



MAZAMA

HIGH SCHOOL

**STUDENT & PARENT HANDBOOK
KCSD STUDENT RIGHTS AND RESPONSIBILITIES**

2023 – 2024

RELENTLESS PURSUIT OF GROWTH, KNOWLEDGE AND CHARACTER.

PREFACE

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept 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 Mazama High School will be directly proportional to your efforts.

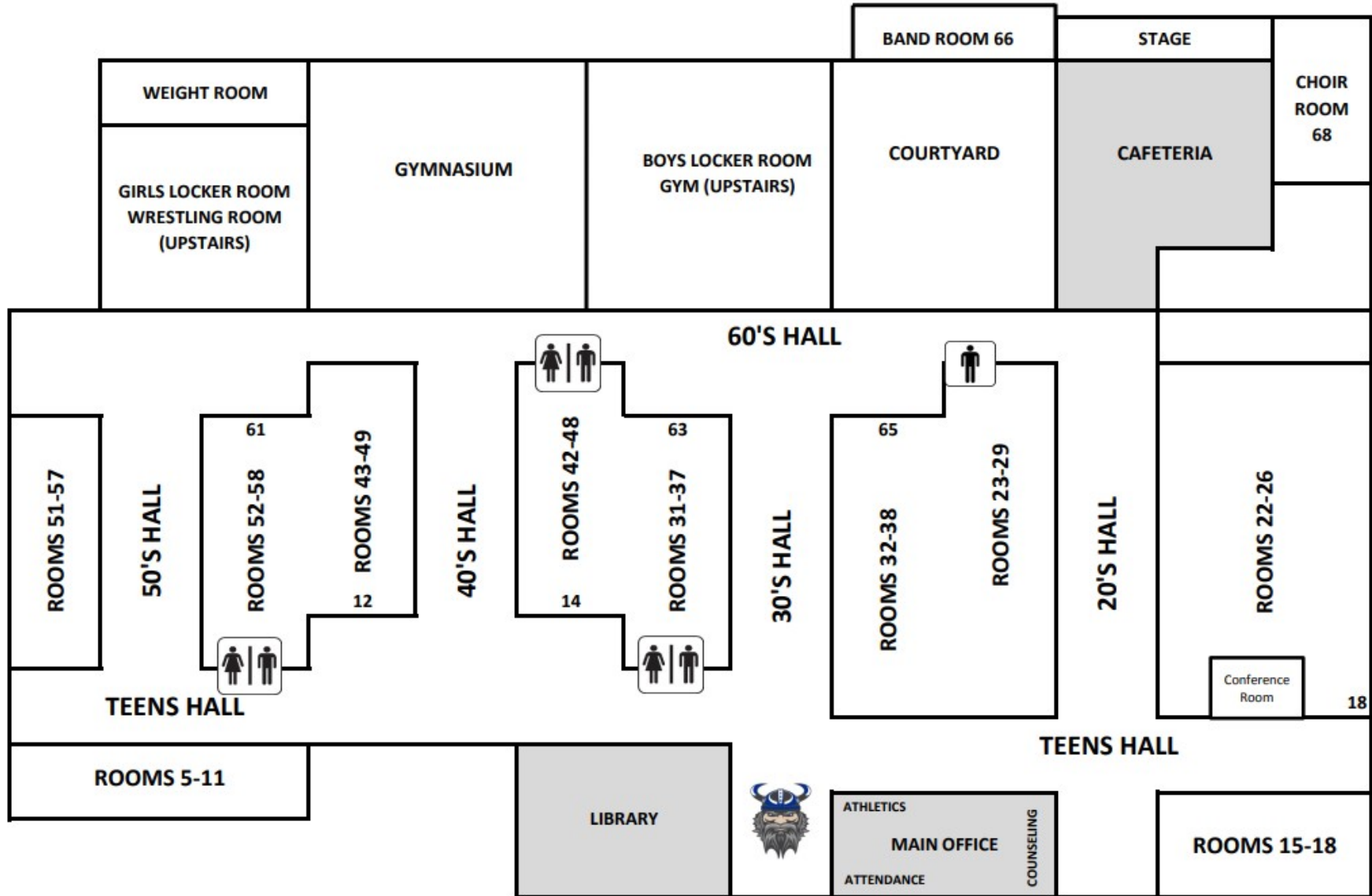
The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school and district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

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MAZAMA HIGH SCHOOL MAP



PRINCIPAL'S MESSAGE

Welcome to Mazama High School, home of the Vikings. Our future begins now as we welcome the freshman Class of 2027 to Mazama and we look to the class of 2024 to set a positive example. We intend to instill in each student our vision for the relentless pursuit of growth, knowledge and character.

The Viking staff is committed to providing and delivering an exceptional educational experience for all students. I cannot emphasize enough the importance of getting involved in our school by joining a club, an activity, becoming part of an athletic team or the performing arts. Mazama has a wealth of choices from which every student can choose to be involved and make their high school experience enlightening, successful and memorable.

The Mazama High School community has been a longtime supporter of all of the programs we offer and we want to continue this partnership with the community and parents of our students for many years to come.

We are pleased to offer this handbook to you, whether you are a student, parent, community member or a potential community member looking to bring your student to Mazama High. You will find a wealth of important information here but I also encourage you to explore the new district and school website. Between the two resources, you will find registration materials, activity calendars, links to staff email addresses, phone numbers, and curriculum information.

Once again, I would like to welcome all students to what should be the best that Viking Nation has yet to experience.

Welcome!

Dr. Jennifer Hawkins
Principal

MAZAMA HIGH SCHOOL FACULTY & STAFF

ADMINISTRATIVE STAFF

Dr. Jennifer Hawkins	Principal
Mr. Sergio Cisneros	Vice Principal/Curriculum
Mr. Vic Lease	Vice Principal/Athletics
Mr. Randy Denson	Assistant Director of Special Education
Mrs. KaySea Bailey	Counselor-Classes of 2024 & 2026
Mrs. Robyn Morris	Counselor-Classes of 2023 & 2025
Mrs. Rachel Brown	9 th Grade On-Track Advisor
Ms. Abigail Orella	Registrar
Mrs. Julie Larman	Principal's Secretary
Mrs. Amy Yancey	Business Secretary
Mrs. Alison Monroe	Athletics Secretary
Mrs. Whitney Wilson	Attendance Secretary
Deputy Justin Deese	School Resource Officer
Mrs. Erin Castaneda	Media Specialist
Mrs. Laura Limb	District Nurse
Mrs. Deanna Edwards	Viking Babies Supervisor

CERTIFIED STAFF

Mrs. Jenelle Benefield	CTE - Business	Mrs. Kaci Mitchell	Special Education – Resource
Mrs. Emilie Benke	Social Studies	Mrs. Anna Monteil	CTE – Education Pathways
Mr. Orlyn Culp	English Language Arts	Ms. Jennifer Neilsen	Spanish/Student Government
Mr. Jess Cheyne	Special Education - Bridges	Mrs. Laura Nickerson	Robotics/STEM&M
Mr. Justin Davidson	Health/PE/Sports Medicine	Mr. Todd Nickerson	Social Studies
Ms. Megan Dunaway	Science	Mrs. Kelly Patzke	Social Studies
Mr. Michael Edwards	CTE - Manufacturing	Mr. Matt Penrod	Social Studies
Ms. Rebecca Freeman	German	Mr. Clint Radford	Science
Mr. Beau Fullerton	Health/Weights	Mr. Niles Reynolds	Band
Mrs. Cintya Garcia	Special Education - Resource	Mrs. Rachel Rogers	Math/Science
Mrs. Kerrie Guthrie	Special Education - GOALS	Mr. Mike Schmidt	Arts/Theater
Mrs. Karyn Hantzmon	English Language Arts	Mr. Dan Solyst	Math
Mrs. Benji Henslee	CTE – Business	Mr. Jeff Sturgeon	Math
Mrs. Myndy Holbrook	CTE – Agriculture/Foods	Mr. Jeremy Throne	Science
Mr. Ransom Hovekamp	Choir	Mr. Steve Walker	CTE – Auto
Mr. Patrick Kilby	Special Education - Bridges	Ms. Shawn Warfield	Special Education - Bridges
Ms. Shayla Lakey	English Language Arts	Mr. Nick Weaver	English Language Arts
Mrs. Lauren Lorenz	CTE - Health Occupations	Mrs. Chelsea Wedam	Science
Ms. Mary Mateos	Spanish/ELD	Mr. Elliott Wedam	Math
Mr. Charles McCully	Math	Mrs. Barbara Whalen	Special Education - Resource
Mrs. Heather Millsap	English Language Arts		

SUPPORT STAFF

Mrs. Katrina Andersch	Paraprofessional	Mr. Mike Lema	Custodian
Mr. Daniel Brinton	Paraprofessional	Mr. Brandon Mancebo	Custodian
Mr. Ryan Carpenter	Custodian	Mrs. Lauryn McCroskey	Paraprofessional
Mrs. Erin Castaneda	Media Paraprofessional	Mrs. Ruby McGinnis	Paraprofessional
Mrs. Wendy Crowell	Paraprofessional	Mrs. Shawna Monteith	Paraprofessional
Mrs. Stephanie Downing	Paraprofessional	Mrs. Tammy Sites	Paraprofessional
Mrs. Deanna Edwards	Viking Babies Supervisor	Mrs. Tayllor Steiner	Paraprofessional
Mr. Aponio Flores	Head Custodian	Mrs. Sarah Ramsey	Paraprofessional
Mr. Robert Heatley	Assistant Cook Manager	Mr. James Yoder	Custodian
Mr. Nick Hilton	Cook Manager		

STUDENT JOB DESCRIPTION

Mazama High School is a learning environment. The primary vision of Mazama High School is to inspire students to relentlessly pursue growth, character and knowledge. 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: MAZAMA 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.

MAZAMA TRADITIONS

MAZAMA'S FIGHT SONG

**MAZAMA VIKINGS HAVE REALLY GOT PRIDE
SO MANY FANS ARE ON OUR SIDE
THOSE BLUE AND WHITE TEAMS WILL PUT UP A FIGHT
BEHIND OUR TEAMS WE WILL UNITE
IN SPIRIT OUR TEAM WILL NEVER BE LAST
BECAUSE OUR SCHOOL HAS SO MUCH CLASS
SO IT'S G-O, LET'S GO
UP TO THE VERY TOP!
WE'RE ONWARD TO A VICTORY!**

**COLORS: ROYAL BLUE & WHITE
MASCOT: VIKING**

MAZAMA STUDENT GOVERNMENT OFFICERS

ASB Officers

President	Kendyl Kruit
Vice President	Sydney Mills
Secretary	Jupiter Hernandez

Committee Directors

Activities Director	Natalia Herrera
Media & Publicity Director	Tayla Plourde
Community Service Director	Lizabeth Henderson

Class Presidents

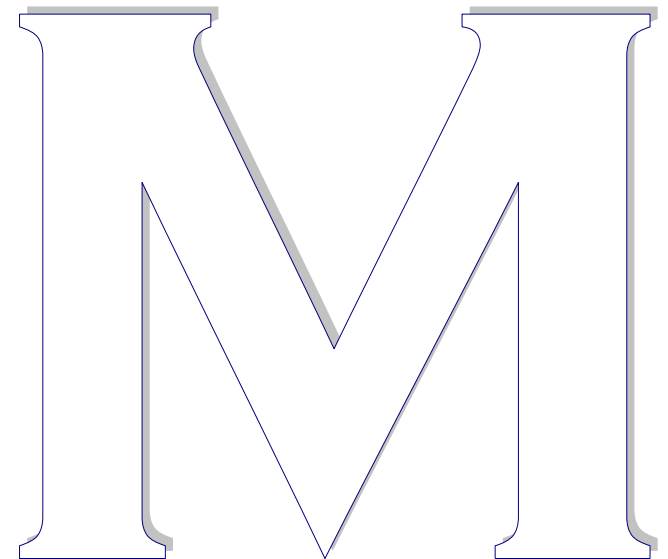
12 th Grade President	Armando Galinda
11 th Grade President	Kai Hunt
10 th Grade President	Hayley Griggs
9 th Grade President	Isabel Banuelos

REGISTRATION, SCHEDULING & GRADING TIMELINE

September	Semester 1 begins.
October	The first grading period ends and progress reports are available in the PowerSchool Parent Portal. Fall conferences are scheduled for the week after the grading period ends.
November	The second grading period ends and progress reports are available in the PowerSchool Parent Portal.
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	The fourth grading period ends and progress reports are available in the PowerSchool Parent Portal. Spring conferences are scheduled for the week after the grading period ends.
May	The fifth grading period ends and progress reports are available in the PowerSchool Parent Portal.
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

Student Activity Sticker	\$15.00
Student Park Permits	\$5.00 (before September 15 th), \$15.00 (after September 15 th)
Senior Parking Spot	\$25.00 (additional to permit fee)
Hall Lock or PE Lock	\$7.00 (School locks must be used.)
Yearbook	\$60.00 (before February 1 st), \$70.00 (after February 1 st)
Chromebook Insurance	\$25.00
PE Uniform	\$20.00
Athletic Participation Fee	\$100.00 per sport, not to exceed \$400 per family per school year



MAZAMA POLICIES & PROCEDURES

ABSENCES & ATTENDANCE

ATTENDANCE

In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance (ORS 339.065). For the purpose of determining irregular attendance, four unexcused full-day absences or a total of 28 individual periods (based on a seven-period day) will also be considered the equivalent of eight unexcused one-half day absences. Students who fall below the 92% attendance rate or who accrue excessive excused absences may lose their privilege of excusing future absences and consequently future absences may be regarded as unexcused. Chronic truancy violations will result in a citation.

EXCUSING ABSENCES

The law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused. Only the following absences may be considered excused absences:

- Personal illness of a student, including mental and behavioral health.
- Serious illness or death in the family.
- Family circumstances and emergencies as determined by the school.
- Prearranged absences, including medical or dental appointments, approved by the principal or his/her designee.
- Absences for school-related activities
- Absences related to parent's active duty in the U.S. Armed Forces.

Excuses for absences will be limited to those acceptable by state law. All others will be considered unexcused. Illness is defined by the Klamath County School District as:

- 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;
- The student requires more care that the school staff can safely provide.

By law, notification of students' absences will be sent home by 3:20 each day via OneCall. For an absence to be excused, it is the responsibility of the parent and student to make contact, either by phone or written notification, to the Attendance Office. All excuses must be accompanied by a reason that is in accordance with state law (see list above) or the absence will be regarded as unexcused. Contact should be made prior to, or on the morning of, the return to school. Contact must be made *within one day* following the student's return to school or the absence will be regarded as unexcused and treated as a truancy. If there are extenuating circumstances for the failure of the parent to make contact, the Vice Principal may, at his/her discretion, make an exception.

PERMITS TO LEAVE

Once a student arrives on campus, they cannot leave without a Permit to Leave unless it is during lunch. No P.L.'s are to be issued to attend home athletic events. A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. Students must obtain a Permit to Leave from the Attendance Office before leaving campus. Unexcused tardies or unexcused absence(s) will be the consequence if the student fails to follow the procedure above.

Students who leave campus without a P.L. will be regarded as truant.

TARDIES

A tardy occurs when a student is not in class and in his/her assigned seat when the bell rings. According to Oregon State Law (O.R.S. 339.010, 339.030, 339.065) Oregon High schools and their designated administrators excuse absences and tardies. The tardy is unexcused if the student does not have a legitimate written excuse from the office, another teacher, or a parent (guardian). Tardies over fifteen (15) minutes will be counted as truant. All tardies will be documented. When a student becomes chronically tardy and other discipline means have not corrected the behavior a student may receive a citation (O.R.S. 339.010), suspended or referred to an alternative educational setting.

We, Mazama administration and staff, believe that parents, instructors, and administrators seek the same goal for our youth, that is to become the most productive and capable citizens that we can develop. Per Mazama's Tardy Policy, prior to the start of lunch, parents may excuse their child late to first period up to, but no more than 4 times per semester. All future tardies (unless accompanied by a doctor's note or pre-approved) will be considered unexcused and the students must serve the consequence.

- Students who are tardy prior to lunch will have mandatory lunch detention the day of the tardy. If a student misses mandatory lunch detention they will be assigned mandatory Wednesday school the next Wednesday, or other means of progressive discipline.
- Students who are tardy after lunch will be assigned mandatory lunch detention the next school day. Failure to serve the next school day will result in the student being assigned mandatory Friday school the next Friday, or other means of progressive discipline.

Mandatory Wednesday School is scheduled every Wednesday from 7:45 am to 9:00 am. Students who fail to attend an assigned mandatory Wednesday school will be suspended immediately for a period of 1-2 days.

Students assigned multiple Wednesday Schools over the school year may be considered incorrigible, leading to additional discipline, suspension, and/or expulsion.

TRUANCY CITATIONS

A citation may be issued as deemed necessary by school administration or the School Resource Officer when unexcused, trancies and/or excused absences are in excess of the number allowed by state law and/or when other measures have failed to improve attendance satisfactorily. Truancy citations may be issued to the student and or his/her parent or legal guardian.

ACADEMIC DISHONESTY

- Honesty underlies all academic endeavors and successes. Academic dishonesty, known simply as cheating, is not acceptable in any form and will not be tolerated or ignored.
- Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- Students caught cheating on a classroom assignment or test will receive an "F" for that assignment or test and will receive a referral. Further cheating will result in failure in the class and disciplinary action. In certain cases of academic dishonesty, students will receive additional disciplinary action, which may include suspension and recommendation for expulsion.

ACADEMIC SCHOLAR AWARD

The Academic Scholar Award is awarded to students that have a 3.5 GPA for the first 5 grading periods during the school year, this includes the progress reports.

ACADEMIC STANDING/ACADEMIC PROGRESS

It is expected that most students will earn 6.0-7.0 credits per year in each of their first three years, thus exceeding this minimal standard. Students who fail to make or maintain adequate academic progress as defined above may be referred to an alternative school setting at the school's discretion. Deficiencies in required courses may also be used as a criterion for a referral to an alternative program.

ASBESTOS

The Klamath County School District has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The maintenance supervisor serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

Different types of assemblies take place during the school year and are considered a part of the regular school program. Students will report to regular class for roll call prior to an assembly and then will sit together as a class or in special designated areas. All students are required to attend. Teachers are expected to attend each assembly. Courtesy and good manners need to be used at all assemblies.

ATHLETICS

Please refer to Klamath County School District's Athletic Handbook.

BEHAVIOR/CONDUCT

At Mazama High School, we believe that close cooperation between parents and the school is essential and is effective in preventing behavioral problems. Maintaining a school climate free of disruption enables all participants to learn and grow. Students, staff, parents and administrators working together create a common willingness to learn. All employees of The Klamath County School District are expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. In addition to the policies and procedures described in the Mazama High School Student & Parent Handbook, the Klamath County School District Rights and Responsibilities Handbook outlines codes of conduct and consequences. Since all possible student actions cannot be covered in detail by established rules of conduct, the school administration reserves the right to determine if a student's behavior is appropriate or disruptive at any time on school grounds and at all on- or off-campus school-related activities/events.

BACKPACKS & BAGS

Students are required to store their backpacks and bags in their lockers. Backpacks and bags are not allowed in classrooms or to be left in hallways. Backpacks or bags that are left unattended will be confiscated and taken to the office.

BICYCLES

The following regulations are in effect from 7:00a.m. to 4:15p.m. daily.

- Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked.
- Students under the age of 16 must wear a helmet as required by law.
- The district assumes no responsibility or liability for loss or damage to bicycles.

BUILDING HOURS

Regular hours are from 7:00a.m. to 4:00p.m. on school days. Students not involved in school-sponsored activities may not be in the building or loitering in the parking lot after dismissal time. Teachers may be reached at the high school from 7:45a.m. to 8:10a.m. and from 3:20p.m. to 3:45p.m. They also may be reached during their preparation period during the school day.

BUSES

Buses are furnished for the convenience of students living considerable distances from school. To ensure the safe operation of the buses, the State Board of Education has set certain regulations to be observed by all who ride the buses. Pupils who refuse to obey promptly the direction of the driver, or refuse to obey regulations, may forfeit their right to ride. Students will not be allowed to leave the bus other than at home or school without a parent note signed by an administrator. Students who are not part of a normal bus route may NOT ride without a parent note and administrative approval. If buses are overcrowded, students who do not regularly ride the bus may be denied a ride. Upon arrival at school, students are under school supervision and are not to leave school property.

Some district transportation vehicles have video surveillance. Please refer to the Klamath County School District's Students Rights and Responsibilities Handbook.

CAFETERIA/STUDENT COMMONS

To keep the cafeteria/commons area clean and attractive, the following rules must be observed:

- Keep the cafeteria line orderly. Be considerate of others.
- Return all trays and dishes to the wash counter.

The expectation is that students have pride in their school and will keep the building and grounds clean. Food is allowed in the building. Excessive trash in the halls, locker areas and/or on the grounds may result in limiting the vending of food to breakfast and lunch serving lines in the cafeteria. (Grounds include the lawns, sidewalks and parking lot.)

Applications for free and reduced-price lunches will be sent upon request or may be picked up at the Main Office. Applications are available if your financial situation changes. Families cleared for free or reduced lunches are required to notify the school if their income changes more than \$50.00 for any one month or for any decrease in family size. Lunch prices vary year by year. Please contact the Main Office for more information. Currently, all students receive free breakfast and lunch.

CELL PHONE/PERSONAL TECHNOLOGY POLICY

Personal technology includes but is not limited to cell phones, earbuds, smartwatches, and gaming devices. Students may have personal technology in their lockers but may not have any on their person during academic time (any time classes are in session). Phones and earbuds are not to be seen or heard during any academic time. Watches with cellular connectivity must also be left in lockers during academic time. If a personal tech device is seen or heard during academic time, the staff member will remove the device(s) and follow the below procedure. If a student refuses to comply with a staff directive, he or she will be disciplined for defiance by administration. Students can have their personal technology out before and after school, during break, and lunch. With administration's permission and for educational purposes only, devices may be allowed in the classroom for academic activities.

- | | |
|--------------------------------|---|
| 1ST INCIDENT | Device(s) will be confiscated by staff, turned into the main office and placed in the safe. The student will be able to pick up their device(s) at the end of the regular school day from an Administrator. Student will be issued a referral. Referral will be mailed home. |
| 2ND INCIDENT | Device(s) will be confiscated by staff, turned into the main office and placed in the safe. Student will be issued a referral and assigned three lunch detentions at minimum. The device(s) must be picked up by a parent or guardian at the end of the regular school day. |
| 3RD INCIDENT | Device(s) will be confiscated by staff, turned into the main office and placed in the safe. The student will be given in-school suspension for the entire following academic day. The device(s) must be picked up by a parent or guardian at the end of the regular school day. The student must then keep their device(s) in the office or leave them at home. |

Refusal to comply with this policy will result in administrative disciplinary action.

CLASS RANKING

Class rank will be calculated once per semester and that rank will remain in effect until the next rank is calculated the following semester. Rank will be computed at the end of the 3rd week immediately following the end of the semester. This timeline corresponds with the timeline for completing incomplete grades from the previous semester. Students who receive grade changes, or Alternative Education credit after the 3-week period at the beginning of the semester, will have their cumulative GPA's recalculated, but these new calculations will be only for the purpose of obtaining an accurate GPA and will not affect the class rank.

CLUBS AND ACTIVITIES

It is possible for students to request any new club or activity be formed, if enough students are interested and a faculty sponsor and facilities can be provided with Building Administration final approval. Applications and permission forms should be obtained from the Athletic/Activities Office. Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

CONFLICT/CEASE AND DESIST

Students should attempt to resolve differences with other students with their counselor and/or via conflict resolution before they escalate to the point of possible conflict. However, in cases that cannot be resolved, a Cease-and-Desist Contract will be signed by all parties involved. The students are to have no direct contact verbally, physically, or written with each other or be the direct cause of someone else having unwarranted contact between both parties. Violation may result in disciplinary consequences as determined by administration.

CONTROLLED CAMPUS

Mazama students may leave campus during the lunch period. At all other times, students must obtain a Permit to Leave. Students may not leave campus during break and should not be in the parking lot.

CREDIT BY EXAM

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

All students must file an application with the school counseling/guidance department at least three days prior to the date of examination. The application must include approval indicated by a signature of a parent or guardian. All applications must receive the approval of the building principal and the district curriculum director. Students may only attempt the examinations twice and these attempts may not occur within the same semester. Students may not attempt credit by examination for a course in which they are enrolled. A student may not attempt credit by examination for a sequential course below the level at which the student has or is enrolled or below the general level of expectation for students. Credit by examination will be given only if the examination is passed. No student may earn more than four credits through credit by examination that will count toward graduation.

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

DRESS CODE GUIDELINES

Please also refer to Dress and Grooming in the *Klamath County School District's Rights and Responsibilities Handbook*. Dress codes are enforced to provide a safe, productive school environment. This provides a model of expectations for most employers and schools in this country. The School Principal and/or his/her designee reserves the right to determine if dress is inappropriate or disruptive and action is warranted at any time on school grounds and at all on or off-campus school-related activities/events.

If a student violates the Dress Code Policy, they will be sent to the Main Office immediately to see an administrator. The student will have the opportunity to rectify the violation. Parents may be contacted by the student, administration or designee to have them bring school appropriate clothing and/correct the violation. Continued defiance of the policy can result in additional discipline and/or suspension.

- Students will comply with each teacher regarding hats and hoodies while in the classroom. They must not be a disruption.
- Shoes or sandals must be worn. Slippers are not shoes.
- Shirts must cover all top undergarments, to shoulders and the midriff.
- Top and bottom garments must meet or overlap at all times.
- Long overcoats or trench coats are not allowed.
- All pants must be worn with the waistband at or above the top of the hip bone. Sagging pants must be cinched at the waistband or top of the hip bone.
- Undergarments must not be visible.
- Shorts, skirts, or bottoms must be long enough to reach the fingertips with arms held straight to the side.
- The rips and holes on pants or bottoms must be below the fingertips when standing straight.
- Clothing, jewelry, emblems, badges, accessories, or other items promoting or depicting gang affiliation, tobacco, drugs, drug paraphernalia, weapons, alcohol, hate, violence, profanity, nudity, or sexual references, or anything demeaning to others will not be permitted. This includes brand names.

DRILLS – FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Posted at each classroom door, are directional signs to designate the escape route. When an alarm sounds, students are to proceed quietly and quickly to the indicated exit from the building and remain outside until the building is evacuated. A signal to return will be given by an administrator.

DROPPING/ADDING COURSES

Please refer to Mazama High School's Curriculum Guide.

EARLY GRADUATION

A student who 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. The student and his/her parents/guardians will consult with high school guidance personnel to develop a graduation plan. In order to pursue this opportunity, students shall state their intention in writing, accompanied by a written plan stating how the student proposes to meet the necessary requirements for early graduation to the superintendent no later than October 15 of their junior year. In the event that the October 15 date cannot be met, a letter of explanation outlining the circumstances that prevented compliance with the October 15 deadline shall be sent to, and approved by, the superintendent.

ELECTRONIC COMMUNICATIONS (SCHOOL COMPUTER AND INTERNET USE)

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.

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 the 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 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. Danger of violence is predicted.
 - In the classroom – shelter in place. Use Duck and Cover techniques.
 - Out of classroom – use any resources immediately available to Duck and Cover. In the open outdoors, lie down, stay motionless.
- All Clear.

EVENTS

To encourage an atmosphere that is acceptable to the majority of students, parents, and school officials, the following regulations controlling school events are in effect:

- Students are to conduct themselves in a manner appropriate to a school activity.
- Students must be in attendance the entire school day in order to attend games, dances, or other after school activities on the same day. If the event is scheduled for a Saturday or non-student day, attendance must be on the last school day prior to the scheduled event. An excused Absence with prior Administrative approval may supersede this guideline.
- The Mazama administration reserves the right to deny admittance to any event for those students who are not making adequate academic progress, who are not maintaining an attendance pattern deemed as satisfactory by the administration, who present behavioral problems, or who have not served detentions that were previously assigned. This includes any students serving a suspension or who have been expelled.
- Appropriate dress, as established by the administration and the Mazama Student & Parent Handbook, must be complied with by all students at all events.
- Students must present their student ID to be admitted.

DANCES

- 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.
- Regular school dances, including the MORP, 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.
- 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.
- 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.
- Music/DJs will be approved by the administration before being permitted to play for a dance.
- All dances credited to Mazama must be supervised by Mazama staff.

FIELD TRIPS

Field trips may be scheduled for educations, 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.

GAMES

- Students in grades K-8 will only be admitted with a parent have in attendance.
- Animals are not permitted.

FLAG SALUTE

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

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 administering student activity funds.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons or a student's disability or an excused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

GRADES

The grade earned by each pupil shall be the grade determined by the teacher of the course. The determination of the pupil's grade by the teacher, in the absence of a clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final. Therefore, questions about grades should be directed to the teacher. Parents wishing to discuss grades with the teacher may call the high school office and ask that a message be left for the teacher to call back during his or her conference time or email the teacher.

GRADUATION REQUIREMENTS

Please refer to Mazama High School's Curriculum Guide.

HALL PASSES

Students are not allowed in the hallway without a properly completed Hall Pass except during passing periods. Students released late from a class or who were in another office should obtain a written note from that teacher and take it to the Attendance Office first in order to obtain a late notice. Hall passes must include the teacher's name, teacher's signature, student's name, date, time of day and where the student is going. Students are not allowed to be in the halls for any reason for the first 10 minutes of each class period. Students found in the halls without a hall pass may be assigned detention. Hall pass privileges will be revoked due to excessive use.

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 KCSO 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 KCSO Health Services at 541-851-8740.

HOMEWORK REQUESTS

When a student is going to miss school due to a school-sponsored activity or at the family's request, arrangements need to be made for keeping up with class work. This may be done through a Pre-Arranged Absence Form from the Attendance Office. If the student is absent due to an illness for two or more days, the Attendance Office may be contacted at 883-5027 to request homework. Assignments may then be picked up in the Attendance Office the following day after 3:00 PM. It is the student's responsibility to make arrangements with his/her teachers for make-up tests, labs and any other missed assignments upon returning to classes.

HONORS DIPLOMA

Please refer to Mazama High School's Curriculum Guide.

HONOR ROLL (G.P.A.)

In order for a student to make the Honor Roll, he/she must be enrolled in 5 graded classes and achieve a grade point average of 3.0 or better. In addition, a student must not have received an "F" grade or an "I" (incomplete) grade during the grading period in question.

I.D. CARDS

Students will be issued an identification card at the beginning of the school year free of charge. This card identifies the individual as a student of Mazama High School and it should be carried at all times.

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 health care provider or until recovered. 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 per KCSDs definition of illness, 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.

INCOMPLETE "I" GRADES

Incompletes must be made up by the end of the third week of each grading period unless otherwise arranged with the individual instructor. If not, the incomplete (I) changes to a failing grade (F).

INSURANCE

At the beginning of the school year, the school district will distribute information to students and parents about 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. 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.

LASER LIGHTS AND ELECTRONIC POINTERS

Laser lights and electronic pointers are not allowed on the Mazama campus. If found, they will be confiscated.

LIBRARY GUIDELINES

The Mazama Library is open from 7:45a.m. to 3:15p.m., Monday through Friday.

- Students who come to the library from class or study hall must have a pass and library-related work to do. If they are socializing, they will be sent back to class.
- Students will not have food or drinks in the library during class time.
- Students are to pick up after themselves, including re-shelving encyclopedias, and replacing chairs.
- Students are asked to please keep a study atmosphere while they are in the library. At the end of each semester, library materials are due two Fridays before the end of the semester.
- Students with unreturned items will be charged replacements cost at the end of each semester.

LOCKERS/LOCKS

Lockers are issued to students at the beginning of the year. A student must use the locker issued to him/her and lockers should not be shared with other students. The student is responsible for the care and contents of the locker. Students will be responsible for the expense to repair damage they cause. Students are cautioned against giving their locker combination to anyone. Locks will be sold to the students at a cost of \$7.00. Only blue locks sold by the school may be used on school lockers. All other locks will be cut off and removed immediately to provide the school with immediate legal access at all times. Report locker problems to the Attendance Office so they may be repaired. Valuables, such as purses or money, should not be left in lockers. The Attendance Office has the lock combinations on file should you need assistance.

The school is not responsible for loss or damage of articles stored in student lockers.
Lockers are school property, and as such, may be subject to search by school authorities.

LOITERING

In order to help protect students and school property and to prevent disruptive activity, school officials must be promptly notified of the presence of any person inside the building or on the grounds who is not a member of the staff or student body. No individual may loiter in or near a school building or grounds. Loitering means 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. Individuals in question may be asked to leave and/or the Sheriff may be contacted. No non-Mazama student may loiter on the bike path within 1000 feet of the school, including the bike path and streets immediately adjacent to the campus (including Onyx). Mazama students are not allowed to loiter on any other school campus during school hours.

LOST AND FOUND

Check in the Main Office for personal items that have been lost or found. Textbooks and study materials will be returned to the Main Office.

MAKE-UP WORK/CREDIT

Our goal is for all students to be successful. Students who are missing assignments will communicate with their teachers to fully complete any late work up to the end of the semester. Full credit will be possible for all of the work submitted unless otherwise designated by teacher's policy approved by building administration.

OFF LIMITS AREA

Students who have open periods during the school day may remain on campus in designated areas. Students may not loiter in the halls or near classes in session. The following areas are off-limits to students:

- The parking lots are off-limits any time during the school day except during lunch or through prior arrangement.
- Closed campus means that all private property surrounding the high school campus is off limits during the school day.
- Hallways are off-limits unless a valid hall pass is in hand while classes are in session.
- The bike path and streets that border the campus are off limits to students during school hours, except as a thoroughfare to get home or to an eatery.
- Loitering on the bike path or neighboring streets is strictly prohibited.

ONE WAY GATE

During football, basketball games and other school events, students may enter free with an ASB sticker on their student body cards or pay a fee. If the student leaves the game or event, they may not re-enter the game or event. Student body cards are good for one admission only.

P.E. UNIFORM REQUIREMENT/P.E. LOCKS

P.E. uniforms are required for P.E. classes. They may be purchased through the Bookkeeper for \$20.00. Students will then present the paid receipt to their P.E. teacher to receive the uniform. Only school P.E. combination locks may be used on P.E. lockers. They also may be purchased from the Bookkeeper for \$7.00.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the Building Administration. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Please refer to Program Exemptions in the Klamath County School District’s Rights and Responsibilities Handbook. Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. All alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

SEARCH AND SEIZURE

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

SKATEBOARDS, SCOOTERS, SKATE SHOES & ROLLERBLADES, ETC...

Students are allowed to bring skateboards on school ground, however they must be secured during the school day and they are not be used for recreational purposes. Students may not carry them during school hours. Their use is not allowed on buses, on campus, in school buildings or surrounding areas unless the student is going to and from school.

SNOW DAY OR OTHER UNFORESEEN CLOSURE

Occasionally the weather in Klamath County requires us to take some special action as to school closures and early dismissal. The following is our plan to let you know when school will not be held as regularly scheduled. If it is necessary to close school due to bad weather, announcements will be made over the local TV and radio stations listed below after 6:00 am. If it is necessary to dismiss school early due to bad weather, announcements will be made on the same local TV and radio stations periodically throughout the day as soon as a decision is made.

Please do not telephone the stations, the school, or the school district office. Arrangements have been made with the following stations to broadcast the information for you.

KAGO Radio AM..... 1150 AM	KFLS Radio AM1450 AM	KISS FM Radio .. 102.9 FM
KAGO Radio FM 99.5 FM	KKRB Radio FM106.9 FM	KOTI TV..... Channel 2 (Cable/UHF)
KLAD Radio AM..... 960 AM	CD Country Radio96.5 FM	KDKF..... Channel 12 (Cable)
KLAD Radio FM 92.5 FM	The Eagle104.7 FM	Channel 31 (UHF)

SPECTATOR CONDUCT

In accordance with the Oregon School Activities Association (O.S.A.A.) the following guidelines are to be followed by all spectators attending all school extracurricular activities/events/games. Failure to abide follow the guidelines may result in ejection from the event and/or trespass from the property.

- Spectators are not permitted to have signs, banners, confetti, noisemakers, balloons or glass containers. This includes air horns and megaphones. (This includes drinking cups used as megaphones.)
- Spectators are required to wear shirts at all times.
- Spectators are not allowed to use vulgar or offensive language for any reason.
- Any spectator who fails to comply with Association or site management personnel in charge of spectator conduct may be expelled from the activity/contest and may be suspended from attending future activities/events /games.
- Student spectators need to abide by the established dress code policy as stated in the Mazama Student/Parent Handbook, with the exception of hats.

Violation of the above listed behaviors will not be tolerated in any way and no exceptions will be made to these guidelines.

STUDENT COUNCIL

The Student Council is an organization through which students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative and self-control among its members. Each spring a new group of student body officers is elected to carry on the work the following year. In the fall, one representative and an alternate are elected from each grade level. It is the duty of the representative to bring back to his/her class any action of discussion of the council.

STUDENT INVOLVEMENT WITH QUESTIONNAIRES AND CONTESTS

- No questionnaire shall be distributed at MHS without the approval of the Building Administration and the concurrence of the Superintendent, if deemed necessary by the Building Administration.
- No contests of any nature shall be conducted at MHS except those sponsored by school authorities or which are considered by the Building Administration as being essential for carrying forward the educational program of the school.

STUDENT VEHICLES ON CAMPUS

The south parking lot is provided for the students who drive. The student must apply for a traffic registration permit in the office. After the registration permit has been purchased and placed appropriately on his/her vehicle, the student may park in the student parking lot for school purposes. Students are to use the parking lot solely for the parking of vehicles. The district assumes no responsibility for loss or damage to vehicles. High school students may bring cars or street legal motorcycles to school as long as they abide by the law and the rules of the school concerning the use of vehicles.

VEHICLE REGULATIONS:

- All student vehicles are to be registered in the office, and a parking permit must be displayed in the front windshield by hanging the permit over the rear view mirror. Failure to obtain or display a parking permit while the vehicle is parked on campus could result in a parking ticket being issued and/or parking privileges being suspended.
- Only vehicles that are covered with liability and property damage insurance will be permitted to park in the school parking lot. Evidence of such coverage will be requested at the time the vehicle is registered. The school is not responsible for damage, vandalism, theft of autos or content within autos.
- Students and staff automobiles will not be parked in visitor spaces or unauthorized areas without specific authority.
- Vehicles are not to be parked illegally (taking more than one space, parked in the handicapped section, visitors' spaces, fire lanes or in senior spaces). Parking tickets will be issued and must be paid to the Bookkeeper within one week. Failure to do so may result in the loss of driving privileges.
- Per *ORS 811.615*, it is illegal to park in a handicapped or disabled parking area for even a minute or two. Students who park in these spaces will be subject to disciplinary action which could include notifying the DMV of the violation and a possible \$250 fine.
- An office referral may be issued for speeding, excessive noise, reckless driving, disorderly conduct with a motor vehicle or any violation of Oregon law concerning the use of motor vehicles that occurs on or near school property. Copies of the complaint may be forwarded to the Sheriff's Office, The Department of Motor Vehicles, the superintendent of schools and the driver's insurance company.
- Students are not allowed to be in automobiles at any time during the school day (including break) except at lunch.
- If a student will be using another car at school other than the one registered in the office, then the student should obtain a temporary parking permit in the office.
- Report any accident. Leave your name, address and phone number if you damage another car.
- Drive under 10 m.p.h. on school grounds.
- All vehicles must yield to pedestrians and bicycle riders.
- All school buses will be given the right of way by all other drivers on Mazama school grounds. This particularly applies when the buses are exiting the campus at the end of the school day.
- Students are not allowed to enter or exit the school grounds via the back parking lot or bus route.

TEXTBOOKS AND P.E. EQUIPMENT (MATERIALS LOANED TO STUDENTS)

Mazama High School provides, without charge to students, all needed textbooks, instructional materials and equipment. Building principals have outlined firm checkout systems and accounting procedures to insure that students have the books and materials needed. Students, however, will be held strictly accountable for all books and equipment checked out to them. Charges equal to the replacement value of the books and equipment will be made on items that are lost, misused or damaged. If payment is not received, the teachers will then be asked to refrain from issuing a new book or equipment to students who are delinquent in paying for lost books or equipment.

USE OF SCHOOL BUILDING

The facilities of the school are always open to regular school groups. However, no student or group of students is permitted to use any part of the building without making arrangements through the school administration. Arrangements to have a faculty representative present must be made.

VALEDICTORIAN AND SALUTATORIAN SELECTION

- To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Mazama High School prior to and continuously following the tenth school day of the student's senior year.
- An Honor Diploma is required for all valedictorians and salutatorians.
- The valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work.
- The salutatorian will be the student with the second highest grade point average as computed at the end of seven semesters of high school work.
- In case of a tie for valedictorian, co-valedictorians will be honored.
- In case of a tie for salutatorian, co-salutatorians will be honored.
- Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.

VIDEO CAMERA/SURVEILLANCE SYSTEM

Please refer to Video Surveillance in the Klamath County School District's Rights and Responsibilities Handbook.

Students and parents should be aware that video cameras are installed in various locations throughout the school and parking areas to reduce theft and to provide additional security in order to promote the health, welfare and safety of our students and staff. Portable video cameras will also be used, if deemed necessary by security.

VISITOR PASSES

Parents must check in with the Main Office upon arrival. To increase school security/safety and reduce class interruptions, all visitors are directed to check in with the Main Office upon arrival. Visitor Passes will not normally be issued during the school day except for pre-approved or specific reasons. Former students wishing to visit general staff should arrange to do so at a time outside of regular school hours. A student's friends or guests may not visit during the regular school day. All guest speakers for classes are to obtain a Visitor Pass upon arrival.

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
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 Kilewer, Position 2
Marc Staunton, Position 3
Steve Lowell, Position 4
Jill O'Donnell, Position 5

MAZAMA HIGH SCHOOL VIKING NATION



3009 Summers Lane
Klamath Falls, Oregon 97603

Main Line	541.883.5024
Attendance Line	541.883.5027
Viking Babies	541.850.2767

RELENTLESS PURSUIT!