

Henley Middle School

PARENT/STUDENT HANDBOOK

2023- 2024



Home of the Stingers

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Klamath County School District Curriculum Office at 541-883-5000.
Website: <http://www.kcsd.k12.or.us>

Revised 5/23/23

TABLE OF CONTENTS

PART I – HMS Parent/Student Handbook

| | |
|--|-------|
| Henley History..... | 3 |
| Academic Dishonesty..... | 3 |
| Appointments..... | 3 |
| Athletics..... | 3-4 |
| Attendance..... | 5-6 |
| Awards & Honors..... | 6 |
| Backpacks..... | 7 |
| Buses & Student Conduct..... | 7-8 |
| Cafeteria..... | 8 |
| Cell Phones & Ear Buds/Headphones..... | 8-9 |
| Closed Campus..... | 9 |
| Code of Conduct..... | 9 |
| Complaints..... | 9-10 |
| Dances..... | 10 |
| Discipline..... | 10-11 |
| Discrimination/Harassment..... | 11 |
| Dress & Grooming..... | 12 |
| Drugs, Alcohol, Tobacco & Inhalants..... | 12 |
| Emergency Drills..... | 12 |
| Emergency School Closures..... | 13 |
| Energy & Outside Drinks..... | 13 |
| Environmental Concerns..... | 13 |
| Fees..... | 14 |
| Fighting..... | 14 |
| Gang Activities..... | 14 |
| Grades..... | 14 |
| Health Services..... | 15 |
| Homework..... | 15 |
| Illness or Injury Occurring at School..... | 15-16 |
| Insurance..... | 16 |
| Internet Use..... | 16 |
| Lockers..... | 17 |
| Lost & Found..... | 17 |
| Lunch/Breakfast Program..... | 17 |
| Media Center/Library..... | 17 |
| Morning Activities..... | 18 |
| P.E. Non-Dress/Non-Participation..... | 18 |
| Personal Electronic Devices..... | 18 |
| Programs & Curriculum Exemptions..... | 18 |
| Promotion, Retention & Placement..... | 19 |
| Public Display of Affection (PDA)..... | 19 |
| School Day..... | 19 |
| Security Door System..... | 19 |
| Student Records..... | 20 |
| Supplies..... | 20 |
| Telephone Use (Office)..... | 20 |

| | |
|-----------------------------|----|
| Textbooks..... | 20 |
| Unsupervised Areas..... | 20 |
| Valuables..... | 20 |
| Video Surveillance..... | 21 |
| Visitors..... | 21 |
| Weapons..... | 21 |
| Withdrawal from School..... | 21 |
| Yearbook..... | 22 |

**Klamath County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, or sexual orientation in providing education or access of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.*

HENLEY MIDDLE SCHOOL

Principal, Kristine Creed
Vice Principal, Mike Kappas
Counselor, Stacey Gallagher

7925 Highway 39
Klamath Falls, OR, 97603
Telephone: (541) 883-5050
Fax: (541) 883-5012

District Website: www.kcsd.k12.or.us

School Hours: 7:45 – 3:20
Office Hours: 7:30 – 4:00

School Mission Statement:

At Henley Middle School our mission is to create a community in which learning and enjoyment meet to give everyone opportunities to experience success, responsibility, and growth.

School-Wide Goal:

At Henley Middle School we will continually interpret data in order to provide interventions and strategies which address each student's academic, attendance and social well-being in order to scaffold a seamless transition to high school and beyond.

Positive Behavior Intervention Systems (PBIS) Guiding Principles:

Be Safe; Be Respectful; Be Responsible; Be Kind

STAFF MEMBERS

| | | | | |
|---------------------------------|---------------------------------|------------------|----------------------------|-------------|
| <u>Secretaries</u> | Melissa Cheyne | Julia Unruh | | |
| <u>Cooks</u> | Irene King- <i>Head</i> | Luz Curvelo | Karen Dillon | |
| <u>Custodians</u> | TBD-Head | William Hantzman | Patty Swenson | |
| <u>Paraprofessionals</u> | Anna Acampora | Alicia Koschene | Tammy Sites - <i>Media</i> | |
| <u>Band</u> | Sarah Kayton | | | |
| <u>Choir</u> | Sarah Kayton | | | |
| <u>Electives</u> | Josh Campbell | | | |
| <u>Health & P.E</u> | Juanita Bair Kristi Sturgeon | Liz Ovgard | Brian Palmer | Todd Pasche |
| <u>Language Arts</u> | Susanne Meyer | Kristi O'Donnell | Jennifer Todd | |
| <u>Mathematics</u> | Edward Brown | Shelbe Palmer | Heather Pearson | |
| <u>Science</u> | Starla Chambrose | Faryn Knight | Elizabeth Wells | |
| <u>Social Studies</u> | Nicholas Fenyves | Brett Morris | Gerald Skelton | |
| <u>Special Education</u> | Mike Eddy | Camilla Kaber | | |
| <u>District Nurse</u> | Felicia Bartlett | | | |
| <u>SRO</u> | TBD | | | |

Staff emails:

Last name first initial @kcsd.k12.or.us

Example: John Smith would be smithj@kcsd.k12.or.us

Henley History

The school building was completed in 1950 and served as Henley High School until 1973. From 1974 until 1993, the building served as Henley Junior High School. In 1993, the building became Henley Middle School, continuing to serve seventh and eighth grade students.

For more than 100 years, Henley Middle School has helped develop the knowledge, skill and attitudes of thousands of Klamath Falls area youth. We take immense pride in our history and alumni, as well as our safe and positive school climate. Having the elementary and high school located within the same complex fosters a feeling of cohesiveness and results in students knowing that they are truly a part of the Henley community.

Academic Dishonesty

A student found to have copied, forged, plagiarized or cheated in general on classroom work, projects or tests/assessments may receive a score of **Zero** on the assignment as determined by the classroom teacher.

Disciplinary consequences may also be given at the discretion of the administration.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Appointments

When it is necessary for a student to leave school during the day for reasons such as medical or dental appointments, he/she must bring a note or have a parent/guardian call the main office requesting such dismissal.

If a note is sent, the student should present this note to the office before first period and receive a pass permitting his/her dismissal from class at the proper time.

The student must be signed out of school at the office by a parent/guardian. If a student returns to school the same day, he/she must be checked in with the office by a parent/guardian.

Athletics

Henley Middle School currently offers Volleyball (Fall), Boys' & Girls' Basketball (Winter) and Track (Spring) to 7th and 8th grade students. There is no fee to participate in athletics at the junior high level.

- **Mandatory Forms:** All participants must have the following forms completed and on file in the main office before they may practice or compete. Forms may be picked up in the main office or printed off directly from the school webpage under "Athletics" at www.kcsd.k12.or.us.

1. *KCSD Junior High Athletic Participation Form* - (to be submitted each year)

2. *School Sports Pre-Participation Examination Form - (good for two years)

*All physicals must be submitted using the Klamath County School District approved examination form.

➤ **Eligibility Requirements:** Student Athletes will be held to the following standards.

- 2.00 GPA (Grade Point Average)
- May not be failing more than 2 classes
- Have good attendance (92%+)
- Demonstrate positive behavior

Student Athletes who do not meet one or more of the requirements will be placed on athletic probation.

- **Week 1 Probation** – Can Practice; Can Compete
- **Week 2 Probation** – Can Practice; Cannot Compete
- **Week 3 Probation** – Can Practice; Cannot Compete

If at the end of the Week 3 Probation, the Student Athlete has not met the Eligibility Requirements, he/she will be removed from the team for the remainder of the season.

Student Athletes who do not meet all requirements but are showing effort and growth may still be allowed to compete at the discretion of the Athletic Director.

- **Practice:** Practice for all sports' seasons will begin after school unless otherwise stated. Volleyball and Basketball, may also have an early morning or late practice as determined by the number of teams formed.
- **Athletes w/ Late Practice:** If an athlete is going to stay after school and wait for his/her practice, the following expectations must be observed.
 - Stay in the gym bleachers and work on homework until practice begins
 - Be quiet and respectful of the teams who are practicing early – Do Not Disrupt!
 - May not wander inside or outside the building during this time
- **Student Spectator Expectations:** Students wishing to stay after school to watch a game must follow the expectations listed below.
 - Stay in the gym
 - No wandering inside or outside of the building
 - Students will be sent home if they cannot follow “Student Spectator” and/or school expectations while attending a sporting event

*Please refer to the *KCSD Junior High Athletic Handbook* for more information.

Attendance

Policy JE, JEA, JEA-AR, JED, JEDA

In Oregon, students are required to regularly attend school at an attendance rate of 92% or higher. Students who miss 10% or more of the school year are considered “**Chronic Non-Attenders**” by the state.

- **Compulsory School Attendance:** By law, only the principal, or designee, can actually excuse a student’s absence from school. The law also states four reasons a student may be excused by the school.
 1. Student illness
 2. Serious illness of a student’s immediate family member
 3. Extreme emergency
 4. Principal, or designee, has preapproved the absence when satisfactory arrangements are made in advance of the absence

Students who have irregular attendance (excused and/or unexcused) may be referred to the Community Attendance Team (CAT). This team works in partnership with schools and is made up of community agencies such as the juvenile department, police departments, the court system, the Department of Human Services (DHS) and other school administrators to monitor student attendance.

- **Truancy:** A student who is absent from any class without permission will be considered truant and will be subject to disciplinary action including detention, Wednesday school, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

Students having **8 half-days** unexcused (**or 4 full days**) in a **four-week period** are deemed truant and in violation of Oregon State Law.

- **Citations:** Students who are truant under the compulsory school attendance law (ORS 339.010) may receive a truancy citation to appear in court. Citations may also be given to students with **irregular attendance** and excessive total absences, both excused and unexcused. Citations are given at the discretion of the administration.

- **Absence Procedures:**

- Contact school before 9:00 AM on the date of the absence
- Upon return to school, report to the office and provide a note or phone call from the parent/guardian.
- Notes must have the date of absence, reason for absence and parent/guardian signature.
- If a student has an unexcused absence or misses any part of the school day, that student will not be allowed to attend any school functions or activities on that day.

- **Tardiness – “Positive Hallway Sweep”:** Students need to be on time to each scheduled class every day. When a student arrives late, it disrupts the class and the learning environment. The “Positive Hallway Sweep” is in place to remind and encourage punctual and prepared school behaviors. Teachers will be present in hallways and at their classroom doors during the passing time. Once the bell to begin class rings, teachers will close their door and begin class.

Students will not be allowed to leave the classroom for the first 10 minutes unless called by the office. ***If a student is not in class once the door closes, they are tardy.***

The “Hallway Sweep Team” will then escort or send the tardy student to the office. There they will receive a Tardy Pass to their class. Students will not be admitted to class without a pass.

The list below is the progressive discipline students will receive for unexcused tardiness. These consequences are NOT per class period; they are accumulative for a 6-week grading period.

| | |
|------------------|---|
| Tardy 1–3 | Lunch Detention – No Referral |
| Tardy 4 | Lunch Detention – w/ Referral & Contact Home |
| Tardy 5 | Wednesday School – w/ Referral & Contact Home |
| Tardy 6+ | May involve further progressive consequences |

If a student is tardy to school in the morning, they need to be accompanied by a parent/guardian to check in at the office. They may also be admitted with an excused note written by a parent/guardian.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Awards & Honors

It is the goal of Henley Middle School to recognize students who make responsible choices and demonstrate behaviors that promote learning and a positive school environment. Recognition of students' positive and productive behavior will be provided through individual classroom and numerous school-wide rewards. In addition, encouragement will be provided on an ongoing basis to help develop the students' intrinsic value system. The manner of recognition may include, but not be limited to, the following:

| | | | |
|-----------------|--------------------------|--------------------------|-------------------|
| Positive Notes | Displays of Projects | Achievement Certificates | Reward Activities |
| Honorary Hornet | Local Newspaper Coverage | “Bee Bucks” | Honor Roll |

➤ **Honor Roll:** Each six-week progress-reporting period, an honor roll will be published celebrating those students who have done outstanding work. Students receiving grades in the following categories are eligible for honor roll.

| | |
|--------------------------------------|-------------------|
| <i>Principal’s Honor Roll</i> | 4.00 GPA |
| <i>Grand Honor Roll</i> | 3.50 to 3.999 GPA |
| <i>Honor Roll</i> | 3.00 to 3.499 GPA |

Backpacks

Students are expected to store their backpacks and/or tote bags in their lockers when they arrive to school and keep them there until the end of the day. End of the day means 3:20.

Reasons backpacks are not allowed to go to class:

1. If the opportunity arises for another student to go through a backpack, theft may occur.
2. When brought to class, they become a tripping hazard. In case of an emergency, they will be in the way.
3. Students bring their cell phones with them in their backpacks. This may become a way for students to use their phones when they shouldn't.

Backpacks found in Lost & Found, on cafeteria shelves or outside classrooms will be confiscated and placed in the main office. Students may pick them up in the office after school.

Consequences may be given at the discretion of the administration.

Buses & Student Conduct

Policy EEACC, EEACC-AR

A student being transported on district provided transportation is required to comply with the student Code of Conduct. Any student who fails to comply with the student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

Students who ride a bus other than their assigned bus must have a note written by the parent/guardian and signed by the office staff.

For the safety of the students, acceptable and appropriate behavior is expected on buses. The following regulations will govern conduct on school buses.

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of an emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;

12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the bus driver;
14. Students will keep the bus clean and refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Cafeteria

Students may prepay for their lunch at the main office. Breakfast and Lunch menus are available on the school and district websites. Both menus are also posted outside the main office and in the cafeteria.

- **Expectations:** A hot lunch program is for the convenience of the students.

Students will:

- move through the lines quietly and orderly.
 - not take cuts or save places.
 - keep their eating area, both on and under the table, clean.
 - be courteous and considerate at all times.
 - eat all food and drink in the cafeteria and not in the hallway or outside.
 - go directly outside if not eating or when finished eating.
 - lose their lunchroom privileges if their behavior is inappropriate.
- **Restroom Passes:** Students must have a pass to use the restroom during the lunch time. We ask that students use the restrooms closest to the cafeteria and be quick so other students may use the pass too. We do not allow students in the hallway without a pass during the lunch time to prevent disruption to classes still in progress. Students have 4 minutes to use the restroom and return to the cafeteria.
 - **Inclement Weather:** Students may remain in the cafeteria during inclement weather at the discretion of the administration.
 - **General:**
 - Students are not allowed to gather in the hallway outside the cafeteria or at the door to re-enter the building.
 - Students are only allowed to be on the black top, soccer field, track and grass area directly outside the cafeteria doors during the lunch break.
 - Athletic equipment is available to use while outside.

Cell Phones & Ear Buds/Headphones

Cell phones, earbuds/headphones are not allowed during school hours (7:45-3:20). They must remain turned off and put away in the student's locker and will be subject to confiscation if seen or heard.

Research shows cell phones and social media are the top ways teens bully others. Because of the data, Henley Middle School is a cell phone-free community.

Students who violate the policy will receive a “Technology Tracker” and will be subject to the following consequences. Violations beyond those listed below may be subject to progressive discipline.

- **1st Offense** – Student may pick up in office after school
- **2nd Offense** – Student may pick up in office after school
- **3rd Offense** – Student may pick up in office after school + Lunch Detention
- **4th Offense** – Student may pick up in office after school + Wednesday School

Closed Campus

No middle school student is allowed to leave the middle school grounds during school hours. No student is allowed to go to the Henley High School or Henley Elementary campus without permission. This includes *before, during and after the school day*.

A student leaving school during the day without being released through the office will be considered truant.

Infractions of these rules may result in disciplinary action.

Code of Conduct

Policy JFC

Students are expected to respect the rights of other students, the school staff, school district property, and behave in an appropriate manner. All students are to follow the expectations of the school and the policies set forth by the Klamath County School District.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Complaints

Policy KL, KL-AR

Please follow the proper process listed below for resolving concerns or complaints. Speak with the people listed in this order.

1. Teacher/Staff Member;
2. School Administrator;
3. Superintendent;
4. School Board.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Dances

Dances are **ONLY** open to Henley Middle School students in good standing. Students must be in school all day to attend. Guests **ARE NOT** allowed.

Discipline

Policy JFCG-AR, JG, JGD, JGD-AR, JGDA, JGE, JGEA, JGEA-AR,

It is the goal of Henley Middle School to provide a positive, caring environment where learning can be accomplished in an orderly manner. In order for students to assume responsibility for themselves, it is important for them to know what is expected of them. To achieve this goal, it is expected that: All students and adults will display courtesy and respect toward each other, our guests, and our building.

Disciplinary consequences for inappropriate behavior will usually follow this general procedure. *Classroom consequences are at teacher discretion which may include:*

1. Teacher/Student conference
2. Teacher/Parent contact
3. Teacher Assigned Detention
4. Referral to Administration and/or Counselor

Disciplinary referrals to the administration may include counseling, lunch detention, Wednesday school, in-school suspension (ISS), out-of-school suspension (OSS), or expulsion. Parents/guardians may be notified in writing with all administration referrals.

- **Procedure: Suspension, Expulsion, Diversion & Alternative Programs:** Henley Middle School follows the recommendations of the Klamath County School District.
- **Detention Assignments:** A student not meeting school-wide expectations in the classroom, halls, cafeteria, bus, gym or at a school-sponsored activity may be placed in detention. These detentions are supervised by a staff member.
- **Wednesday School:** Wednesday school is held on Wednesday's at Henley Middle School from 3:20 p.m. until 5:00 p.m. This may be an alternative to suspension.

If a student fails to attend Wednesday school, he/she will receive one full day of In-School Suspension when returning to school, followed by one full day of Out-of-School Suspension if non-compliant in ISS.

- **Suspension:** While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district including the school rewards activity held during the timeframe of the suspension.

- **Out-of-School Suspension (OSS)** - A student may be suspended from school for willful violations of the student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. A suspension may not exceed 10 consecutive school days. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

- **In-School Suspension (ISS)** – Students assigned in-school suspension, will serve during the regular school day. Students will serve either in the main office or another teacher’s classroom.

The main office will request work from the student’s teachers for them to complete. They may also complete any missing or late work, but are required to work during this time.

A student will not be assigned more than 2 consecutive days of in-school suspension per incident.

- **Suspension/Make-up Work:** Students will be allowed to make up school work upon their return from out-of-school suspension (*OSS*).

Students will be allowed to make up and receive credit for daily assignments, laboratory experiments, class discussions or presentations, quizzes, unit examinations, mid-term and final examinations without an academic penalty.

Assignments provided for the student during the suspension period shall be due on the date that the student returns to school from the suspension. Students will be granted the number of days equal to the suspension period to have completed and submitted all other make-up work to the appropriate teachers for grading.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Discrimination/Harassment

Policy AC, JFCF, JFCF-AR

- **Non-Discrimination:** It is the policy of the Klamath County School District, Henley Middle School and the State Board of Education that there will be no discrimination or harassment on Klamath County School District grounds.
- **Harassment of Students:** Henley Middle School is committed to maintaining a learning environment that is free of harassment.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Dress & Grooming

Policy JFCA

Dress or grooming shall be modest and not advertise, promote or picture alcoholic beverages, tobacco, drugs, drug paraphernalia, violent behavior, sexually lewd material, gang affiliation, offensive illustrations or slogans, or anything deemed by administration to be a disruption to the school's learning environment.

The school administration will be the sole determiner regarding what is and is not appropriate. Students who are asked to change must do so.

➤ Specific Criteria

- Shirts, including tank tops, must cover undergarments, bra straps, cleavage, and belly, including underarm area. No strapless tops, spaghetti straps, or racer back tops.
- Sheer clothing will not be allowed.
- Shorts, skirts, and dresses must reach mid-thigh.
- No tears or holes above mid-thigh in pants or shorts.
- Sagging pants will not be allowed.
- Yoga pants or leggings, must be intended for outerwear and be thick enough so they are not see-through.
- No hats in the building.
- For health and safety reasons, students are required to wear shoes at all times.
- No costumes or costume accessories are allowed.
- Chains, spiked apparel or accessories are not allowed.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Drugs, Alcohol, Tobacco & Inhalants

Policy JFCG/GBK/KGC, JFCG-AR, JFCH, JFCL, JFCK

- **Unlawful Drugs, Alcohol, Tobacco & Inhalants:** *Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.
- **Tobacco Free Environment:** Tobacco use by anyone on school district property is prohibited.

Emergency Drills – Fire, Earthquake & Lockdown

Policy EBCB

A map/diagram of the emergency escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

- Fire Drill – One time per month
- Earthquake Drill – One time per semester (2 times per year)
- Lockdown Drill – One time per semester (2 times per year)

Emergency School Closures

Policy EBCD

In the event that bad weather causes school closure or a delayed opening, the radio stations listed below will begin announcing this information at approximately 6:00 a.m. or as soon as a decision is reached. Schools will be open unless closure or a delayed opening is announced by the District.

Please do not telephone the stations, the school, the bus shop, or the school district office. Those lines must remain clear for other calls related to the closure or delayed opening.

Arrangements have been made with the stations to broadcast the information to you.

District Website: www.kcsd.k2.or.us

| | | | |
|------------|-------------|------------------|-------------|
| | <u>KAGO</u> | <u>KFLS/KKRB</u> | <u>KLAD</u> |
| AM Radio | 1150 | 1450 | 960 |
| FM Radio | 99.5 | 106.9 | 92.5 |
| Television | KOTI | KDKF | KTVL |
| Antenna | Channel 2 | Channel 31 | Channel 10 |
| Cable | Channel 2 | Channel 13 | Channel 4 |

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 schools are closed early. Most parents have made arrangements with a neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

Energy & Outside Drinks

Energy and outside drinks with lids are not to be brought to or consumed at school. This includes items from coffee establishments. Drinks brought to school will be confiscated.

Environmental Concerns

Many of our students and staff have serious allergies and asthma that can be triggered by inhaling perfume, cologne or aerosol sprays. One of our jobs is to keep everyone physically safe by keeping the school environment free from allergens either through ingesting or inhaling. Therefore, we ask students to keep all perfume, cologne and other aerosol sprays at home.

Fees

There is a required p.e. uniform fee. The uniform becomes the property of the student. Students may use the same uniform during their two years in middle school. A new p.e. uniform may be purchased each year if needed.

P.E. Uniform - \$25.00

Fighting

Fighting by students will result in suspension for those involved. A citation for “disorderly conduct” or “assault” may also be written.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Gang Activities

Policy JFCE/JFCEA

Gang activity, dress, symbols or other related items are not allowed at school at any time and will result in disciplinary action.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Grades

Policy IK, IKA

Students will earn academic grades in each class.

Academic Grades

| | | | |
|---|------------|---|------------|
| A | 90% - 100% | D | 60% - 69% |
| B | 80% - 89% | F | Below 60% |
| C | 70% - 79% | I | Incomplete |

Core subject grades measure the mastery of basic school skills.

Health Services

Policy JHC

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 which may require nursing services, please contact your school principal, or the KCSD Health Services at (541) 851-8740.

Homework

- **Make-up Work:** It is the student's responsibility to get missed assignments and turn in make-up work on time. The student is responsible for all work missed while on any trip during school time. When a student misses school, he/she may request another student to collect the assignments. A student may have at least one day, for each missed, to make up work presented in class on the day the absence occurred. The teacher (upon request) will give make-up assignments to the student.
- **Advance Homework:** A student, with permission by a parent, should discuss planned absences with his/her principal. If approval is obtained, the student shall then go to his/her teachers for advance assignments and learn the due date for the completed work.
- **Homework when Absent:** The office will provide homework only after two or more days of absence. It takes twenty-four (24) hours to get all work together. Please do not call the school requesting homework before two days have elapsed.

Illness or Injury Occurring at School

Policy JHCE

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 health care 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 than the school staff can safely provide.

Only a licensed health care 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 parent/guardian or to another person as directed by parent/guardian 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 parent/guardian whenever a student has been transported for treatment.

Insurance

Policy JHA

At the beginning of the school year, the school district will make available to students and parents a low cost student accident insurance program for grades K-12. 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 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 the student is covered by some form of accident insurance. School insurance does not apply to out-of-school activities unless insurance is purchased as a full-time plan.

Internet Use

Policy IIBGA, IIBGA-AR

Students must have a **“Student Agreement for an Electronic Communications System Account”** form signed by both the student and parent/guardian on file in the main office before access to the school’s internet will be granted. Signing this form means the student and parent/guardian understand the guidelines and the student will use the system and equipment responsibly.

Any misuse or damage of school equipment or attempts to access or use inappropriate material/content on the school’s internet system will result in disciplinary action. The student may also be restricted from using the school’s computers and/or internet access.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Lockers

Policy JFG, JFG-AR

Each student will be assigned a locker which he/she is expected to keep clean both inside and out. Lockers are the property of the school and will be periodically checked and/or searched by school staff. It is important that a student keep the combination of his or her locker confidential. ***Henley Middle School will not accept responsibility for items damaged or taken from lockers.***

Do not change lockers without permission from the office. Students are not allowed to share lockers. There will be a \$5.00 fee charged for a lock lost or changed during the school year. Writing and graffiti inside and outside of lockers is considered vandalism. Any vandalism of a locker may result in the loss of locker privileges and/or disciplinary action.

Only school provided locks are allowed.

➤ **How to Open Your Locker**

(Step 1) - Turn right several turns and stop at your first combination number.

(Step 2) - Then turn left one whole turn past your first number and stop at your middle number.

(Step 3) - Now turn right and stop at your last number. Pull down on lock.

(Note) - If you go past any number, you will have to start the sequence from the beginning.

Lost & Found

Lost and found is located in the front hall next to the south computer lab. Please check there for lost articles such as clothing and books. Found valuable items should be turned into the office immediately.

Articles from the lost and found not claimed after a six-week period will be discarded. Books will be returned to the library or to the appropriate classroom.

Lunch/Breakfast Program

The school participates in the National School Lunch and School Breakfast, and Federal Commodity Programs and offers free and reduced-price meals based on a student's financial need. Students may not buy lunch or breakfast for anyone but themselves. Additional information can be obtained in the school office.

Media Center/Library

Students are encouraged to use the media center/library. Books are checked out for a two-week period, but may be renewed. Students are asked to return books promptly for renewal and circulation. Books lost by a student are charged to him/her and must be paid for before transferring or leaving school for the year.

Morning Activities

When students arrive in the morning, they are expected to put their materials in their locker first. Those students who eat breakfast at the school should then go directly to the cafeteria. After eating breakfast, a student may choose a morning location.

Students have a choice of morning locations to “Park” until the first bell rings to go to class. Students must pick a morning location and are not to wander the halls. Once a student is in their chosen location, they must remain there. All of these locations are monitored by an adult. Listed below are morning location choices.

Gym Library Computer Lab

Students are also encouraged to schedule time to meet with a teacher in the morning to take a test, get homework help or complete work.

P.E. Non-Dress/Non-Participation

During a six-week period, a parent/guardian will be notified by the teacher if a student is not dressing down and/or participating. All students receive a standard shirt and shorts when they are enrolled in p.e. P.E. uniforms can be paid for at the main office. Students who continue to not dress down and/or not participate after teacher interventions and parent/guardian contact may receive disciplinary action.

Personal Electronic Devices

Policy JFCEB, JFCEB-AR

Personal electronic devices (i.e. cameras, iPods, lap tops, laser pointers, MP3 players, radios, tablets, etc.) are not allowed at school, and may be confiscated. Electronic game devices, disks and software are not allowed at school and may also be confiscated.

Cell phones & ear buds/headphones are not allowed during school hours (7:45-3:20). They must be stored in the student’s locker and will be subject to confiscation if seen or heard.

Program & Curriculum Exemptions

Policy IGBHD

It is the right of 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 of the parents.

Students will not be responsible for any of the material taught during 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.

Promotion, Retention & Placement of Students

Policy IKE, IKE-AR

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

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parent/guardian. Parental decisions will be final.

Public Display of Affection (PDA)

Displays of affection such as hand holding, touching, kissing or extended hugging is not allowed and is disruptive to the learning process. Violation of this policy may result in a parent/guardian conference and/or disciplinary action.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

School Day

School time is determined by arrival and departure of school buses. Students should not come to school prior to 7:45 a.m. and should leave the building immediately after school dismissal unless they are engaged in an adult supervised activity.

Security Door System

Henley Middle School uses a security door system at the main entrance, rear breezeway and south hallway entrance by the cafeteria. This system helps further secure the building, and student safety is a priority.

When arriving at the main entrance, please follow the instructions listed below. The office can see and hear you once the button has been pressed.

- Press the button located just outside the door.
- Look at the camera and speak clearly.
- State your name and your purpose for being here.
- The door will be unlocked from the office, and then you may enter.

The office staff will check a student's approved contact list if they are unfamiliar with or unsure of the person requesting entry. The person requesting entry must be on the student's approved list to gain entrance. A parent/guardian may also inform the main office ahead of time if someone not listed will be coming to the school.

We also ask students not to open the main door for anyone who is waiting to enter.

Student Records

Policy JOA

A student's parent/guardian or an eligible student may inspect and review the student's education records and obtain a copy.

*Please refer to the *KCSD Rights and Responsibilities Handbook* for further explanation.

Supplies

Students need and are expected to provide some basic school supplies to be successful. These include: pens, pencils, paper, calculator, 3-ring binder and ruler.

Telephone Use (Office)

Students should not be excused from a class to use the telephone. The secretary will call parents/guardians when a student is ill. Students will not be allowed to use the office telephone for personal business. Secretaries will not accept telephone messages for students from anyone except parents/guardians. Messages and instructions from home should be conveyed to students before they arrive at school. Messages called in for students should be of an emergency nature.

Textbooks

Textbooks are provided by the school district for student use. Usually a student will be issued a copy for personal use which becomes his/her responsibility. Students are held accountable for lost books or those books showing damage beyond which the school regards as normal.

Unsupervised Areas

Students are not allowed in areas of the building unsupervised by an adult at that time. Students are not to be in classrooms without permission from the teacher or another adult. Locations such as classrooms, custodial closets and The Hive are off limits if a supervising adult is not present.

Students knowingly in violation of the expectation may be subject to disciplinary action.

Valuables

Sizable amounts of money or valuables should not be brought to school by students; however, if this is unavoidable, they should be checked into the office before school. Valuables should not be placed in p.e. or hall lockers. ***Henley Middle School will not accept responsibility for lost or stolen items.***

Personal items from home used at school i.e. coats, p.e. clothes, calculators etc. need to be permanently marked with the student's name.

Video Surveillance

Policy ECAC

Students are notified that, by KCS D board policy, video surveillance may occur on school property or on transportation vehicles in order to promote the order, safety, and security of students, staff, and property.

Visitors

Policy KK

Visitors are to check in at the office once allowed to enter the building. Each visitor will be given a visitor name tag. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to enter. Friends of students are not allowed to visit during school hours.

Weapons

Policy JFCJ, JFCM

Students shall not bring, possess, conceal, or use a weapon or replica of a weapon (including a pocketknife) or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others on 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.

Any student who knows of another student 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 pocketknives are subject to seizure or forfeiture.

Any student who violates these regulations will be subject to discipline up to expulsion and referred to law enforcement officials.

*Please refer to the *KCS D Rights and Responsibilities Handbook* for further explanation.

Withdrawal from School

A student who is transferring to another school should report that fact to the office. It is required that a parent/guardian confirm withdrawal by a signed statement, a telephone call and/or reporting to the main office in person.

The secretary will give the student a transfer slip which must be initialed by each teacher and the media center/library. This initialed slip is proof that all textbooks and library books are returned and all charges have been paid. The transfer slip should be taken to the new school by the student. Student records will be sent after a request is received from the new school.

Yearbook

If produced, students will be able to purchase their copies of the yearbook. The price of the yearbook will be announced once school begins. Students receive their yearbooks the last week of school. Yearbooks may not be picked up early.