

# CHILOQUIN JUNIOR/SENIOR HIGH SCHOOL PRIDE

Perseverance, Respect, Integrity, Diversity, Excellence

## HOME OF THE PANTHERS/QUEENS



**2019/2020**

**PARENT/STUDENT HANDBOOK**

**KCSD STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK**

If you have a disability and need this publication in an alternate format, please contact the  
Klamath County School District Curriculum Office at (541) 883-5000

**Web page – [www.kcsd.k12.or.us](http://www.kcsd.k12.or.us)**

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# Chiloquin Junior/Senior High School Staff

P.O. Box 397 Chiloquin, OR 97624

Phone: (541) 783-2321, Fax: (541) 783-2792

Principal: Mr. Scott Preston Assistant Principal: Jennifer Sedlock

Attendance Secretary/Registrar: Suzi Lockrem

Secretary/Bookkeeper: Leslie Cook

## Teaching Staff:

Katherine Tripp:	<i>Social Studies</i>	Emma Tibay:	<i>Science</i>	Patrick Mcguire:	<i>Special Education</i>
Elliot Wedam:	<i>Advanced Math</i>	Rob Dunham:	<i>Ind. Tech/CTE</i>	Cynthia Granberg:	<i>English</i>
Leon Carl:	<i>PE/Health</i>	Daniela Sanchez Bolio:	<i>Spanish/ELL</i>	Ron Busby:	<i>Klamath Language</i>
Susan Maly:	<i>English</i>	Sarah Kayton:	<i>Band/Choir</i>	Jenny Dunham:	<i>Middle Level Math</i>

## Educational Assistants:

Darlene Taylor:	<i>Library</i>	Betty Case:	<i>Special Education</i>	Jessica Gould:	<i>Special Education</i>
Suzi Lockrem:	<i>Athletics/Attendance</i>	Chelsea Wedam:	<i>Special Education</i>	Christina Rubidoux:	<i>Counselor</i>
Ed Case	<i>Title 6</i>	Judith Neuman	<i>Speech Pathologist</i>	Barry Phetteplace:	<i>School Resource Officer</i>

## Custodial Staff:

Lloyd Rodgers:	<i>Head Custodian</i>
Steven Michael:	<i>Custodian</i>
Maria Ortega:	<i>Custodian</i>

## Transportation:


























































Rick Rose:	<i>Bus driver</i>	Jeremy Franklin:	<i>Bus driver</i>
Geneva Jayne:	<i>Bus driver</i>	Lori Richardson:	<i>Bus driver</i>
Michelle Burkhart:	<i>Bus driver</i>		



# Chiloquin Junior/Senior High School Matrix

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

<b>WE RISE with PRIDE</b>	<b>Perseverance</b> WE RISE above challenges (Commitment)	<b>Respect</b> WE RISE by being thoughtful of ourselves and others (Selflessness, Kindness)	<b>Integrity</b> WE RISE by taking pride in ourselves and our school (Honesty)	<b>Diversity</b> WE RISE by honoring our differences (Forgiveness, Patience, Respect)	<b>Excellence</b> WE RISE by being the best we can be (Humility)
Classroom	<ul style="list-style-type: none"> <li> We come to school every day</li> <li> We ask for assistance when needed</li> <li> We learn through failure</li> </ul>	<ul style="list-style-type: none"> <li> We respect others' space</li> <li> We know when to use technology</li> <li> We handle materials/property with care</li> </ul>	<ul style="list-style-type: none"> <li> We do our own work</li> <li> We use appropriate language</li> <li> We pick up after ourselves and throw away our garbage</li> </ul>	<ul style="list-style-type: none"> <li> We honor cultural differences</li> <li> We understand people have different academic and emotional needs</li> <li> We honor staff</li> </ul>	<ul style="list-style-type: none"> <li> We complete and submit assignments and homework on time</li> <li> We come to class prepared</li> <li> We actively participate in class</li> </ul>
Hallways	<ul style="list-style-type: none"> <li> We get to class on time</li> <li> We are polite even in a rush</li> <li> We control our emotions with others</li> </ul>	<ul style="list-style-type: none"> <li> We are aware of others' learning</li> <li> We know how to use cellphones appropriately</li> <li> We know how to be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li> We keep hallways clean.</li> <li> We use indoor voices and appropriate language</li> <li> We keep our hands and bodies to ourselves</li> </ul>	<ul style="list-style-type: none"> <li> We honor people's personal space</li> <li> We recognize words have an impact</li> <li> We honor others' differences</li> </ul>	<ul style="list-style-type: none"> <li> We carry a hallway pass</li> <li> We meet or exceed behavioral expectations</li> <li> We keep lockers clean and organized</li> </ul>
Restroom	<ul style="list-style-type: none"> <li> We go quickly between classes</li> <li> We wait patiently for others</li> <li> We immediately report concerns</li> </ul>	<ul style="list-style-type: none"> <li> We know how to use cellphones appropriately</li> <li> We respect school property</li> <li> We ask to use restrooms at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li> We return to class quickly</li> <li> We are respectful in our actions and words</li> <li> We clean up after ourselves</li> </ul>	<ul style="list-style-type: none"> <li> We give people privacy</li> <li> We honor others' personal space</li> <li> We respect gender identity</li> </ul>	<ul style="list-style-type: none"> <li> We use our time wisely</li> <li> We meet or exceed behavior expectations</li> <li> We practice proper hygiene</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li> We are patient while waiting in line</li> <li> We eat in a timely manner</li> <li> We seek out help from staff if needed</li> </ul>	<ul style="list-style-type: none"> <li> We pick up messes that we see</li> <li> We keep our social interactions positive</li> <li> We use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li> We pick up after ourselves and throw away our garbage</li> <li> We keep our hands, feet, and food to ourselves</li> <li> We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li> We learn to try new foods</li> <li> We honor the cafeteria staff</li> <li> We are friendly and include others</li> </ul>	<ul style="list-style-type: none"> <li> We meet or exceed behavioral expectations</li> <li> We have appropriate table manners</li> <li> We make healthy food choices</li> </ul>
Media Center	<ul style="list-style-type: none"> <li> We will stay on the task at hand</li> <li> We challenge our reading abilities</li> <li> We ask for assistance when needed</li> </ul>	<ul style="list-style-type: none"> <li> We will be aware of others' learning</li> <li> We will use technology appropriately</li> <li> We keep our voices quiet</li> </ul>	<ul style="list-style-type: none"> <li> We report any issues with books or computers</li> <li> We will be accountable for what is loaned to us</li> <li> We put away materials and clean up our space</li> </ul>	<ul style="list-style-type: none"> <li> We honor the librarian</li> <li> We are open to new books and idea</li> <li> We recognize different interests</li> </ul>	<ul style="list-style-type: none"> <li> We enter the media center during class time with a pass</li> <li> We use our time productively</li> <li> We do our own work</li> </ul>

<b>WE RISE with PRIDE</b>	<b>Perseverance</b> WE RISE above challenges (Commitment)	<b>Respect</b> WE RISE by being thoughtful of ourselves and others (Selflessness, Kindness)	<b>Integrity</b> WE RISE by taking pride in ourselves and our school (Honesty)	<b>Diversity</b> WE RISE by honoring our differences (Forgiveness, Patience, Respect)	<b>Excellence</b> WE RISE by being the best we can be (Humility)
Assemblies	<ul style="list-style-type: none"> <li> We arrive on time</li> <li> We actively participate</li> <li> We sit with our grade level</li> </ul>	<ul style="list-style-type: none"> <li> We listen to learn</li> <li> We cheer others on</li> <li> We encourage others to participate</li> </ul>	<ul style="list-style-type: none"> <li> We use appropriate language</li> <li> We show PANTHER PRIDE</li> <li> We clean up after assemblies</li> </ul>	<ul style="list-style-type: none"> <li> We are open to new ideas</li> <li> We honor presenters</li> <li> We support everyone</li> </ul>	<ul style="list-style-type: none"> <li> We try Character Dares</li> <li> We volunteer for events</li> <li> We meet or exceed behavioral expectations</li> </ul>
Bus	<ul style="list-style-type: none"> <li> We are on time to catch the bus</li> <li> We control our emotions with others</li> <li> We stay in our seats</li> </ul>	<ul style="list-style-type: none"> <li> We listen to the bus driver</li> <li> We use cellphones appropriately</li> <li> We use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li> We keep hands and feet to ourselves</li> <li> We pick up after ourselves and throw away our garbage</li> <li> We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li> We honor the bus driver</li> <li> We respect all ages</li> <li> We recognize people come from different backgrounds</li> </ul>	<ul style="list-style-type: none"> <li> We follow bus safety</li> <li> We watch out for each other</li> <li> We meet or exceed behavioral expectations</li> </ul>
General Social Expectations	<ul style="list-style-type: none"> <li> We listen when others speak</li> <li> We stay positive</li> <li> We are respectful communicators</li> </ul>	<ul style="list-style-type: none"> <li> We only share appropriate posts and images on social media</li> <li> We use technology appropriately</li> <li> We are respectful while in the office</li> </ul>	<ul style="list-style-type: none"> <li> We immediately report concerns to staff</li> <li> We are honest about our actions</li> <li> We wear school appropriate clothes</li> </ul>	<ul style="list-style-type: none"> <li> We listen and respond appropriately to others</li> <li> We honor school employees</li> <li> We support everyone</li> </ul>	<ul style="list-style-type: none"> <li> We stand up for people without fighting</li> <li> We meet or exceed behavioral expectations</li> <li> We strive to be our best</li> </ul>
Sporting Events	<ul style="list-style-type: none"> <li> We don't give up</li> <li> We accept officials' calls</li> <li> We believe in ourselves</li> </ul>	<ul style="list-style-type: none"> <li> We encourage and support each other</li> <li> We respect our competition</li> <li> We cheer with positivity</li> </ul>	<ul style="list-style-type: none"> <li> We show PANTHER PRIDE</li> <li> We pick up after ourselves and throw away our garbage</li> <li> We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li> We honor officials</li> <li> We honor coaches</li> <li> We honor all competitors</li> </ul>	<ul style="list-style-type: none"> <li> We believe we can win</li> <li> We have grit</li> <li> We represent our community positively</li> </ul>



# Chiloquin Jr/Sr High School Bell Schedule



<i>Regular schedule</i>		<i>Early Release Schedule</i>		<i>Advisor/Assembly Schedule</i>	
Period 1	8:06 – 8:58 a.m.	Period 1	8:06 – 8:31 a.m.	Advisory	8:06 – 8:51 a.m.
Period 2	9:02 – 9:54 a.m.	Period 2	8:35 – 9:00 a.m.	Period 1	8:55 – 9:40 a.m.
Break	9:54 – 10:00 a.m.	Period 3	9:04 – 9:29 a.m.	Break	9:40 – 9:46 a.m.
Period 3	10:04 – 10:56 a.m.	Break	9:29 – 9:35 a.m.	Period 2	9:50 – 10:35 a.m.
Period 4	11:00 – 11:52 a.m.	Period 4	9:39 – 10:04 a.m.	Period 3	10:39 – 11:24 a.m.
<b>HS Lunch / JH P.5</b> 11:52 – 12:22 p.m. / <b>11:56 – 12:48 p.m.</b>		Period 5	10:08 – 10:33 a.m.	Period 4	11:28 – 12:13 p.m.
<b>HS P.5 / JH Lunch</b> 12:26 – 1:18 p.m. / <b>12:48 – 1:18 p.m.</b>		Period 6	10:37 – 11:02 a.m.	<b>HS Lunch / JH P.5</b> 12:13 – 12:43 p.m. / <b>12:17 – 1:02 p.m.</b>	
Period 6	1:22 – 2:14 p.m.	Period 7	11:06 – 11:40 a.m.	<b>HS P.5 / JH Lunch</b> 12:47 – 1:32 p.m. / <b>1:02 – 1:32 p.m.</b>	
Period 7	2:18 – 3:10 p.m.	<i>Sack lunches will be provided upon dismissal</i> <i>Early release dates are:</i>		Period 6	1:36 – 2:21 p.m.
			<i>Sep. 18</i>	Period 7	2:25 – 3:10 p.m.
			<i>Oct. 9</i>		
			<i>Nov. 13</i>		
			<i>Dec. 11</i>		
			<i>Jan. 15 &amp; 29</i>		
			<i>Feb. 12</i>		
			<i>Mar. 11</i>		
			<i>Apr. 8</i>		
			<i>May 13</i>		

## Emergency School Closures

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

Please do not call your school, the school administration or the bus garage. Those lines must remain clear for other calls related to the closure or delayed opening. Any emergency calls related to the closure should be directed to the District Office (883-5000). The following radio and television stations will carry the information:

	KAGO	FLS/KKRB	KLAD	KCHO	TELEVISION – KOTI CHANNEL 2	KDKF CHANNEL 13
AM Radio	1150	1450	960	1070		
FM Radio	99.5	106.9	92.5	101.3 (or) 97.7		

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

## PHILOSOPHY AND ADMISSIONS

### Non-Discrimination Policy

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

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

### Academic and Social Standards

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

### The Role of the Student

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

### The Role of the Parents/Guardians

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

- Check student planner on a daily basis
- Check grades online regularly
- Ensure students are at school and on time
- Maintain contact with teachers
- Attend conferences

### The Role of the School

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

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

## ACADEMIC REQUIREMENTS

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

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

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

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

### Admission

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

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

### Adding/Dropping Classes

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

1. Parents will be notified and approve all changes.
2. Students are allowed to add or drop during the first two weeks of each semester.
3. Students requesting a change after the published time can be required to stay in the class assigned.
4. Students will also receive the appropriate grade for the semester if it is past the established time frame.
5. It will always be the principal's discretion to make decisions about the student's change on a case by case basis, keeping in mind:
  - a. Placement
  - b. Schedule openings
  - c. Building procedures; and
  - d. Supervision of students

### Check Out Procedures

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

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

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

### Class Standing (grade level) - High School

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

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



## **Class Standing (grade level) - Junior High**

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

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

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

## **Credit – Junior High Students Taking Classes for High School Credit**

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

## **Other Alternatives – contact school principal.**

### **Credit by Exam**

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

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

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

## **Pass/No Pass**

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

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

## **Early Graduation Policy**

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

## **Excusing a Student from Specific Curriculum/programs**

It is the right of the parents to excuse their children from any curriculum, state-required program, or learning activity they find to be objectionable for religious or moral reasons. Students may also be excused because of handicapping conditions. The building principal will authorize this exclusion upon written request from the parents.

Students will not be held responsible for any of the material taught in their absence. The teacher may choose to assign the student work on a different topic in lieu of the one being taught in class. Such an alternative assignment shall not exceed the regular class work in difficulty or time required to complete it

## Grades

Grading Scale for Klamath County School District:

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

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

### Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest.

Whatever the task, the experience is intended to be complimentary to the classroom process and is a vital part of the class grade.

## Progress Reports

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

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

## Conferences

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

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

## Graduation Requirements

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

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

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

Graduating seniors must show proficiency in Reading, Writing, & Math.

Transfer students and special circumstances may be reviewed and approved by the superintendent.

## Senior Project Information

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

## ATTENDANCE: ABSENCES, TARDIES, TRUANCY

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

### Absences and Excuses

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

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

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

### Consequences of Irregular Attendance

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

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

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

Twelve (12) absences in an eighteen (18) week period could be considered irregular attendance and may result in failure to earn credit. Parents and students will be

required to meet with the principal, who will decide if make-up seat time will be assigned.

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

Truancy will not be condoned.

### Consequences for Unexcused Absence/Truancy

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

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

### Exemption from Compulsory Attendance

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

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

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

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

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

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

### **Illness or Injury Occurring at School**

At times a student may have signs or symptoms of illness and need to be excluded from school until diagnosed and treated by a licensed 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 that 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 parents or to another person as directed by parents on the student's emergency form. School staff will administer emergency or minor first aid as necessary. The school will contact emergency medical personnel, if needed, and will attempt to notify the student's parents whenever a student has been transported for treatment.

### **Make-up Work Policy**

*Students must request make-up work when they return to school, they will have one day for each day missed to make up assignments given while absent. For tests and projects, which have been scheduled in advance, students may be required to take the test and/or turn in the project the day the student returns to school. A teacher may adjust the above timelines for extenuating circumstances. Students who are absent for a period of two or more days must allow the teacher 24 hours to prepare make-up work.*

### **Closed Campus**

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

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

### **Leaving During the School Day**

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

### **Lunch time**

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

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

### **Hall Passes**

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

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

### **Late Arrival**

Students that arrive at school any time after the Tardy Bell rings for 1<sup>st</sup> period must report to the attendance office, with their excuse note, before going to classes.

### **Make-up Work Policy**

When a student has been absent from class, that student has the opportunity to work with the teacher and arrange to complete missed assignments and test/assessments within one week of returning to class. Previously assigned work which was due on the day of an absence is due upon the student's return. Teachers may choose to give partial credit or no credit for tests or other completed/turned-in work more than one week late.

### **School-Sponsored Activities**

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

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

### **Skip Day**

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

### **Tardies and consequences**

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

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

Continued tardies may result in Wednesday school or other disciplinary action

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

## BEHAVIOR EXPECTATIONS

All students are expected to behave in an acceptable manner at all times, treat their fellow students, faculty, staff, and visitors with respect and have PRIDE in themselves and their school. Please see the behavior matrix on page, 3 and 4

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

### Assemblies

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

### Bus Rules

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

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

### Cafeteria and Lunch

A cafeteria is available for student lunches. Lunches may not be charged. All lunches will be paid for on a daily basis or in advance. Lunches must be paid for in cash or by check. We encourage all families who qualify for the federal lunch program to obtain and complete the necessary application forms at the high School office.

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

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

### Classroom

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

### Substitute Teachers

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

### Dances and Social Events

Individuals attending school functions are expected to conform to the rules of good school conduct.

**Persons attending a function not open to the general public (school dances and school parties) will not be allowed to leave the building and return without permission. Students are to arrive at school functions within a reasonable time after the start of the event.**

## Social Events

Organizations and classes may plan dances and other social activities in the school building after having complied with all regulations and secured approval from the Student Council and administration.

High School dances include Homecoming, Winter Formal, Prom and others scheduled and approved by the Student Council and Administration. All dances will conclude no later than midnight unless prior approval is given by the administration.

### Regulations for Social Activities and Dances

1. Use of tobacco, alcohol, drugs or any other controlled substance is prohibited.
2. All school regulations and rules apply.
3. Once in attendance at an activity, a student is required to remain unless excused by the advisor or chaperons. Students leaving the activity will not be readmitted without prior permission.
4. If requested to leave an activity by a chaperon or advisor, the student will be referred to the principal.
5. The class or organization sponsoring the activity must clean up thoroughly. Arrangements should be made with the custodian.
6. Decorating for dances and other activities must be done on non-school time.
7. Students who are not enrolled in school will not be allowed to attend unless special permission is obtained in advance from the principal.
8. **In order to participate in school activities, students must be in regular school attendance the entire day of the activity. Student must attend school all day on Friday if they wish to participate in weekend activities. Prearranged absences may be approved by the administration.**

## Computer Use

1. Students must have a Student Agreement for an Electronic Communications System Account completed and on file in the principals office.
2. Students are not to use school computers without prior permission from a school staff member.

3. Students who use the computer lab on a drop-in basis must have a written pass from their teacher.
4. Any unauthorized use or misuse of school computers will result in restriction from future use and other disciplinary action.
5. Damage to hardware, software, or files will result in fines and other disciplinary action.

## Hallway Behavior

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

## Cheating

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

No credit on assignment or test

Other possible disciplinary actions ranging from detention to suspension.

## Fighting

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

1 <sup>st</sup> Referral	2 day Suspension and possible citation
2 <sup>nd</sup> Referral	3 day Suspension and possible citation
3 <sup>rd</sup> Referral	Possible Expulsion and citation

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

## Rules

### Discipline Referral

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

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

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

### Detention

**Lunch detention** – report to assigned room at the beginning of lunch.

### Wednesday School

Wednesday School hours are from 3:15-5:15 p.m. Students are expected to be prompt in reporting to Wednesday School **with enough schoolwork to keep busy for the entire 2 hours.** Students will not visit or sit idle during Wednesday School. Any student arriving for Wednesday School after 3:20 will be considered absent from Wednesday School. **A student that misses an assigned Wednesday School without making prior arrangements with the assistant principal, or whose behavior results in removal from the Wednesday School room, may be assigned further disciplinary action including in-school suspension, suspension, or Saturday School.**

Chiloquin Jr./Sr. High School is attempting to reduce student suspensions by assigning Wednesday School to students in certain situations. Wednesday School may be assigned in lieu of suspension in some instances that may prove beneficial to the student.

### Suspension

An out-of-school suspension is the removal of a student from school for a period of up to ten (10) days. During this exclusionary period, a suspended student is not allowed on school district property or to attend school related activities or athletic events. A student who violates conditions of the suspension may receive a longer suspension or be recommended for expulsion.

At times, in lieu of an out-of-school suspension, a student may be assigned to an in-school suspension room and be required to complete academic or nonacademic work (with parent notification) during the school day. Students on in-school suspension are not allowed to attend their regular classes or participate in breaks between classes with other students. Personal electronic devices, such as phones, will be turned in to the office during this time.

### Expulsion

An expulsion is removal of a student from school for no longer than one (1) calendar year. A student may be expelled for severe or repeated violations of the Student Code of Conduct.

### Consequences of Unacceptable Behavior

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

### Assault

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

1 <sup>st</sup> Referral	3 day Suspension, possible citation
2 <sup>nd</sup> Referral	Recommended Expulsion

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



## Disruptive Behavior

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

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

## Harassment

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

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

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

## Insubordination

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

1 <sup>st</sup> Referral	Possible 1 day Suspension
2 <sup>nd</sup> Referral	Possible 3 day Suspension and Parent conference
3 <sup>rd</sup> Referral	Possible 5 day Suspension and Parent conference
4 <sup>th</sup> Referral	Possible Expulsion

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

## Profanity

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

## Drugs, Alcohol, and Tobacco Free Environment

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

## Dress and Grooming

The responsibility for the dress of the student rests with the parent/guardians. Dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. Dress shall not promote alcohol, tobacco or drug-orientated, weapons or violence, or profane statements on clothing. Dress shall also not promote gang activity including bandanas or handkerchiefs. Clothing needs to not be a distraction to the wearer or others.

## Drinking and Vending Machines

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

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

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

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

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

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

## Electronic Devices

### Personal Communication Device Policy

Cell phones or other similar devices may not be out or in use during class time.

Violation of this policy will result in turning the device into the teacher. Additional consequences will be in effect for students whom violate the policy. These may include turning the device into the office or having guardians pick up the device. Continued violations of this will be considered defiance.

## “Sexting”

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

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

## Gang Activities

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

## Hats/Head covering

The wearing of hats and other head covering in school are allowed as long as it doesn’t interfere with student learning. Hoods may not be worn in class and during class time.

## Public Display of Affection

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

## Student Vehicles

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

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

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

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

## Theft

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

## Vandalism

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

## Visitors

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

## Weapons

Students shall not bring, possess, conceal, use a weapon or replica of a weapon, (including pocketknives) or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others on or at school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430. Any student who knows of other student(s) who brings, possess, conceal, or use 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 expulsion and referral to law enforcement officials. Refer to the *Klamath County School District Rights and Responsibilities* handbook for the complete policy statement.

## STUDENT SERVICES

### Academic Assistance

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

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

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

All classrooms are open and teachers are on duty from 7:45 a.m. until 3:45 p.m. Students who need additional help may request assistance from teachers between 7:45 a.m. – 8:05 a.m. and 3:11 p.m. – 3:45 p.m.

### Academic and Career Counseling

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

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

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

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

### Building Use

The building and facilities at Chiloquin High School may be made available for community activities. To secure use of the building and/or facilities please contact the school administration. Completion of a facilities use form, hold harmless

agreement, and in some cases, payment of a deposit or fee is required in addition to administrative approval.

### Bulletin Boards/Publications

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

### Emergency Drills/Fire and Earthquake

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

### Fees

The High School Athletic Participation Fee is \$100.00 per sport or season. This fee must be paid before turning out for a sport (contact athletic director for payment plans or other alternative programs.) Anyone who does not pay will not participate until full payment is received or arrangements have been made.

Student Body Athletic Cards - \$15.00

Student Body/Athletic cards admit students to school functions, home athletic contests, and, in some cases, entitles the students to a discount at away games. It also entitles a student to vote in student body elections, run for offices, and participate in student body activities. All students who are members of Chiloquin High School activity/athletic teams are required to purchase a card. The funds from the student body cards are used to benefit student activities and athletics at Chiloquin High School.

### Other Fees

Classes may have fees that include the cost of materials used in projects students desire to take home or that are beyond the scope of the normal class curriculum.

### Field Trips

At various times certain classes may leave school on an educational field trip. Students must have a parent permission form signed to attend the trip. Students are

expected to follow the normal school rules when attending such school activities. All students will leave the school and return with the transportation provided by the school.

Although the school recognizes the value of attending various field trips, student success in their classes are a top priority. Students that are failing any classes may be excluded from attending field trips with their peers. Exceptions may be made with consultation between administration and the student's teachers.

Students attending overnight trips may be required to have their bags searched prior to leaving.

### **Fund Raising**

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.

### **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 KCS D 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 KCS D Health Services at 541-851-8740.

### **Honors and Awards**

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

1. Honor Roll – announced at the end of each six weeks.  
3.00 – 3.49 GPA      Honor Roll  
3.50 – 3.99 GPA      Grand Honor Roll  
4.00 GPA              Principal's Honor Roll
2. Selection to National Honor Society.

3. Honors Night (individual subject, academic and activity).
4. Athletic Awards Banquets.

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

### **Insurance**

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

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



### **Library**

The library is open to students and teachers from 7:45 a.m. to 3:00 p.m., Monday through Friday. Students may select and check out books, renew books or check on overdue books anytime during the day.

Students will need to have a pass if coming to the library during class time.

Students are expected to be silent when studying or use quiet conversation when necessary. The library is not a place to socialize. If a student is asked to be quiet, the second request will result in removal from the library.

Food and drink are not allowed in the library – check with the library staff for group meetings.

Students can check out up to three books for a two-week period. They may renew the checkout twice.

There are special loans on reference materials and magazines (check with the Media Specialist). Some books cannot be taken from the library; these include encyclopedias and special reference books.

Students who lose, damage or destroy a library book or property must assume financial responsibility for the replacement of that book or property.

Book fines or lost books must be paid for before the seniors graduate.

Special arrangements can be made with other schools for inter-school loan of books and materials.

Computer use: Students must sign in and have an Internet access form on file. Students not following this policy will be restricted from future use.

### **Lockers**

The school provides lockers for students, both for general care of books and outer garments. This is a service to students and they are responsible for the security of their locker. The school provides a combination lock that the student must use and return at the end of the school year.

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

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

### **Lost and Found**

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

### **Lunch/Breakfast Program**

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

### **Telephone Use**

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

**Parents must contact the office and their child to dismiss the student.**

# ATHLETIC/ACTIVITY POLICY

**Athletics** include all sports.

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

## **Rides from away games**

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

## **Eligibility**

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

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

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

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

- c. Provide information concerning whom to contact in case of emergency.
- d. A current student body card is required for all activities.

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

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

## **Academic Eligibility**

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

## **Academic Eligibility Committee**

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

## **Ejection Policy**

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