ATHLETIC & ACTIVITY POLICY

Athletics include all sports. For more information, please refer to Klamath County School District's Athletic Handbook.

Activity means FFA, SMILE, Honor Society, Student Council, Brain Bowl Team, Cheerleading, Dance Team, Mascots, Managers, etc. Membership requirements in certain activities may be obtained from the advisor.

Games

All students in grades K-8 must have a parent in attendance.

Animals, other than certified service animals, are not permitted.

Rides from away games

The school will provide transportation to and from athletic events. A student can ride home with their parents or guardian. The parent or guardian must sign the student out with the coach. If a student wishes to ride home from an athletic event with someone besides their guardian they must have this pre-approved with administration prior to leaving for the trip.

Eligibility

Prior to participating on any athletic team or activity at Chiloquin Junior/Senior High School, the following requirements must be met:

1. Students must meet the academic requirements of the Oregon School Activities Association by being enrolled in five or more classes, being in regular school attendance and passing at least five classes the previous semester.
2. Students must be passing more than 5 of their current classes.
3. All obligations from previous sports/activities must be met.
4. All athletes must maintain at least a 2.0 GPA throughout the school year.
5. Other requirements include (especially for athletes):
 - a. Having a physical examination on file with the school and renewed every two years. The district requires that the physicals be taken prior to the 9th and 11th grades. The cost of the physical is the responsibility of the parent. Students may not participate unless the school has proof of a current physical on file. (Athletic activities only)
 - b. Insurance coverage. This insurance may be private insurance or you may purchase coverage through a plan that the school makes available for all students.
 - c. Provide information concerning whom to contact in case of emergency.
 - d. A current student body card is required for all activities.

Students who meet the requirements listed above are eligible to try out for athletic teams or join school activities. Once out for a sport or activity, students must follow the rules established by coaches and advisors. Students out for sports must pay the participation fee (see fees on page 23).

In order to participate in school activities, students must be in regular school attendance the entire day of the activity. Students must attend school all day on the day before the activity if the activity falls on a non-school day (students must attend school on Friday if they wish to participate in weekend activities). Prearranged absences may be approved by the administration.

Academic Eligibility

Refer to the Klamath County School District Athletic/Activities Handbook for eligibility guidelines.

Academic Eligibility Committee

This committee will deal with circumstances that may justify special academic consideration for a student. The principal may appoint a committee of five members to review individual cases of eligibility. The committee will consist of the principal, the coach of the concerned students, the athletic director, and two at-large staff members. Individual cases involving district academic standards waivers will be decided by a simple majority vote of the committee.

Ejection Policy

An athlete ejected from a contest will be fined and withheld from contests in accordance with the OSAA guidelines. Fines must be paid before athletes will be allowed to participate in a contest. Repeated ejections will result in increased fines and may result in an athlete being suspended from participation for the remainder of the school year.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Chiloquin Junior/Senior High School reserves the right to make revisions to this handbook when deemed necessary.

KLAMATH COUNTY SCHOOL DISTRICT

RIGHTS AND RESPONSIBILITIES HANDBOOK

2023 -2024

Klamath County School District recognizes the diversity and worth of all individuals and their roles in society. The students who attend our schools have a right to feel safe and included at school so that they can thrive and develop academically and socially. No discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, national origin, race, religion, gender or sexual orientation will occur in any educational program, activity, or employment in Klamath County School District.

This handbook sets forth the Rights and Responsibilities of students and the standards of conduct for students who attend school in Klamath County School District. The Board of Directors has adopted and has directed schools to distribute copies of the reasonable written rules regarding student conduct, discipline and rights and procedures. The distribution of this handbook is required by Oregon state law [ORS.339.240](#). Students and parents are encouraged to read this handbook carefully, retain it for future reference and direct any questions on the contents of this handbook or rule interpretation to their school administrator.

The Klamath County Board of Directors has delegated authority for the application, administration, and interpretation of these Rights and Responsibilities to the Superintendent. Individual schools in the district have the authority to adopt and implement school rules to assist in implementation and enforcement of the [policies of Klamath County School District](#) and this handbook.

Individual schools do not have the authority to modify district adopted policies and procedures outlined in this handbook.

Student Rights:

All students have rights who attend schools in Klamath County School District and these rights carry related responsibilities on the part of each student. Students have the right:

- To a free and appropriate education designed to meet their educational needs.
- To equal educational opportunities free of discrimination.

- To feel and be safe in the schools and during activities and events.
- To learn in a positive and accepting learning environment free of negative or threatening influences or pressure from peers.
- Of freedom of expression, but not to use this right to challenge any other student's right to equity and freedom from discrimination.
- To access educational records.
- To their personal beliefs and practices with an understanding of not infringing on the rights of others or of creating a disruption to the learning environment or the classroom when exercised.

Responsibilities:

The Student:

When a student in Klamath County School District attends their school, they have a responsibility as a part of their educational system to contribute to their educational future. The responsibilities of the student include:

- Reading and becoming aware of the contents of the Rights and Responsibilities handbook and of their schools specific handbook.
- Complying with requests given by a teacher, administrator, school employee and/or approved volunteer.
- Complying with the rules of the District and school while on any KCSD property or attending any KCSD event or activity at any location.
- Being active in creating and contributing to a safe and hazard-free learning environment for themselves and others.
- Reporting behavior that could be harmful or unsafe for themselves and others.
- Students supporting the enforcement of rules while establishing and meeting expectations for positive behavior in schools and at school activities will help create a positive and productive learning environment in schools.
- Participating in their learning and pursuing educational goals to advance them through their educational journey towards post-secondary opportunities.

The Parent:

Parents or guardians of students who attend Klamath County School District schools have a role and responsibility in the education of their student(s). The responsibilities of the parent/guardian include:

- Becoming familiar with this handbook and ensuring their student(s) abides by the rules and procedures described.
- Taking steps to ensure their student(s) attendance is in accord with the rules and regulations of the District as required by law [ORS 339.010](#)
- Communicating with the school when they see problems developing that may influence a student's ability to learn or which puts the health and safety of any student in harm.
- Working cooperatively as a partner with the school and its staff to solve student difficulties or challenges.
- Keeping the school informed and updated on contact information (phone numbers, address, emergency contacts).

The School and District:

Klamath County School District recognizes it has an equal, if not greater, responsibility in the education of the students who attend our schools. KCSD has the responsibility to:

- Create and maintain an environment that is safe, inclusive, and encouraging to an orderly education.
- Recognize the needs and rights of the individual student while administering the policies and procedures of the district and school behavior program.
- Outline its rules and provide due process for the students.
- Explain any rule or regulation upon request.
- Communicate regularly with the student and the parent/guardian when behavior violates the policies and procedures of the school and KCSD.
- Provide resources to evaluate and implement educational programs to meet the needs of the individual student.

Attendance

Klamath County School District and its schools are committed to providing a quality education for all students. A strong correlation exists between the student's academic success in school and their daily attendance. A student is expected to be present in each of their classes during any grading period in order to meet the goals and objectives of the class. In terms of attendance, a student is either present or absent. An excused absence is one which is approved by the principal or their designee in one of the following situations: Illness of the student, emergency, pre-excused, or extenuating circumstances. An unexcused absence is one which is neither excused nor official, and may result in disciplinary action.

State law requires parents and guardians to send students and maintain regular attendance in school. Eight half-day unexcused absences or four full-day unexcused absences in any four-week period during which the school is in session is considered irregular attendance. Failure to send a student to school is a Class C violation, and may result in a court-imposed fine. If the nonattendance or irregular attendance problem persists, the Superintendent or designee may elect to issue a citation to in accordance with [ORS 339.095](#).

Oregon law requires a school district withdraw students who are absent ten (10) consecutive school days. For more information please refer to KCSD policies [IE](#), [IEA](#) and [IEA-AR](#) which explain in detail the attendance policies and procedures in place.

Conflict/Harassment Procedure

Klamath County School District believes every student is entitled to attend school free from conflicts and/or harassment from others. This includes verbal, physical, written, implied, or any other forms of behavior where the conduct of one individual or group is unwanted by another individual or group. If this behavior occurs, Klamath County School District directs our staff to:

1. Teach students how not to be victims and to help students learn to take appropriate actions to bring an end to the unwanted behavior
2. Seek the support and direction of an adult or school staff to assist in ceasing the behavior. Asking for assistance or help is NOT A WEAKNESS
3. Encourage the targeted student or group to document the unwanted actions. Have individuals write down what is occurring, who is involved, when and where is it taking place and then provide this documentation to school personnel

4. After a complete and comprehensive investigation, the school will hold the individual or group of individuals accountable for their unwanted behavior towards others
5. Recognize those individuals who are a part of the solution by dramatically reducing consequences for truthfulness and honesty while holding those who are not or those that withhold information are appropriately assigned a consequence.

Cybersecurity (KCSO Policy EHB)

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy and accompanying administrative regulation applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

Freedom of Expression

Klamath County School District recognizes that every student has the right of free expression under the Constitution of the United States and the State of Oregon and encourages the exercise of this right. Students also have a responsibility to assist in maintaining orderly

school operations. School officials have a duty to prevent the distribution or expression of lewd, vulgar, and/or plainly offensive expression or speech that will clearly disrupt the educational process. Student expression shall not interfere with the freedom of others to express themselves or substantially disrupt the orderly conduct of the school. The use of vulgar and plainly offensive, obscene or sexually explicit language is prohibited. Student publications will be free from discrimination, harassment, prejudice and racism. Therefore, publications and student speeches are subject to reasonable review and approval by the school administration. Such review will be made without unnecessary delay. [KCS D Policy IB](#)

Student Dress and Grooming

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

Illegal Acts and School Violations

Violation of school rules and regulations may result in a level of consequence that can include a reprimand or warning, detention, removal and loss of privileges, suspension, or expulsion from [Klamath County School District](#) based on the frequency and severity of the infraction. In all cases of suspension and expulsion, due process rights will be met and will not be less than what is required by [District policy](#) and the law.

The rights, responsibilities and rules of conduct for students will be enforced on all KCS D property before, during, or after normal school hours, at school sponsored activities and events, while traveling to and from school activities and events or while under the supervision and/or direction of school staff or individuals approved to supervise students.

Relationship with Law Enforcement

Klamath County School District has established procedures and policies when law enforcement interviews and/or wishes to interview students while they are attending school and under the supervision of the school. A school official will request and determine the reason for any requested contact and follow the appropriate guidelines under KCS D [policy KN](#), [KN-AR \(1\)](#) and [KN-AR \(2\)](#). In all cases, except when prohibited by law, the school will attempt to make contact with parents before law enforcement is allowed to contact the student. If an interview does take place under KCS D policy or law, a school official will be present during any interview/contact when permitted.

School/District Provided Equipment/Property

To ensure students have the opportunity to participate in school academic and classroom programs, a school and/or KCSD will at times provide resources to students. These resources can include laptops, Chromebooks, internet Hotspots, cameras, or other resources to participate in classroom curriculum and complete academic projects.

Items provided to students are on a 'loan as needed' basis, will remain the property of the school and/or Klamath County School District, and will be handed out at the discretion of the school and/or KCSD based on program needs.

When the time arrives for items to be returned to the school, any damaged, lost, or non-returned items will be the financial responsibility of the student who was assigned the item(s). If damaged above what would be considered normal use, the student will be assessed a cost for repair or replacement of the item. If stolen, lost or part(s) of the item(s) are missing, the student can be assessed a replacement cost for the item(s).

Any replacement costs will take into consideration depreciation of the item(s) in question, replacement cost for a similar item, and the age of the item(s).

The assigned fee will remain on the students account until the matter has been resolved with the school and/or Klamath County School District.

Student Searches

Klamath County School District seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the district in attaining these goals, district officials may, subject to the requirements in [KCSD policy JFG](#) and [JFG-AR](#), search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All student searches conducted by the district shall be subject to the requirements of the above policies. As per policy, all searches will be documented using the KCSD form from policy [JFG-AR](#).

Student Discipline

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others will be offered interventions and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, use approaches that are shown through research to be effective.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

When the minor behavior of a student begins to show a pattern, it is the responsibility of the school to create a behavior intervention to prevent future related/similar behavior. A successful plan requires willing participation and effort from the student and at times the parents/guardians.

A student whose conduct is seriously detrimental to the school's best interests may lead to out-of-school suspension. A student whose behavior warrants or meets the criteria of Oregon law may lead to a recommendation for expulsion. ([ORS 339.250](#))

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to the following:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law. ([ORS 339.250](#))

Parents, students and employees shall be notified by handbook, code of conduct or other documents of what is acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior. [KCS D Policy JFC](#)

Disciplinary Procedures

Students/Parents have the right:

- To be presented with a verbal or written statement of the behavior infraction, proposed consequence(s), and any potential charges.
- To be given the opportunity to be heard and present their view of the occurrence.
- To all due process guarantees contained in the school District's stated procedure for suspension and/or expulsion.

Students/Parents have the responsibility:

- To comply with school rules and regulations at school and at all school-related activities as outlined in this handbook and KCSD policy.
- To obey all federal, state, and local laws while at school, on school grounds, or at school related activities.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

Klamath County School District Behavior Consequences

The following section outlines potential consequences when a student violates a school rule or a Klamath County School District policy. This is not a complete list. A school has authority to establish other consequences that can be used as interventions to help change current behavior and prevent similar behaviors from occurring in the future.

Discipline Procedures:

Individual schools have established consequences for misbehavior that are age appropriate for the student and take into account their past pattern of behavior. These include, but are not limited to, detentions, in-school suspensions, or requiring a student to attend school during non-school hours as an alternative to suspension if the total number of hours does not exceed the equivalent of 10 school days. [ORS 339.250](#)

Suspensions (KCSD Policy JDG)

In-school suspension is a temporary exclusion from regular classroom attendance not to exceed two school consecutive days. The student is assigned to a supervised work area and, if permitted by the school administrator, may perform his or her regular class work with access to curriculum and special education.

Out-of-school suspension is a temporary exclusion from school attendance for a period not to exceed 10 consecutive school days. In those cases in which the school official states that the suspension will continue until a parent conference occurs, the suspension notice will state that it will not exceed 10 school days. A school administrator may require a student to attend school during non-school hours as an alternative to suspension.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction. In some cases, an alternative educational placement or option within the district might be recommended if it is determined as the best educational placement to meet the educational needs of the student.

Due Process Procedures for Out-of-School Suspension

A suspension temporarily denies a student the right to attend school, classes and school activities for a period of up to ten (10) school days. When a student's behavior may lead to a suspension, the administrator or designee will take the following steps:

1. The student shall be given oral or written notice of the charges, including specific acts involved. If the student denies the charges, the student shall be given an explanation of the evidence supporting the charges.
2. The student shall be given an opportunity to explain his or her conduct and to informally contest the charge. If the administrator then determines the student should be suspended, the student shall be informed and the student's parents or guardians shall be notified by telephone, whenever possible, of the suspension and the reasons for the action. *NOTE: These two steps above may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.*

3. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity and the nature of the misconduct that caused the suspension.
4. The parents or guardians will be notified of the suspension in writing. The notice must state the date, the reasons for the suspension, the length of the suspension (not to exceed ten school days) and the procedures that must be followed by the student and parents or guardian to gain reinstatement.
5. After the parents or guardians receive notice of the suspension, they will be given a conference with the building principal or his or her designee if they so request.
6. After the parents or guardians have discussed the suspension with the principal or his or her designee, they may appeal the decision to the superintendent or a designee, whose decision will be final.

Diversion may be a recommendation of the school administrator when a student has violated Klamath County School District policies. The student may be given the option to participate in the KCSD - Klamath County Circuit Court Diversion Program. The opportunity to participate in the diversion can be an intervention before suspension and/or expulsion is considered or can also be a part of the suspension/expulsion process. The option for diversion will be determined by the school Principal and will not be an option for all infractions/expulsions (KCSD [Policy IGE](#))

Expulsion is a long-term exclusion from school attendance and requires a hearing before the superintendent or their designee. State law provides the expulsion of a student will not exceed one calendar year. The use of an expulsion is limited to the following circumstances:

1. For conduct that poses a threat to the health or safety of students or school employees;
2. When other strategies to change student conduct have been ineffective; or
3. When expulsion is required by law. ([ORS 339.250.2.c](#))

The school principal or designee may recommend an expulsion for any serious misconduct meeting the criteria above. School administration must request an expulsion hearing when they believe a student has brought, possessed, concealed, or used a firearm on school property or at a school-sponsored event. The expulsion period for a firearm violation will be one calendar year unless a specific exception is made by the superintendent. The district may choose not to provide educational services to a student who is expelled for a firearm violation.

Expulsion Hearings

Only the superintendent, as the designated representative of the district school board, or designee has the authority to expel a student. A hearing must be conducted before an expulsion occurs unless the student's parents or guardian, or the student if 18 years of age or older, waives the right to a hearing.

Out-of-School Suspension or Expulsion of Students Fifth Grade or Lower

For a student who is in fifth grade or lower, schools will limit the use of out-of-school suspensions or expulsions to the following circumstances:

- Non-accidental conduct causing serious physical harm to a student or school employee;
- When a school administrator determines that the student's conduct poses a direct threat to the health or safety of students or school employees; or
- When suspension or expulsion is required by law. ([ORS 339.250.2.d.A-C](#))

When an out-of-school suspension is imposed, the school will take steps to prevent the recurrence of the behavior and return the student to the classroom setting so as to minimize the disruption of the student's instruction.

Suspension or Expulsion of Students with Disabilities (IEP or 504)

The district may suspend students with disabilities from their current educational placement for up to 10 school days in a school year to the same extent, and with the same notices, as for students without disabilities if the removals do not constitute a pattern. These removals are not considered a change in placement.

When considering discipline of a student with a disability (or of a student not yet identified as disabled but suspected to have a disability) for more than ten (10) consecutive school days, or when a student would be removed for more than ten (10) cumulative school days from their current educational placement in a school year and the removals constitute a pattern as defined by law, the district must conduct a manifestation determination meeting to determine whether the behavior is related to the student's disability or the direct result of the district's failure to implement the IEP or 504.

Due Process Procedures for Expulsion

An expulsion is a long-term exclusion from school attendance and from all district schools and activities unless otherwise specified. The expulsion of a student will not exceed one calendar year.

The superintendent or designee is authorized by the school board to expel a student and in each case must follow an expulsion process including a hearing by the superintendent or designee. The student may be suspended pending the expulsion hearing. Prior to the expulsion of a student, the district will consider and propose alternative programs of instruction for the pupil.

Any student who brings a firearm onto school property or to a school-sponsored activity, or possesses, conceals or uses a firearm on school property or at a school-sponsored activity, shall be expelled for one calendar year unless a specific exception/modification is made by the superintendent as allowed under the law.

The following is a summary of the expulsion procedures:

1. The principal or assistant principal notifies the parent or guardian and the student in writing of the intent to request expulsion, citing the charges against the student.
2. The principal or assistant principal informs the superintendent of their request for expulsion of a student including a description of the charges with supporting facts and evidence.
3. The superintendent appoints a Hearing Officer, who sets a date and place for an expulsion hearing.
4. The Hearing Officer designated by the superintendent conducts the expulsion hearing. The principal or assistant principal presents all evidence supporting the proposed expulsion, and the student has an opportunity to respond to the evidence and to present his or her version of the events. The student may choose to have counsel or representation at the hearing.
5. Where the student or the student's parent does not use English as a primary language, an interpreter will be provided by the district.
6. The Hearing Officer determines the facts of the case on the evidence presented at the hearing and informs the student and parent or guardian, their representative and the principal or assistant principal, the superintendent and the school board of the findings, conclusions and specific recommendations.
7. The student and parent or guardian may appeal the decision to the school board through a written request directed to the superintendent within 5 days of receiving the findings/decision.

8. A parent, or the student if 18 years of age or older, may waive the right to a formal hearing by completing a form entitled "Parent/Guardian Hearing Waiver Form" if the student and parents agree to the facts and reasons the administrator has given for proposing an expulsion, and they accept or successfully negotiate the recommended expulsion action and the alternative education option to be provided for the duration of the expulsion.

If a student is expelled from Klamath County School District or transfers to and is enrolled in a Klamath County School District school, regardless of their placement, the student is not allowed to participate in KCSD sponsored activities, interscholastic sports programs, and/or extra-curricular programs. This covers times while the student is under expulsion regardless of their educational placement and/or any modification or change in their expulsion placement.

Discipline for IEP/504 students

When the Behavior Is Not a Manifestation of Student's Disability

If the team, consisting of the parent and other relevant members of the IEP team, determines that the student's behavior is not a manifestation of his or her disability or direct result of district failure to implement the student's IEP or accommodations on a 504 plan, the district may proceed with its disciplinary action. In addition, the district will:

- On the date the decision is made to expel the student, notify the parents of the decision and provide them with notice of procedural safeguards under [OAR 581-015-2415](#);
- Provide services to the student in an interim alternative educational setting, determined by the IEP team in accordance with [OAR 581-015-2445](#); and
- Provide, as appropriate, a functional behavioral assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

When the Behavior Is a Manifestation of Student's Disability

If the team determines the student's behavior is a manifestation of his or her disability, the student may not be expelled or suspended more than 10 days. The district will return the student to the placement from which he or she was removed, unless (1) the parent and the school agree to a change of placement, (2) the district removes the student to a 45-day interim alternative educational setting (IAES) for a weapon or drug violation or for infliction of serious bodily injury, or (3) the district obtains an order from an administrative law judge under [OAR 581-015-2430](#) allowing a change of placement to an IAES for injurious behavior. Additionally, the team must either conduct

a functional behavioral assessment (unless one has previously been conducted) and implement a behavior support plan; or if the student already has a behavior plan, review and modify it as needed to address the behavior.

Required Reports to Law Enforcement Agencies

Violations of the district's rules related to guns and dangerous weapons; vandalism and the intentional or reckless destruction of school property; and coercion, assault or threats may be reported to the police. A school official may inform the appropriate law enforcement agencies when a student is suspected of committing other illegal acts on the school campus or at a school sponsored activity.

Infractions and Violations

The following is a list of behavior violations for Klamath County School District. The violations listed below can result in suspension and/or expulsion from Klamath County School District and when applicable, referral to law enforcement. The list below does not include all the possible infractions, but identifies and defines the minimum rules and expectations for students of Klamath County School District. Individual schools do not have the authority to modify district-adopted policies but do have the authority to adopt and implement school rules in their own handbook to assist in implementing the contents in this handbook and of [Klamath County School District policies](#).

BEHAVIOR INFRACTIONS

The following is not a complete list of infractions which violate school, KCSD and/or Oregon laws. The list is intended to describe infractions which might occur in the school setting or on KCSD property. Specific school handbooks might include a more complete list of infractions. Schools can respond to behavior with an appropriate consequence for behavior which creates a disruption to the learning environment or violates the rights of individual students or the rights of protected classes of students and/or district employees.

Klamath County School District policies listed in [Section I](#) of the district policies provide a more complete guide of student rights, procedures, policies, and expectations related to students attending Klamath County schools.

Academic Dishonesty – Forgery Writing or giving false or misleading information to school officials by forging signature of parent or person in parental role or any other person's signature on any letter or other school document; cheating, plagiarizing, turning in another person's papers, projects, computer programs, or other school related work as the student's own; and/or any other misrepresentation of the truth. Prohibited activities include, but are not limited to, using or sharing prohibited study aides or other written materials on tests or assignment, sharing, collaborating or communicating with others before or during tests or assignments unless directed, knowingly sharing false information, or knowingly misleading another to reach a false answer or conclusion. [ORS 165.013](#)

Aggressive Behavior - Physical behaviors directed toward another person, including but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure or cause injury through physical contact.

Alcohol and Other Drugs- Possessing, buying, using, being under the influence, selling, distributing or possessing with the intent to sell, an alcoholic beverage; inhalants, including solvents and other dangerous substances; or any other drug as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; possession of drug paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.

Arson and Related Behavior- Intentional or reckless behavior in setting a fire to property or facilities. Falsely initiating a fire drill, fire alarm, or making a false report. Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Fire tools are defined as: any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ). Ignition sources other than fire tools are defined as any form of heat, which instigates or may be used to propagate fire and includes, but is not limited to, candles, flares, fuses, and fireworks. [ORS 164.325](#)

Assault/Physical Violence- The intentional, knowing and/or reckless cause of physical injury and/or cause of substantial pain to another person [ORS 163.160-185](#)

Attendance – Truancy / Tardiness-Any unauthorized absence from class, school, or assigned location without prior permission from parent or guardian or an authorized school authority. [ORS 339-010](#) and [KCSD Policy JEA](#)

Automobile Use – Misuse- Violation of rules and regulations concerning vehicles on school premises. Students driving licensed motor vehicles shall register the vehicle with their school office and should park in the designated areas. Registered cars are not to be used during the school hours without parental permission and/or school authorization. Only high school students are permitted to drive a motor vehicle to school. [KCSD Policy JHFD](#)

Bullying, Harassment, Intimidation- Any act through any method that substantially interferes with a person’s educational opportunities or performance and has the effect of placing a person in reasonable fear of physical harm or reasonable fear that damage may occur to the person’s property, or creating a hostile educational environment which serves to distress, threaten, demean, annoy or torment another person. [ORS 339.356](#) and [KCSD Policies JFCF](#)

Bus Misconduct- Violation of KCSD established bus /transportation rules and procedures for riding district provided transportation may forfeit the students’ privilege to use or have access to KCSD provided transportation and may result in additional consequences. [KCSD Policy EEACC-AR](#)

Computer – Technology - Internet- Any misuse or use of any network and/or internet system to threaten damage to district property or personnel or in any way sabotage or modify district programs, the district’s computer networks and/or internet system, or through actions

disrupts the operation and function of the KCSD. Failure to comply with the district's "[Agreement for Electronic Communications System Account](#)."

Defiance of School Personnel - Insubordination- Refusal to follow the reasonable requests of district personnel (teacher, teacher assistant, secretary, administration) and/or designated authority. Behaviors which may include, but are not limited to: verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.

Disorderly – Disruptive Behavior- Initiating, planning, guiding or being involved, directly or indirectly, with language or behavior that disrupts and/or interferes with the educational environment or process of the operation of the school. Disruptive, unsafe, or abusive conduct that deprives other students of the right to learn or that interferes with the instructional program in the school or classroom.

Disruptive Dress- Dress, clothing, jewelry, or wording/graphics on clothing which is sexually suggestive, drug related, vulgar, insulting, gang associated, depicts violence, or ridicules a particular person or group is prohibited. Clothing, bags, hats and other personal items used to display, promote or advertise unlawful drugs are prohibited on district grounds, at school-sponsored activities and in district vehicles. [KCSD Policy JFCA](#)

Extortion- Demanding money or something of value (e.g. school lunch) or an act (schoolwork) from another person in return for protection from or prevention of violence or harm by an individual or a group.

False information/Lying/Dishonesty- When a student or individual knowingly and/or willfully makes a false or fraudulent statement or provides misleading information to school staff and/or their representative.

Fighting- Physical behaviors directed toward another person, including but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure or cause injury. [ORS 163.160-185](#)

Gang Behavior- Any student behavior promoting or imitating gang involvement or activity through attire, language, or nonverbal gestures (including graffiti) is prohibited. [ORS 336.109.\(2\)](#) & [ORS 166.015 \(Riot\)](#) & [ORS 164.381 \(Graffiti\)](#) and [KCSD Policy JFCE/JFCEA](#) and [Policy KGB](#)

Hazing- Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. Hazing includes, but is not limited to, forced consumption of any drink, food, or drug, forced exposure to the elements, forced exclusion from social contact, or any other forced activity that could adversely affect the mental or physical health or safety of a student, or that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate. [ORS 163.197](#)

Inhalants or Delivery Systems (Vaping)- Possession and/or use of an inhalant as described in [ORS 167.808](#) and includes aerosolizing or vaporizing, is prohibited on school grounds or school sponsored activities.

Possession and/or use of a Inhalant Delivery System (IDS) as described in [ORS 431A.175](#) is prohibited on school grounds or school sponsored activities. [KCSD Policy GBK/KGC](#) and [Policy KGB](#)

Language- Words, terms, or socially offensive language/ statements that can be considered offensive or vulgar when used or directed to another individual. [KCSD Policies EEACC-AR](#) and [Policy IGBD-AR](#)

Lewd Conduct- Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured. This includes possession, selling, sharing, and distribution of lewd materials. [KCSD Policy IIBGA-AR](#)

Physical Violence-Threats An intentional, serious threat by word or act (including physical and/or verbal bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250(3)). This includes, but is not limited to, words, target lists, or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability. ORS 163.160-185 and KCSD Policy JFCM

Public Displays of Affection - PDA- An inappropriate display of affection between students. Physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, kissing, or other behavior considered inappropriate while at school or at school-sponsored activities between two students typically in a relationship.

Sexual Harassment- This prohibited behavior can be verbal, visual, written, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited. (See Bullying/Harassment, Threats/ Menacing/Hate Lists and Lewd Conduct/Profanity.) [ORS 342.704](#) and [KCSD Policy GBN/JBA](#)

Sprays/Mace-Pepper Spray-The intentional or unintentional discharge, use and/or the possession of sprays as defined by [ORS 163.211](#) on school property or at any events that KCSD participates is prohibited. Use is defined as [ORS 163.212](#).

Stalking - Cyber stalking- A pattern of behavior that makes an individual feel afraid, nervous, harassed, or in danger. Can include when an individual repeatedly contacts another, follows them, sends items, talks to them when unwanted or unsolicited, or threatens an individual. [ORS 163.732](#)

Theft- Taking, giving, selling or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing. (See Extortion.)

Threats – Menacing – Hate Lists- An intentional, serious threat by word or act (including physical and/or verbal bullying and/or threatening), which places another person in fear of imminent serious physical injury ([ORS 339.250\(3\)](#)). This includes, but is not limited to, words, target lists, or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability. (See Bullying/Harassment and Sexual Harassment). Intimidating items may include, but are not limited to, possession or display of gang-related clothing, symbols, paraphernalia or flags associated with degradation of a protected group or individual.

Tobacco-Nicotine Products- Smoking, possessing, selling, buying, transmitting, distributing, or otherwise using tobacco, tobacco products or products containing nicotine is prohibited. This rule applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products. [KCS D Policy KGC/GBK](#) and [Policy JFCG-AR](#)

Trespass-Being present in unauthorized places or refusing to leave when asked to do so by district personnel and/ or designated authority. Entering or remaining unlawfully in school district buildings or on any part of district property or adjacent areas. [ORS 164.245](#) & [ORS 164.255](#)

Vandalism- Intentionally damaging, defacing (including tagging/graffiti), or destroying property. The willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required ([ORS 339.270](#)). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the tort(s) committed by their child. [[ORS 30.765](#)] [KCS D Policy IIBGA-AR](#) and [Policy EEACC-AR](#)

Weapons- Students shall not bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the district, or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association). Violation may result in a referral to an appropriate law enforcement agency. Weapons include dangerous weapons, deadly weapons, firearms, and/or destructive device. Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents and patrons. [KCS D Policy JFCJ](#) and [ORS 161.015](#), [ORS 166.370](#) and [ORS 339.250](#)

Dangerous weapon: any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. [ORS 161.015](#)

Deadly weapon: means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. [ORS 161.015](#)

Weapons – Firearms/Replicas/Look-alikes- Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement which could reasonably be considered a weapon, as defined in [ORS 166.210](#), and/or which is of no reasonable or educational use to the student.

Weapons – Explosive/Destructive Devices- The use, possession, or sale of an explosive device or material. Violation shall result in a referral to an appropriate law enforcement agency. [ORS 166.382](#)

Other Student / Parent Rights and Responsibilities

Confidentiality of Education Records

All student records are confidential and may be opened for inspection only in accordance with applicable federal and state law and school board policy.

Inspection of Education Records

Parents, legal guardians and students over 18 years of age (eligible students) have the right to inspect the student's records within 45 days of the date of the request. Requests should be directed in writing to the school administrator. If the custody of a student has been granted to only one parent, the non-custodial parent also has access to all education records unless there is a court order to the contrary.

Release of Education Records

Parents or the student, if he or she is 18 or is attending an institution of higher education, have the right to consent to the release of student education records. The school district, however, may release student records without consent where the law permits. Common exceptions in which consent is not required are:

- a. To the hearing officer when considering the expulsion of a student;
- b. To district employees who have a legitimate educational interest in the records;

- c. To the officials of another school, school district, institution of postsecondary education, or other educational agency that has requested the records and in which the student seeks or intends to enroll. Schools are required to forward these records within 10 days of receiving the request.
- d. To state and federal officials requiring such information, subject to certain requirements;
- e. In connection with a student's application for or receipt of financial aid;
- f. To organizations conducting studies on behalf of the school district to develop, validate or administer predictive tests, administer student aid programs or improve instruction;
- g. To accrediting organizations to carry out their accrediting functions;
- h. To parents of a dependent student;
- i. To comply with a judicial order or lawfully issued subpoena after the district has made a reasonable attempt to notify the parent or eligible student or as otherwise provided by law; or
- j. For emergency situations involving the health or safety of the student or other persons. A health and safety emergency includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnapping, abduction or custodial interference, and law enforcement or child protective services efforts to respond to a report of child abuse or neglect.

Directory Information

The district may also release directory information in conjunction with a school or school district related activity. Directory information is defined as a student's name, parent's or guardian's name, address, telephone listing, electronic address, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height if a member of an athletic team, grade level, dates of attendance, degrees and awards received, and the school most recently attended by the student. Parents may limit the release of directory information and will be notified annually of this right.

Federal and state laws require school districts to maintain certain education records on students. The records allow the school staff to share progress information with parents and other educational institutions. They also document the eligibility of

students for various federal and state mandated programs. Students frequently request copies of their records many years after they have left school to assist them in documenting school attendance and eligibility for certain programs.

Withholding of Education Records for Nonpayment of Fees, Fines or Damages

The district may withhold the grade reports, diplomas or other records of students who owe fees, fines or damages until those fees, fines or damages are paid, except that records must be released to another school district to which the student has moved, or as required by law. Parents or guardians or the student, if he or she is 18 years of age or older, must be given written notice at least 10 days in advance of the record being withheld. The notice will outline the procedure for challenging the school's decision, as well as the reason for the debt and the amount owed. The notice will also state that the district intends to withhold records or diplomas, and that the matter may be pursued through a collection agency. [KCSD Policy JN](#).

Public Complaint Procedure

Klamath County School District has developed an effective means of resolving concerns voiced by students, parents and stakeholders in order to allow for concerns to be addressed. The board advises the public that the proper process for resolving complaints is as follows:

1. Teacher/employee
2. Principal or building administrator
3. Superintendent
4. School Board

The complete complaint procedure is outlined on KCSD [policy KL](#), [KL-AR \(1\)](#) and [KL-AR \(2\)](#).

Use of Video Surveillance Equipment

Klamath County School District takes the safety of students, staff, visitors and all stakeholders on school property and at school events very seriously. To help ensure the safety of these groups, schools and district facilities use closed circuit video equipment to monitor grounds and the interior/exterior of buildings.

Medication at school [ORS 339.869](#) and [ORS 339.866](#)

At times, it is necessary for students to either receive medication or to self-administer medication while at school. KCS D has strict guidelines for the administration and/or self-administration of medicine while at school.

District Administered Medication

In order for the school to administer medication, a parent/guardian must complete the appropriate form provided in the school office. The parent/guardian must provide the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within thirty school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Self-Medication

Self-medication of prescription and non-prescription medication is allowed in grades K – 12. A Self-Medication Permission Form must be submitted for self-medication of all prescription and non-prescription medication. School administration permission is required. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited. Students may also be subject to disciplinary action as outlined in the Unlawful Drugs Policy

For students who are self-medicating with prescribed bronchodilators or epinephrine, school staff will request that the parent or guardian provide backup medication for emergency use by that student.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

Alternative Education Programs [ORS 336.615](#)

Alternative education programs have been established and approved by the Board to meet the individual educational needs of students. These programs will be made available to students who are not succeeding in the regular programs because of erratic attendance or behavior problems, who have not met or who have exceeded all of Oregon's academic content standards; or when necessary to meet a student's educational needs or interests. Such programs could consist of instruction or instruction combined with counseling

Instructional Goals-Growth-IDEA-TAG

Human Growth/Development [OAR 581-022-1440](#)

An age-appropriate curriculum for human growth/development has been developed for instruction and might include lessons on sexually transmitted diseases (STD's) and infections. Any parent may request their student be excused from that portion of the instructional program as required by Oregon law. Parents will be notified in advance when the course of study will be taught and invited to inspect the instructional materials to be used before or during the time the class is taught. Parents should direct in writing that their students be excused from the class as defined by current [ORS 336.035](#). Where appropriate, students will be given an alternate assignment.

Special Programs for identified student populations

English Language Learners- The district provides special programs for ELL students. A student or parent with questions about these programs should contact the Federal Programs Coordinator at the district office or their school principal. [ORS 336.079](#)

Students with Disabilities- The school provides special programs and services for students with disabilities. A student or parent with questions may contact the Special Education Director at the district office or their school principal. For additional information please see [OAR for Special Education](#) .

Talented and Gifted Program [ORS 343.391-413](#)- The district serves academically talented and gifted students in grades K-12. Students will be identified based on behavioral, learning and/or performance information; a nationally standardized mental ability test for assistance in identifying intellectually gifted students; and a nationally standardized academic achievement test or a state of Oregon assessment for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

State Testing

Many forms of assessment are part of your student's education. Assessments include classroom tests and quizzes, school and district assessments used to chart growth over time, college entrance assessments such as the SAT and ACT, and state assessments such as Smarter Balanced and OAKS. The State of Oregon has made opting out of state assessments an option for parents. Opt-out forms will be available on the Oregon Department of Education's website-see below. Opting your student out of state assessments should be taken seriously and should only occur for specific, academic reasons or for lack of test accommodations that would allow a student to perform the test tasks. State assessments are an important measure of state, district, and school performance.

State tests also provide you, as a parent, with crucial information about your student's performance on core class academic standards. State testing provides information about college readiness and preparation for credit-bearing courses, including dual credit classes. At the high school level, state testing is a key performance measure for demonstrating Oregon's graduation requirements. If you choose to opt out of state assessments, please complete the required Oregon form and turn it in to your school's main office.

[Oregon Department of Education website on 'Student Assessment'](#).

Student Transfers

Parents may request a transfer of their student(s) to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the

district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

Student Surveys

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are disallowed. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student, as required by the Every Student Succeeds Act of 2015 (ESSA). Parents may also request that their student be excused from participation in such surveys. [KCS D Policy KAB](#)

Visitors

To help protect students and school property, to ensure the safety and welfare of students and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or on school grounds. Individuals not having any reason or relationship involving custody of or responsibility for a student, or upon inquiry, not having a specific legitimate reason for being there, are considered loiterers. The principal will approve requests to visit as appropriate.

Any individual who wishes to visit the school must request and gain permission from the building principal beforehand. The building administration can request picture identification, reason for the visit, determine any impact to the learning environment and other factors before granting approval.

Students not enrolled in the school they wish to visit are not allowed to be on the school grounds without pre-approval.

Klamath County School District Policies

Policies that govern and provide the framework for the operation of Klamath County School District can be found on the district webpage at <http://www.kcsd.k12.or.us/>. The specific district policies and administrative rules (AR) can be found at <http://policy.osba.org/klamathcty/index.asp> Topics can be searched using the search tool located on the top right of the page.

Contact Information

Klamath County School District

2845 Greensprings Drive

Klamath Falls, Oregon 97601

Phone: 541-883-5000

May 18, 2017	School Board 1 st Read
July 2017	School Board Approved
April 2018	Administrative review
July 2018	School Board Approved
May 2019	Administrative review
June 2019	School Board Approved
May 2020	Administrative review
June 2020	School Board Approved
May 2022	Administrator Review
June 2022	School Board Approved
April 2023	Administrator Review
June 2023	School Board Approved

KCSD RIGHTS AND RESPONSIBILITIES HANDBOOK

District Contact Information

Klamath County School District
2845 Greensprings Drive
Klamath Falls, Oregon 97601
541.883.5000

District Administration

Glen Szymoniak, Superintendent
Janet Melsness, Director of Business Services
Dr. Doris Ellison, Director of Elementary Curriculum
Jamie Ongman, Director Human Resources
Jeff Bullock, Director Secondary Curriculum
David Marshall, Director of Special Services

District School Board

John Rademacher, Position 1
Brooke Kliewer, Position 2
Marc Staunton, Position 3
Steve Lowell, Position 4
Jill O'Donnell, Position 5