

FALCON HEIGHTS ACADEMY

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.

Website: <http://www.kcsd.k12.or.us>

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At Falcon Heights Academy, 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 Falcon Heights Academy, we extend a warm welcome to all new and returning students. We are looking forward to a positive and rewarding school year.

To help make this a successful year, we encourage you to attend class regularly and take full advantage of our teachers, learning facilitators and tutors.

The information that follows should assist you in understanding what is expected of you while attending Falcon Heights Academy. If you or your parents have questions or concerns, please call us at 883-6699.

Sincerely,

Joe Tacchini, Principal

SCHOOL BOARD AND ADMINISTRATION

Board of Directors

*Denise Kandra
Steve Lowell
Robert Moore
Jill O'Donnell
John Rademacher*

District School Administration (883-5000)

*Superintendent
Director of Personnel
Director of Secondary Curriculum
Director of Elementary Curriculum
Director of Special Education*

Building Administration (883-6699)

*Glen Szymoniak
Mark Greif
Jeff Bullock
Jennifer Hawkins
Laura Blair*

Principal

Joe Tacchini

Falcon Heights Academy reserves the right to make revisions to this handbook when deemed necessary by the school administration.

FALCON HEIGHTS ACADEMY FACULTY AND STAFF

ADMINISTRATIVE STAFF

| | |
|----------------------|-------------------|
| Principal: | Joe Tacchini |
| Registrar/Secretary: | Debbie Gardner |
| Secretary | Cassie Scott |
| Resource Officer: | Barry Phetteplace |

STAFF

| | |
|---------------------|--|
| Wayne Amos | Certified Teacher |
| Allison Brosterhous | Certified Teacher |
| Katrina Myers | Certified Teacher |
| Donald Scott | Certified Teacher |
| Michelle Pine | Certified Teacher |
| Steve Siders | Certified Teacher |
| Booie Mauch | Learning Facilitator/Academic Advisor |
| Alex Stork | Learning Facilitator/GED Instructor |
| Pete Whisler | Classified Tutor (Jr. High) |
| Brad Keffer | Learning Facilitator/Life Skills Advisor |
| Fred Ginestar | Head Custodian |

Falcon Heights Academy Schedule

| | |
|-------------------------|----------------------------|
| 8:45 a.m. – 10:00 a.m. | Block 1 |
| 10:05 a.m. - 11:30 a.m. | Block 2 |
| 11:30 a.m. - 12:00 p.m. | Lunch |
| 12:05 p.m. - 1:30 p.m. | Block 3 |
| 12:30 p.m. – 3:00 p.m. | GED |
| 1:35 p.m. – 3:00 p.m. | Block 4 |
| 3:30 p.m. – 5:00 p.m. | Block 5 Credit Recovery |

Falcon Heights Academy Basic Student Expectations

Classrooms

1. Use of personal electronic devices (for music) will be allowed at the discretion of the teacher, based on class performance and behavior.
2. Use appropriate language.
3. Students are to wear appropriate dress. See Dress Code and Grooming Standards.
4. Students are expected to put forth effort during designated work times.

Coming and Going

1. Parking in designated fire lanes is prohibited. Parking is allowed in FHA parking lot ONLY.
2. Excuse absences by parent phone call the day of the absence or by note the day the student returns.
3. Parents must contact the school before a student is permitted to leave school grounds.
4. Students should not be in the parking lot except when arriving to or leaving school.
5. Henley Elementary School, Henley Middle School, and Henley High School's parking lots and school grounds are off limits.

Attendance: Absences and Tardies

Absence Notification

Parents/guardians will be notified by the end of the school day if their child has an unplanned absence. The notification will be by telephone or another method identified in writing by parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Excused School Absences

Upon return to class, each student must be prepared for full participation in class.

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. 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 (O.R.S. 339.010, 339.030, 339.065). Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

Students that are at school and leave during the day must have parents notify the office. This is true whether students are transporting themselves or being picked up by parents.

Unexcused Absences

A student who is absent from school without permission will be considered truant and will be subject to disciplinary action including suspension and/or expulsion. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

Tardies

FHA staff believe 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.**

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.

Lunchroom

The lunchroom is operated by the school district to provide nourishing and inexpensive lunches. Students 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 see that it is cleaned up.
3. All cartons, wrappers, napkins and other debris are to be removed from the tables and deposited in the garbage can.
4. Unbecoming lunchroom behavior will result in loss of lunchroom privileges and/or work assignments.

Cell Phone Policy

Students may have cell phones with them, however, phones are not to be seen or heard in any classroom during instructional time. If they are seen or heard, the teacher will ask for the phone. If a student refuses to comply with a staff directive, he or she will be disciplined for defiance. Students can have their phones out before and after school and break and their lunch.

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

1st incident – phone will be confiscated and given back at the end of the day

2nd incident – phone will be confiscated and only returned to a parent or guardian.

Closed Campus

During school hours students may not leave campus unless parents have first contacted the school. Students will not be allowed to leave campus during lunchtime. Students who leave campus without permission will be considered truant and will not be allowed to return to school on that day.

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 complete course work. 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 (Lutheran Community Services)

A student assistance counselor may be available 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.

Discipline

Behavior/Attendance Contracts

In certain cases, contracts may be implemented 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.

Discrimination/Harassment

It is the policy of Klamath County School District, Falcon Heights Academy 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 nondiscrimination should contact the principal of Falcon Heights Academy or the superintendent of county schools.

Dress Code and Grooming Standards

Students are expected to use good judgment in selecting clothing to be worn to school. Extremes in dress or grooming that are physically revealing or become a disruptive influence are not allowed.

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, or offensive illustrations or slogans. The school administration will be the sole determiner regarding what is and is not appropriate.

No halters or revealing garments; this would include, but not be limited to, bare midriffs, shorts less than mid-thigh, and tube tops. Undergarments may not be exposed at any time. Excessively baggy pants will not be allowed. Pants must be tightly fitted at the waist.

For health and safety reasons, students are required to wear shoes and shirts at all times.

No solid red, solid blue or oversized clothing.

No sunglasses should be worn inside the buildings.

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.

Drugs, Alcohol, Tobacco

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

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 sounds 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 is given.

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 signal is given, then evacuate the building. Another signal will be given 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 administrator will authorize this exclusion upon written request of the parents.

Students will not be responsible for any of the material taught in that curriculum. 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 administration 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. Students who choose to take course work that is available through their resident school will be charged the cost of the class.

It is the policy of Klamath County School District and Falcon Heights Academy that students that turn 19 after September 1 will be charged the cost of all classes.

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.

All students must ride the bus to all school sponsored trips. Students will NOT be allowed to drive to activities in their vehicles.

Fighting

It is assumed that it takes two (or more) to fight and each party is equally guilty. Any fight may 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

Cheating and/or Plagiarism

1. A student caught cheating or plagiarizing on an assignment or test will receive a "zero" grade on the assignment/test.
2. The parents will be notified by phone or by mail.

Gangs

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

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 school 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.

Students who choose to take course work that is available through their resident school will be charged the cost of the class.

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 credit); and various electives (6), including a senior project for 1/2 credit, for a total of 24 credits.

Additionally:

Class of 2013: Must demonstrate proficiency in the essential skills:
Reading and Writing.

Class of 2014 and above: Must demonstrate proficiency in the essential skills:
Reading, Writing, and Math

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.

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.

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 a 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.

Insurance

At registration, 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).

Lost and Found

The lost and found is located in the lunchroom. Please check there for lost articles. Found articles should be turned in to the office immediately. Articles not claimed after a 30-day period will be discarded. Books will be returned to the appropriate classroom.

Lunch/Breakfast Program

Falcon Heights is participating in the National School Breakfast and Lunch Programs called the Community Eligibility Provision(CEP) for the school year 2018/2019. All enrolled students of Falcon Heights Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2018/2019 school year. No further action or application is required.

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 and in between the school buildings and the Henley campuses are off limits.

Permits to Leave School

Any student wishing to leave school before the end of the school day must check out in the 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 office. A parent, guardian or surrogate approved by the administration must give approval for an ill student to leave the school – even if a student is 18 years of age.

Registration

To attend Falcon Heights Academy students must have a referral from their resident school and 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 administration and Klamath County School District office to attend.

Reports to Students and Parents

Falcon Heights Academy provides progress reports at each grading period and holds conferences twice a year at which time learning facilitators share information regarding student progress.

FHA Website: Go to www.kcsd.k12.or.us
Click on Schools, then Falcon Heights Academy.

Skateboards

Skateboards may not be used on school grounds at any time.

Telephone Use

School phones are for staff and office personnel only. 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 of 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.

Vehicles

1. Student parking will be in the FHA parking lot, which is north 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 \$10.00. Students found parking without a permit will be fined \$10. This fine will include a parking permit.
3. 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 permit.
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. 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.
6. Excessive engine noise is prohibited.
7. 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.
8. Students should be cautious when entering and leaving the parking lot areas.

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 and other visitors must check in with 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 office with notification from a parent. Students will be required to take a check out sheet to teachers, turn in books, pay all fees and fines.