

# **HENLEY HIGH SCHOOL**

**2018**



**2019**

## **Student/Parent Handbook KCSD Student Rights and Responsibilities**

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.

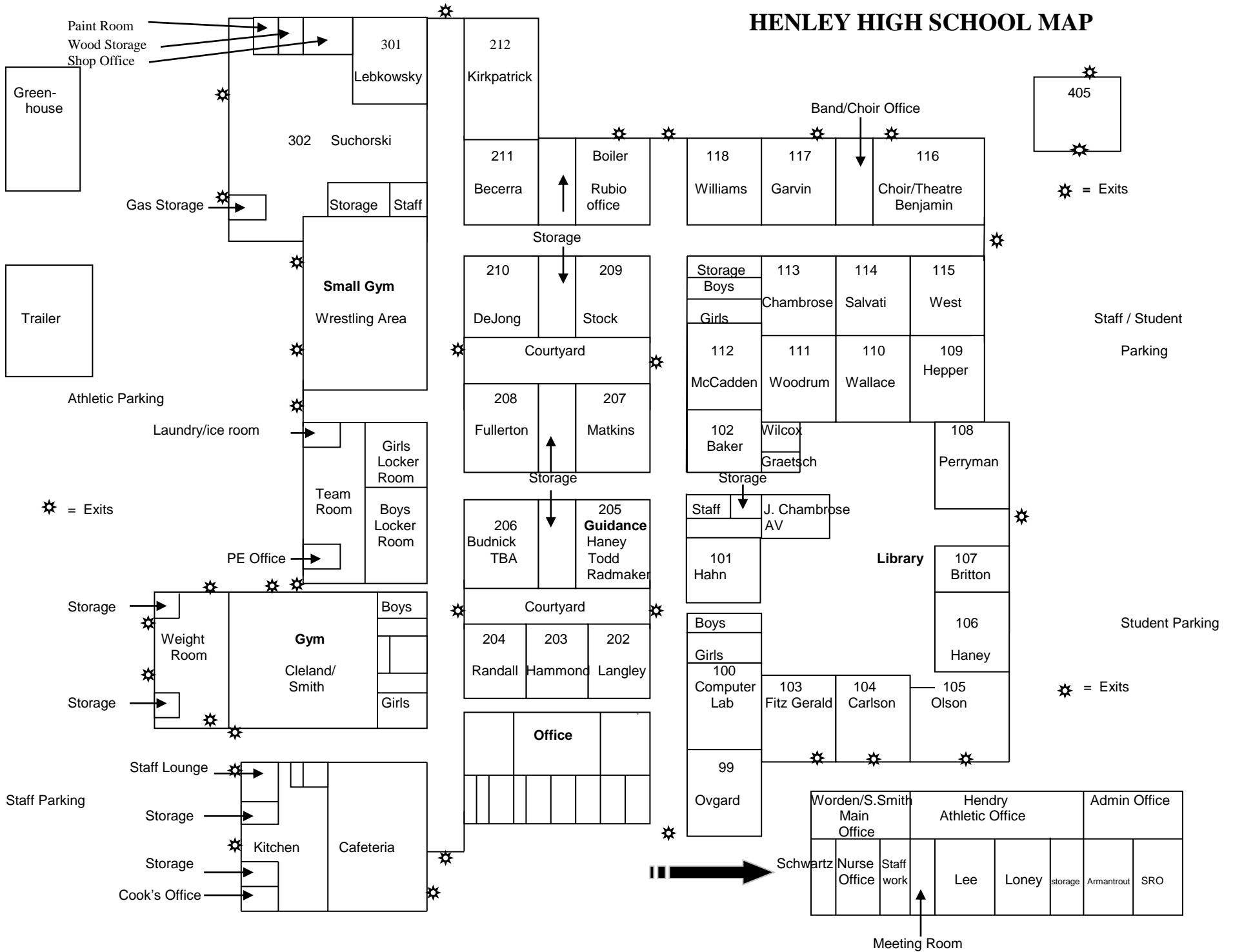
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KCSD Student Rights and  
Responsibilities Handbook

# HENLEY HIGH SCHOOL MAP



**At Henley High School, we do our best to help students thrive in a safe, positive and challenging environment that promotes lifelong learning and productive citizenship.**

## WELCOME

*On behalf of our staff at Henley High School, I extend a warm welcome to all new and returning students. I am looking forward to a positive and rewarding school year. Without a doubt, we have the best students and staff at Henley.*

*To help make this a successful year, I encourage you to attend classes regularly, get involved in various activities, and take full advantage of the many learning experiences that are available at Henley. Henley High School needs your involvement.*

*The information that follows should assist you in understanding what is expected of you while attending Henley High School. If you or your parents have questions or concerns, please call us at 883-5040.*

*Sincerely,*

*Jack Lee  
Principal Henley High School*

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## ***SCHOOL BOARD AND ADMINISTRATION***

### *Board of Directors*

*Denis Kandra  
Steve Lowell  
Bob Moore  
Jill O'Donnell  
John Rademacher*

### *District School Administration (883-5000)*

<i>Superintendent</i>	<i>Glen Szymoniak</i>
<i>Director of Personnel</i>	<i>Mark Greif</i>
<i>Director of Secondary Curriculum</i>	<i>Jeff Bullock</i>
<i>Director of Special Education</i>	<i>Laura Blair</i>

### *Building Administration (883-5040)*

<i>Principal</i>	<i>Jack Lee</i>
<i>Vice Principal, Activities</i>	<i>Andrea Armantrout</i>
<i>Vice Principal, Athletics</i>	<i>Thomas Loney</i>

Henley High School reserves the right to make revisions to this handbook when deemed necessary by the school administration.

## HENLEY HIGH SCHOOL FACULTY AND STAFF

### ADMINISTRATIVE STAFF

Principal: Jack Lee  
Vice Principal/Activities: Andrea Armantrout  
Vice Principal/Athletics: Thomas Loney  
Counselor: Jessica Radmaker  
Counselor: Vanessa Todd  
Counseling Secretary: Jennifer Haney  
Principal's Secretary: Sarah Smith  
Athletic Secretary: Kathi Hendry  
Attendance Secretary: Kevin Worden  
Bookkeeper/Secretary: Maribeth Schwartz  
Resource Officer: Barry Phetteplace

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### TEACHING STAFF

Shellie Baker	Spanish	Dominique Kirkpatrick	Agriculture
Carlos Becerra	Art	Damon Langley	Mathematics
Chris Benjamin	Choir	Jason Matkins	Biology
Bobbie Sue Britton	Health	Matt McCadden	Spec. Education
Col. Jason Budnick	JRAFROTC	Jennifer Olson	Language Arts
Shannon Carlson	Language Arts	Luke Ovgard	Business
Bob Chambrose	Language Arts / French	Don Perryman	Social Studies
Tim Cleland	Physical Education	Adam Randall	Mathematics
Helena DeJong	Science	Linnae Salvati	Spanish
Jules Fitz Gerald	Language Arts	Brad Smith	Physical Education
Carly Fullerton	Science	Brian Stock	Science
Katy Garvin	Band	Dylan Woodrum	Social Studies
Dee Hahn	Mathematics	TBA	JRAFROTC
Luke Hammond	Mathematics	Jessica West	Health Occ
Erin Haney	Language Arts	Annette Williams	Special Education
Molly Hepper	Social Studies		

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## CAFETERIA STAFF

Jennifer Gladwill	Cook Manager
Lori Hamilton	Asst. Cook
TBA	Asst. Cook
Susie Donahoe	Asst. Cook

## CUSTODIAL STAFF

Sebastian Rubio	Head Custodian
Patricia Earley	Custodian
Stirling Earley	Custodian
Heather McCollough	Custodian
Patti Swenson	Custodian

## Henley Student Government

### Student Body Officers

President	Steven Cohara
Vice President	Cate Hepper
Secretary	Abby Williams
Treasurer	Macy Hullman
ASB Representatives	Hannah Carr, Kira Driscoll, Sophia Gomez, Tanikwah Lang

### Senior Class Officers

President	Spencer Hill
Vice President	Thys DeHoop
Secretary	Desirae Brunick
Treasurer	Danielle Herinckx
Representatives	Ellie Mangan, Jubal Rasmussen, Mattie Smith

### Junior Class Officers

President	Cameron O'Connor
Vice President	Sawyer Harrington
Secretary	John Tacchini
Treasurer	James Hasskamp
Representatives:	Colton Chenault, Jordan Collins

### Sophomore Class Officers

President	Grace Nyseth
Vice President	Gwyneth Cheyne
Secretary	Elli Smith
Representatives	Micah Rasmussen

### Freshman Class Officers

President	Grace Berardino
Vice President	Kendry Gordon
Secretary	Riley Knutson
Treasurer	Kinsey Hullman
Representatives	Anabela Mendoza, Savannah Preston

## School Song

Tune: "Our Director's March," written by F.E. Bigalow

Here's to Henley High School, best in the land,  
Long may our Hornets  
Make a mighty stand. Rah! Rah! Rah!  
We're from Henley High School,  
We'll keep our fame.  
Go right on fighting team,  
We'll win this game.

H-O-R-N-E-T-S  
HENLEY HORNETS ARE THE BEST

Colors:	Blue and Gold
League:	Skyline Conference
Mascot:	Hornet
Yearbook:	La Vista

## STUDENT ACTIVITIES

### Sports:

Football  
Volleyball  
Cross Country  
Boys' Soccer  
Girls' Soccer  
Wrestling  
Boys' Basketball  
Girls' Basketball  
Baseball  
Softball  
Track  
Swimming

Alex Stork  
Brian Palmer  
Marja Hill  
Lupe Gonzales  
Tiffany Poe  
Matt McCadden  
Luke Hammond  
Shannon Carlson  
TBA  
Bobby Mick  
Brad Smith  
Dan Zimmer

### Clubs:

Drama  
FFA  
National Honor Society  
Art Club  
Student Council / ASB  
Yearbook  
DECA  
Key Club

Jennifer Olson  
Wayne Suchorski/Dom Kirkpatrick  
TBA  
Carlos Becerra  
Bobbie Sue Britton  
Bob Chambrose  
Luke Ovgard  
Linnae Salvati

# **Henley High School**

## **BELL SCHEDULES**

**2018-2019**

### **Regular Bell Schedule (Monday / Fridays)**

Early Bird	7:09-8:00		
Period 1	8:15-9:06		
Period 2	9:11-10:02		
Break	10:02-10:07		
Period 3	10:12-11:03		
Period 4	11:08-11:59		
Lunch A	11:59-12:30	Period 5A	12:35-1:26
Period 5B	12:04-12:55	Lunch B	12:55-1:26
Period 6	1:31-2:22		
Period 7	2:27-3:18		

### **Tutorial Bell Schedule (Tuesday / Thursdays)**

Early Bird	7:09-7:56		
Period 1	8:15-9:02		
Period 2	9:07-9:54		
Break	9:54-9:58		
Period 3	10:03-10:50		
Tutorial	10:50-11:20		
Period 4	11:25-12:12		
Period 5 A	12:17-1:04	Lunch A	1:04-1:34
Lunch B	12:12-12:42	Period 5 B	12:47-1:34
Period 6	1:39-2:26		
Period 7	2:31-3:18		

### **Professional Development (Wednesdays)**

Early Bird	7:09-7:52		
Period 1	9:15-9:58		
Period 2	10:03-10:46		
Period 3	10:51-11:34		
Period 4	11:39-12:22		
Lunch A	12:22-12:54	Period 5A	12:59-1:42
Period 5B	12:27-1:10	Lunch B	1:10-1:42
Period 6	1:47-2:30		
Period 7	2:35-3:18		



## Henley Tutorial Program

A guiding belief of HHS is to provide a safe and caring environment to guide and motivate students in developing and reaching their lifetime and educational goals. To promote this belief, Henley High School will continue an innovative and data-supported program that is aimed at supporting and enhancing student learning and overall student success. Tutorial period will be offered every **Tuesday** and **Thursday**.

Tutorial Period will provide students access to more individualized help in subject areas, to complete make-up work, literacy enrichment, and/or to simply provide time in their busy schedules to complete homework. The tutorial period is mandatory for all students.

**Those students who have “C’s” or better in all courses will have the option to attend any tutorial option, including POWER tutorials. (Grades will be checked every Thursday to determine eligibility for this option). Additionally, administration may suspend tutorial privileges as a consequence for behavior referrals.**

Students who have earned the privilege will be placed on the tutorial list that each teacher will receive electronically and will also be posted in the halls for students to reference.

**Students will be allowed to select their tutorial class by following the steps below:**

- 1. Prior to 3rd period on the day of tutorial**, students must sign up with the teacher with whom they wish to spend tutorial.
- 2. All students will report to their selected tutorial class following 3<sup>rd</sup> period.** It should take no more than 3-4 minutes to arrive at their tutorial.
- 3. Students must stay in their tutorial classroom for the remainder of that day’s tutorial.**

### **Other:**

- Teachers will need to check students against the POWER list if they are offering a POWER tutorial. Students not on the POWER list should not be allowed to sign up for POWER tutorials
- **There should be no hall passes during tutorial.**

## Henley High School Basic Student Expectations

### Classrooms

- Food or drink in classrooms at the discretion of the teacher.
- **NO FOOD OR DRINK IN COMPUTER LABS OR LIBRARY!**
- No use of cell phones or personal electronic devices, unless approved by teacher for educational use.
- Use appropriate language.
- Students are to wear appropriate dress. See Dress Code.
- Students put forth effort during designated work times.
- No backpacks in class.
- No hats in the building from entrance in the morning until 3:30 pm.

### Hallway

- Students are to have hall passes when in hallways.
- Use appropriate language.
- No running or horseplay.
- No public displays of affection. Appropriate behavior should be limited to holding hands, brief hugging, and/or a quick kiss.
- Allow room in the hallway for other to get by.
- Keep voice at appropriate level.
- Put trash in trash receptacles.
- No hats in the building from entrance in the morning until 3:30 pm.

### Coming and Going

- No students are to park in the visitor parking in front of the school.
- Do not park in designated fire lanes.
- Students may not park in the Henley Elementary parking lot.
- Request excused absence by parent phone call or note the day of returning to school.
- Parents must contact school before a student is permitted to leave school grounds.
- Students are not to be in the parking lot except when arriving to or leaving school.

### Adding/ Dropping Courses

Students will be discouraged from changing their schedules once the semester has begun. Requests for schedule changes will not be granted after the first two weeks of the semester. **Students dropping a class after the first two weeks will receive an “F” for the course.** Changes prior to the second week will be granted after considering the following:

- A. Placement;
- B. Schedule openings;
- C. Building procedures; and
- D. Supervision of students.

If, in the opinion of the teacher of the course in question, a student is failing the course due to being misplaced, a student may (with the teacher’s and counselor’s consent) be placed in a course more appropriate to the student’s ability level. This policy does not pertain to students who have enrolled in courses against both the counselor and teacher's recommendation.

Seniors must be registered as full-time Henley students to participate in the Henley graduation ceremony.

***Athletic Participation Fees***

In order that the district maintain an interscholastic athletic program, students will be assessed a \$100.00 (per sport) fee to participate in district-funded and approved sports programs.

**PARTICIPATION FEES ARE DUE PRIOR TO PARTICIPATION**

No student will be able to play or practice after the above date until this fee is paid. If a student is eliminated from the activity program or removes himself/herself from participation prior to the first contest, he/she shall receive a full refund. Prorated refunds occur when the student is forced to leave the activity because of conditions beyond his/her control. No refund will be made after one-half of the contests have been played.

***Attendance: Absences and Tardies***

*Excused School Absences*

Students participating in school-sponsored activities such as field trips, athletics, clubs or student council will not be penalized for missing classes. It will be the responsibility of the coach or advisor to see that the office is notified in advance of any need for the student to miss class.

It is the responsibility of students to check with their teachers on any prearranged absence to obtain their assignments before leaving. Upon return to class, each

student must be prepared for full participation in class. **Field trips and athletic absences are considered prearranged absences.**

Students must bring an explanatory note from a parent or have a parent call in an explanation on the day the student returns to school. Teachers will not release students during class time to turn their notes into the office. **Excused absences include sickness, doctor appointments, or emergencies.** It is the decision of the administration whether the explanation from the parent will result in an excused or unexcused absence. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

Students who are at school and leave during the day must have parents notify the school office. Students then must check out in the office prior to leaving. This is true whether students are transporting themselves or being picked up by parents.

*Unexcused Absences*

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action, including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities. Students may not receive credit or be allowed to make up work while truant. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

The office will call a parent or guardian prior to the end of the school day on any student with an unexcused absence.

*Tardies*

HHS staff believes that it is our duty to prepare and educate students to become productive and reliable people. It is imperative that students are on time to class to maximize their learning opportunities. **Excessive tardies, excused or unexcused, place students in a position that inhibits their educational growth.**

**All HHS students are expected to be in their classroom when the start time bell rings. If students are tardy for any reason, they must have a formal admit slip to enter their classroom. To assist students arriving to class in a timely manner, there will be staff members in the hallway, the “Sweep Team.”**

- **If you are tardy, find a member of the “Sweep Team” to get an “Admit Slip.” If no member is present in your area, report to Attendance Office for an “admit slip.”**

- If a student has an excused tardy note from a teacher or parent, they must report to the Attendance Office for their “admit slip.”
- When students receive an unexcused “admit slip” they will be subject to the following policy:

**1<sup>ST</sup> Tardy - Lunch detention**

*Note: Lunch detentions will be served on the day the unexcused tardy has occurred (period 1-5). For tardies received during periods 6 and 7, detention will be served the following day.*

Multiple tardies in one day will be cumulative and progress the student more quickly through the policy.

**2<sup>ND</sup> Tardy - Lunch detention**

**3<sup>RD</sup> Tardy - Lunch detention-Letter sent home**

**4<sup>TH</sup> + Tardy: Student will be subject to discipline including detention, Wednesday/Saturday school, suspension, up to and including expulsion, denial and/loss of privileges and/or referral to law enforcement.**

**1<sup>st</sup> PERIOD TARDIES**

**It is extremely important that each student arrives at Henley every school morning prepared to learn and be on time. A productive start each day is essential to a student’s growth and learning.**

According to Oregon State Law (O.R.S. 339.010, 339.030, 339.065), Oregon High Schools and their designated administrators have exclusive authority in determining whether absences/tardies will be excused.

***Awards and Honors***

Students will be recognized for their academic achievement using the following honor roll system.

4.0	Principal Honor Roll
3.5 – 3.99	Grand Honor Roll
3.0 – 3.49	Honor Roll

Honor roll will be calculated and posted at the end of each 6-week grading period.

In the event that any student is to be recognized for school achievements by a designated school official, that student has the right to request that such recognition not be made. Parents who wish their students’ achievements not be recognized must make this request in writing to the school administration no later than October.

***Bulletin Boards***

Bulletin board use is restricted to school-related business. Any public or private use of bulletin boards must be approved by the administration.

***Bulletins: Daily, Weekly, and Monthly***

Announcements will be included in the daily bulletin, which will be posted on school TV’s, the school website, and the building’s bulletin boards. Announcements must be submitted to the principal’s secretary in the main office by noon to be included in the next day's daily bulletin. Announcements must have the approval and signature of the appropriate club or activity advisor. Announcements will be limited to information needed by students and staff.

***Cafeteria***

The cafeteria is operated by the school district to provide nourishing and inexpensive lunches. 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. The following guidelines are for this purpose:

1. "Cutting in" or other discourteous conduct in the waiting lines is not allowed.
2. Spilled or dropped food is sometimes unavoidable, but when it happens, it is the student's responsibility to report it to the kitchen and see that it is cleaned up.
3. Trays and silverware are to be returned to the dishwashers’ window.
4. All cartons, wrappers, napkins and other debris are to be removed from the tables and trays and deposited in the garbage can.
5. Unbecoming cafeteria behavior will result in loss of cafeteria privileges and/or work assignments.
6. Student activities during lunchtime will be in the following areas: the cafeteria, the foyer in front of the concession stand, the northeast and west hallways, and the grassy areas in front and on the south side of the building.
7. Students may use other classrooms, provided a teacher is present during the time of use.

8. There will be no refunds or drawing from a student's lunch account until the end of the school year.
9. No students will be allowed to accumulate lunch charges in excess of \$10.00.

### ***Cell Phone Policy***

Students may have cell phones with them or in their lockers; however, phones are to be placed in the cell phone holders provided for each class. They are NOT to be **seen or heard** during any classroom instructional time. If a student's phone is not placed in the cell phone holder and the phone is accessed without teacher permission, the teacher will ask for the phone and turn it into the office.

**If a student refuses to comply with a staff directive, he or she will be disciplined for defiance.** Students may have their phones out before and after school, during passing time, break and their lunch.

The following consequences will be in effect for students whose phones are confiscated:

1<sup>st</sup> warning – phone will be confiscated and given back at the end of the day

2<sup>nd</sup> warning – phone will be confiscated and only returned to a parent or guardian, and the student will receive a lunch detention.

3<sup>rd</sup> warning- phone will be confiscated and only returned to a parent guardian, and the student will receive Wednesday school.

### ***Closed Campus***

During school hours students may not leave campus unless parents have first contacted the office. Then, prior to leaving campus, students must check out in the main office. Students will not be allowed to leave campus during lunchtime. Students who leave campus without permission will be disciplined. Disciplinary actions may include, but are not limited to, suspension of driving privileges.

### ***Clubs and Organizations***

Student clubs and performing groups such as the band, choir, athletic or academic groups may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. Clubs and organizations may set grade and behavior standards that must be met in order for students to be allowed to go on field trips. If a student is not allowed to go on a field trip, alternate work will be provided so the student's grade will not be negatively impacted. If a violation is also a violation listed in the school district's

*Rights and Responsibilities* handbook, the consequences specified by the district shall apply in addition to any consequence specified by the organization.

### ***Computer Use***

Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. The network is provided for students to conduct research. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. It is assumed that students will comply with district standards and will honor the agreements they have signed.

The following are not permitted on district computers or networks:

1. Sending or displaying offensive messages or pictures: e.g., sexual, drug, violence or alcohol-related messages.
2. Using obscene language.
3. Harassing or insulting others.
4. Damaging computers, computer systems, or computer networks.
5. Attempting to circumvent security programs established on networks.
6. Violating copyright laws.
7. Using others' passwords.
8. Trespassing in others' folders, work, or files.
9. Employing the network for commercial purposes.

Violations of district guidelines for computer and network use may result in loss of access and additional disciplinary sanctions as determined by the building administration and or district policy.

### ***Counseling***

The HHS counselors provide assistance in scheduling classes, as well as assist students by giving information on colleges, vocational/technical schools, etc. They also provide information on financial aid and college entrance examinations. In addition, counseling on personal issues is provided upon request.

A student assistance counselor is available on a consistent basis each week to do group and/or individual counseling for students who have problems that are alcohol or drug related. This counselor also provides help to students dealing with issues such as eating disorders, self-esteem, teen pregnancy/sexuality, and grief and loss.



### ***Credit by Exam***

Klamath County School District will offer credit and/or competencies earned by examination. 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.

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.

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. A 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.

The district curriculum director and the building principal shall administer this program. They will work with building department chairpersons and individual teachers to assist with:

1. Developing examinations either written or based on observable indicators of competence, which shall clearly demonstrate learner outcomes of the course being challenged.

2. Determining standards of performance or examinations, which will be accepted as evidence of satisfactory completion of course requirements.
3. Determining when an appropriate examination has been devised to measure course completion equivalency and when the test shall be used.
4. Establishing examination dates and locations.
5. Publishing credit by examination procedures and courses for which credit by examination may be attempted.
6. Reviewing student requests for credit by examination where guidelines are not sufficient.
7. Scoring examinations.

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.

### ***Dances and Social Events***

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

1. Students are not permitted to leave and re-enter the building.
2. Dancing that simulates sex or is graphically sexual in nature will not be allowed.
3. Students must be registered HHS students.
4. Students who wish to bring guests who are not HHS students must register such guests in the office three days prior to the day of the dance. Guests must be approved by the principal or vice principal. Individuals not attending HHS must be invited guests and come with their date in order to be admitted to the dance.
5. Students not yet in high school are not permitted to attend high school dances or social events.

6. Students must be at **formal** dances within the first hour, **after game** dances within first 20 minutes, or as determined by the administration.
7. No one 21 or older will be admitted to high school dances without prior approval of Henley administration.
8. Breathalyzers may be used at school activities as defined by the administration.
9. Students who have graduated from Henley or other high schools may not attend school dances except homecoming, prom and winter formal. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

## ***Discipline***

### *Behavior/Attendance Contracts*



In certain cases penalties may be altered by agreement in order to more appropriately and reasonably produce a positive result and to allow the student to demonstrate greater responsibility in the future. The following guidelines shall be used in the development of student discipline agreements:

1. The contracts shall be in writing and agreed to by the student, a parent, and an administrator.
2. Agreements may allow for a decrease in discipline according to positive actions to be taken by the student (e.g., apology to offended person, restitution of damages, campus work detail, voluntary detention, etc.).
3. Agreements shall clearly define consequences for failure to fulfill the agreement and/or continued behavioral violations.

### *Wednesday School*

Wednesday School is designed as an alternative to suspension from school. The benefits of Wednesday school are as follows:

- The student knows the parent and school staff are in touch with each other as a result of a serious offense.

- There is a consequence for breaking rules that is more suitable and more effective than suspension from school.
- Students are required to study and learn in a structured environment.
- Wednesday School helps the students to be responsible members of their school.

### *Suspension*

A student may be suspended from school for willful violations of the school district's *Rights and Responsibilities* handbook, including conduct which materially and substantially disrupts the right of others to an education or endangers the student or other students or district property. Each suspension will include a specification of the reasons for the suspension, length of the suspension, a plan for readmission and an opportunity to appeal the decision. A suspension may not exceed ten consecutive school days.

Every reasonable and prompt effort will be made to notify the parents of the suspended student.

While under suspension, a student may not attend after-school activities or athletic events, be present on district property or participate in activities directed or sponsored by the district.

### *Suspension/Make-up*

Students who are suspended for a period of two or more days must allow the teacher 24 hours to prepare any make-up work. Students will be allowed to make up and receive credit for daily assignments, laboratory experiments, class discussions or presentations, and quizzes and exams without academic penalty. Assignments provided for the student during the suspension period shall be due on the date that the student returns to school from the suspension.

Students will be granted a number of days equal to the suspension period to complete and submit all other make-up work to the appropriate teachers for grading.

### *Discrimination/Harassment*

It is the policy of Klamath County School District and Henley High School 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 or handicap in any educational programs,

activity, or employment. Persons having questions about equal opportunity and non-discrimination should contact the principal of Henley High School or the Secondary Curriculum Director of county schools.

Principal 883-5040

Secondary Curriculum Director 851-8738

### ***Dress Code and Grooming Standards***

Students are expected to dress in an appropriate manner while at school. Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote or picture alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, violent behavior, sexually lewd material, gang affiliation, offensive illustrations or slogans, or anything deemed by administration to be a disruption to the school's learning environment. The school administration will be the sole determiner regarding what is and is not appropriate.

#### Specific Criteria

- Shirts, including tank tops, must cover undergarments, bra straps, cleavage, and torso, including the underarm area. No strapless tops, spaghetti straps, or other tops which resemble undergarments.
- Sheer clothing will not be allowed if undergarments are visible.
- Shorts, skirts, and dresses must reach mid-thigh.
- No tears or holes above mid-thigh in pants or shorts.
- Excessively baggy pants will not be allowed. Underwear must be covered.
- Yoga pants or leggings must be intended for outerwear and be thick enough that they are not see-through.
- No hats in the building.
- HHS staff will have the final say as to the appropriateness of an article of clothing. Students who are asked to change must do so.
- For health and safety reasons, students are required to wear shoes and shirts at all times.

The wearing of hats in school has created problems and has interfered with the educational process. Therefore, hats will not be worn inside the building except where they might be required for the safety and health of the student or during specific "spirit week" days.

When you are in doubt about clothing being unacceptable, DO NOT WEAR IT. Students who violate dress regulations will be sent home or prevented from attending regular classes and may be subject to disciplinary action. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

#### PE and Physical Skills Uniforms

Students enrolled in PE and Physical Skills classes are required to wear uniform shirts and shorts. Students can purchase the shirt and shorts from the school when paying registration fees. Any clothing other than the PE uniform will be considered a non-dress. The intent of this practice is to provide a low cost alternative to purchasing name brand items, reduce theft, and alleviate any discrepancy over what is proper dress for PE courses.

### ***Drugs, Alcohol, Tobacco***

Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

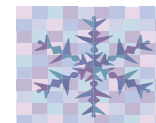
### ***Electronic Devices***

The playing of personal radios, amplified guitars, car stereos, or other electronic listening devices on school grounds will not be allowed without prior permission from administration or the student's teacher. Laser pointers and pagers found on school grounds during school hours will be confiscated. Unauthorized use of cell phones may result in confiscation of cell phone. If a student refuses to surrender the phone immediately, he/she will be subject to discipline for defiance.

### ***Emergency Drills - Fire and Earthquake***

Fire drills are held at various times during the year. Directions for leaving the building will be posted in each room. Students should know where to go when the fire alarm rings and should proceed immediately in an orderly fashion to the building exits as directed and move out at least 50 feet from the entryways. Students are to return to class when the all-clear signal rings (three short bells.).

During an earthquake drill, students are to remain where they are. If indoors, take cover under a desk or table. If outdoors, move away from the building. Stay in place until the bell rings, then evacuate the building. Another bell will ring when it is clear to re-enter the building.



### ***Emergency School Closures***

In the event that bad weather causes school closure or a delayed opening, the radio stations listed below will begin announcing this information at approximately 6:00 a.m. or as soon as a decision is reached. Schools will be open unless the District announces closure or a delayed opening. Please do not

call your school, the administration office, or the school bus garage. Those lines must remain clear for other calls related to the closure or delayed opening.

AM	KAGO	1150	FM	KAGO	99.5
	KFLS / KKRB	1450		KFLS	106.9
	KLAD	960		KLAD	92.5

TV	KOTI	Channel 2
	KTVL	Channel 4
	KDKF	Channel 12

Please do not telephone the 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 schools are closed early. Most parents have made arrangements with a neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

### ***Excusing From a Particular Curriculum Program***

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

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

### ***Exemption from Compulsory Attendance***

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

1. Employed full-time;
2. Employed part-time and enrolled in school part time; or

3. Enrolled in a community college or other state-registered alternative education program.

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

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

Approved exemptions will be in writing and 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 renewed on a semi-annual basis, and will be reviewed by the school no later than the second week of each semester.

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

### ***Fees***

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, pens, and notebooks, etc. Other fees may be charged in those elective classes where expenses are not covered in the regular school budget allocations.

Hall Lock	7.00
PE Lock	7.00
Athletic Lock	7.00
PE Uniform (T-Shirt & Shorts)	15.00
PE Sweatshirt	25.00
PE Sweatpants	25.00
Lunch	3.05
Shop Fee	15.00
Art Supply Fee	15.00
Student Body Card	25.00
Replacement Student Body Card	5.00
Yearbook	50.00
Yearbook Congrat Ad	35.00



Activity Participation Fee	25.00 (per activity)
Athletic Participation	100.00 (per sport)
Parking Permit	20.00
Parking Fine	20.00
ROTC Supply Fee	5.00
Choir Uniform Fee	15.00
Band Uniform Fee	15.00
Senior Project Portfolio	4.00
Science Elective Fee	15.00
Weight Room Fee	15.00

1. No diplomas or report cards will be issued until all accounts have been paid.
2. A receipt for payment of fees will be given to each student.

**Field Trips**

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. Students are subject to the schools' student conduct rules, applicable board policy and such other rules as may be deemed appropriate by the field trip supervisor. Field trips are considered pre-arranged absences and students are responsible for gathering their assignments BEFORE the field trip occurs. Teachers are not required to give students extra days to make up work missed during a field trip.

All students must ride the bus to all school-sponsored trips. Students will NOT be allowed to drive to activities in their vehicles. The only exception would be with PRIOR administrative approval AND parent permission. Administrative approval must be obtained at least one day prior to the trip or permission to drive will be denied.

**Fighting**

It is assumed that it takes two (or more) to fight and each party is equally guilty. Any fight will result in all parties being disciplined. This includes riding the bus and eating in the cafeteria or anywhere on the school premises. Fighting will result in suspension or expulsion. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

**Forgery, Cheating /Plagiarism**

Forgery of hall passes, absence excuses, or permits to leave school will result in disciplinary action. Such actions may include in a warning, parent contact, detention and/or suspension.

**Cheating and/or Plagiarism**

1. A student caught cheating or plagiarizing on an assignment or test will receive an "zero" grade on the assignment/test and will be subject to disciplinary action up to suspension.
2. The parents will be notified by phone or by mail.
3. A written record will be kept on file in the vice-principal's office.
4. A repeat violation in the same class may result in a failing grade for the semester, removal from the course and other disciplinary action.

**Gangs**

Please refer to the Klamath County School District's "Right and Responsibilities" handbook for the complete policy statement.

**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 non-attendance 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.

**Grading: Pass/Fail**

It is policy that Klamath County School District students (grades 9-12) have the option to receive a Pass/Fail for up to one elective credit per year. A student could accumulate a total of four credits of Pass/Fail during his or her four years of high school.

1. The Pass/Fail option 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/Fail will be given for semester grades only.
3. A Pass/Fail will impact the student's GPA if the student does not pass. If the student does not pass, he will receive an "F" grade for the course.
4. Students opting for Pass/Fail in courses other than those listed below must make their requests known in writing to a counselor as soon as possible, but not later than four weeks before the end of the semester. The request must be signed by the student's parent/guardian, teacher, counselor, and principal in order to be implemented. The principal will make the final determination once the Pass/Fail form has been completed and approved. The decision is irreversible.
5. For students to receive or be eligible for Pass/Fail, they must have:
  - a. Demonstrated appropriate attendance;
  - b. Demonstrated appropriate citizenship; and
  - c. Demonstrated appropriate efforts in achieving the course objectives.

The following courses are graded Pass/Fail only and do not require a student to submit a request in writing.

Class Aide  
Office Aide  
Library Science  
Work Experience

### ***Graduation Policy – Early Graduation***

A student who, for educational and vocational reasons, wishes to graduate from high school in less than four years may request permission to complete graduation requirements on an altered schedule. The student and his or 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 complying with the October 15 deadline shall be sent to and approved by the superintendent.

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

### ***Graduation Requirements***

In order to graduate from high school in the district, a student must successfully complete 24 credits. The state of Oregon requires all students to complete a certain series of courses and demonstrated proficiencies.

A student in the regular high school program is required to complete the following courses: Language Arts (4 credits); Mathematics (3 credits); Science (3 credits); U.S. History (1 credit); Global Studies (1 credit); Government (1/2 credit); Economics (1/2 credit); Physical Education (1 credit); Health Education (1 credit); Career Development (1/2 credit); Applied Arts, Fine Arts, or Foreign Language (3 credits); and various electives (6), including a senior capstone for 1/2 credit, for a total of 24 credits.

Additionally:

Oregon state law requires all students to demonstrate essential skills proficiency in order to graduate.

All classes must:

- Develop an education plan and build an educational profile.
- Demonstrate extended application through a collection of evidence
- Participate in career-related learning experiences.

Honors Diplomas are available. To be selected as a Valedictorian or Salutatorian students must also earn an Honors Diploma. Students, see your counselor regarding the Honors Diploma Requirements.

All students in good standing who have successfully completed the requirements for a senior high school diploma, a senior high school modified diploma, or are within one credit of earning a regular or modified diploma may participate in Henley's graduation ceremony.

### ***Hall Passes***

Any student who is out of class for any reason during the class period must have permission from their teacher and wear the hall pass vest. Students will not be allowed access to the halls during the first and last ten minutes of any class.

### ***Health Services***

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

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

### ***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 complementary to the classroom process and is a vital part of the class grade.

Students who are absent for a period of two or more days must allow the teacher 24 hours to prepare make-up work.

### ***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 production of colored mucous;
- Irritated eyes that are tearing, sensitive to light, with puffy lids and colored drainage;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever; or
- Student requires more care than the school staff can safely provide.

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

If the student becomes too ill to remain at school or has an injury requiring medical evaluation, the student will be released to the student's 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.

### ***Immunizations***

A student must be immunized against certain diseases or must have a medical or religious exemption signed on Certificate of Immunization Status form. Proof of immunization may be a record from your health care provider or county health department.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until he/she has met immunization requirements. Parents will be notified of the reason for exclusion. A hearing will be afforded upon request. Refer to KCSD *Student Rights and Responsibilities Handbook* for the complete policy statement

### ***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 for grades K-12. If coverage is desired, parents are responsible for paying premiums 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 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).

### ***Lettering***

Varsity or junior varsity letters will only be issued to those sports or activities officially recognized by the Oregon School Activities Association (OSAA). The OSAA website ([www.osaa.org](http://www.osaa.org)) lists those sports and activities that are currently recognized.

### ***Library***

Books, except for reference books, are available for two-week check out. Magazines are available for three-day check out. Reference books, vertical file materials, and DVDs are available for overnight checkout. Receipt of an overdue notice makes a student ineligible to check out library materials until the overdue notice is cleared. If a student loses a book or magazine, he or she will be charged for its replacement. Payment may be made in the main office. The library is a place for quiet study, not a social area. There is to be no food or drink brought to or consumed in the library.

### ***Lockers***

Hall lockers are provided so students may have a convenient place for their personal property. Lockers should not be considered a "safe" place for valuables. It is a student's responsibility to keep his or her locker secured at all times. Locker combinations are given only to the individual student and should be kept secure. Students are to remain in their assigned lockers for the school year. If a lock or locker fails to work properly, the office should be notified. Lockers are loaned to students during the school year. The school reserves the right to check lockers to ensure that they are properly maintained and do not contain illegal items. Students must thoroughly clean their lockers when checking out of school during or at the end of the school year. Students are not to alter or deface lockers in any fashion.

Damages that occur due to misuse will be charged to the student who is assigned the locker. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

### ***Lost and Found***

The lost and found is located in the main office. Please check there for lost articles. Found articles should be turned in to the office immediately. Articles not claimed after a two-week period will be discarded. Books will be returned to the library or the appropriate classroom.

### ***Lunch/Breakfast Program***

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

### ***Medications***

Students are permitted to self-medicate prescription and non-prescription medications upon written request of the parent and building principal. In the case of prescription medication, instructions from the physician are also required. Permission forms are available in the principal's office. The office staff may administer temporary first aid.

### ***Off-Limits Areas***

There are areas of the school that are off limits to students unless directly supervised by school personnel. The parking lot is off limits during school hours.

All areas behind the school, including the bleachers, athletic fields, stadium, and dugouts are off limits except when used during school activities. The grassy areas in front and on the south side of the building are for student use during lunch and break.

### ***Permits to Leave School***

**Any student wishing to leave school before the end of the school day must check out in the main office before leaving.** ANY STUDENT WHO LEAVES CAMPUS FOR ANY REASON WITHOUT PRIOR PERMISSION WILL HAVE AN UNEXCUSED ABSENCE. Permission may be given through a written note or a parent phone call. Any student who is ill must seek permission to leave school from the main office. A parent, guardian or surrogate approved by the administration must give approval for an ill student to leave the school.

### ***Physical Exams***

Students in grades 7, 9, and 11 must have a physical examination performed by a physician prior to practice and competition in athletics. The physical examination is the responsibility of the student and his or her parent and is to be paid for by them.

Record of the examination must be submitted to the school and will be kept on file and reviewed by the coach prior to the start of any sport season. Students

shall not participate unless a record of passing a physical examination is on file with the school. Physicals must be on file prior to participation in athletics.

### ***Registration***

To attend Henley High School as a resident student, the student must live within the boundaries prescribed by the Klamath County School District with a parent or legal guardian. If the student is not a resident, he or she must obtain permission from the principal and the Klamath County School District office to attend. If the student resides in the Henley attendance area but not with his/her parent or legal guardian, there must be a notarized Power of Attorney submitted to the school.

During fall registration days, students will have the opportunity to confirm their schedules, pay school fees, and update any changes in address or phone numbers. In the spring, all students will be asked to select their classes for the next school year. Counselors will assist students in this procedure.

### ***Reports to Students and Parents***

HHS Website: access through: [www.kcsd.k12.or.us/](http://www.kcsd.k12.or.us/)  
Click on Schools, then Henley High School

Parents may access their students' grades, attendance, and discipline records through the Home Access Center. Parents are strongly encouraged to use the Home Access system, which is updated on a scheduled basis. The schedule is set at the beginning of the school year and available on the HHS website. Additionally, the link for the Home Access Center is available on the HHS website. Access codes are available at the beginning of the school year and from the guidance office. Progress reports are mailed out at the end of the each marking period (every six weeks.) Report cards are mailed out at the end of each semester.

### ***Rollerblades and Skateboards***

Rollerblades and skateboards are not permitted on school premises during regular school hours or at any school activities.

### ***Search & Seizure***

Refer to the *Student Rights and Responsibility Handbook* of the Klamath County School District.

### ***Technology***

The use of technology is an essential undertaking in order to prepare students for college and the work force. Because technology devices such as laptops and Chromebooks are expensive, it is critical that students exercise extreme care when handling them. If a student damages technology devices owned by the Klamath County School District, regardless of intent, that student will be held responsible for the damages.

### ***Telephone Use***

School phones are for staff and office personnel only. Students who must use a telephone for school business must get permission from the office before using the office telephones. Students who are ill and need to go home must call home from the office to get permission to leave.

Secretaries are not to accept telephone messages for students from anyone but parents or guardians. We expect parents to restrict their messages to family emergencies or unusual circumstances. Parents should communicate with their student outside school hours and not rely on office personnel to deliver messages. Messages from employers will not be delivered.

### ***Tobacco-Free Environment***

Tobacco use on school district property is prohibited.

### ***Transportation of Students***

A student being transported on district-provided transportation is required to comply with the rules listed in the school district's *Rights and Responsibilities* handbook. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action.

Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

### ***10-10 Rule***

All students will remain in class for the first and last 10 minutes of every class period. This means no student, including office aides, will be in the halls during the first and last 10 minutes. No student will be sent on an errand, to a locker for missing materials, to a counselor, to the office, or to deliver a message.

### ***Valuables***

Sizeable amounts of money or valuables carried by students should be checked into the main office before school to be placed in the safe until after school. Valuables should not be placed in PE lockers or hall lockers. The school will not be responsible for money, valuables, or clothing left in lockers. Students participating in sports should check money or valuables with coaches.

### ***Vehicles***

1. Student parking will be in front of the school on the southwest corner and perpendicular to the drive on the west side of the school (see map of school). Additional parking is available in the parking lot to the north and west of the tennis courts. No student motor vehicles will park anywhere else on school property without the express permission of the school administration.
2. Students are to register with the office if they plan on driving to school. Parking permits will be available in the main office. The parking permit fee is \$20.00. Students found parking without a permit will be fined \$20.00. This fine will include a parking permit.
3. Once arrived at school, students are to immediately exit the parking lot. Loitering in or around parked cars will not be allowed at any time.
4. Possible penalties for failure to register your car, to park in proper areas or to operate in a safe and law-abiding manner include, but are not limited to, loss of driving privileges, a fine, call to parents, towing of vehicle at owner's expense, and referral to the police.
5. Lewd, sexually suggestive, alcohol, tobacco or drug oriented, inciting, violent and profane statements on vehicles on school property are considered disruptive and are not allowed on school premises.
6. There are a limited number of parking spaces available. Permits will be issued on a first-come, first-served basis. Students must show their current driver's license to be eligible to purchase a parking pass.

### ***Video Surveillance***

Refer to the *Student Rights and Responsibility Handbook* of the Klamath County School District.

### ***Visitors***

No student guests will be allowed in the school during school hours. Guest speakers requested by teachers must check in with the main office and wear a visitor pass while in the school. Other visitors or guests are to check in at the office. For the protection of the school community, this policy will be strictly enforced. Persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain. Refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statements.

### ***Weapons***

Students shall not bring, possess, conceal, or use a weapon, a facsimile of a weapon, or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others on school property or at any school activity. Any student who violates these regulations will be subject to disciplinary action. Refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

### ***Withdrawal Procedures***

Students who are leaving school permanently must check out through the main office with notification from a parent. Students will be required to take a check out sheet to all of their teachers, turn in books, pay all fees and fines and clean their lockers. This can be an all-day process. Please plan in advance.