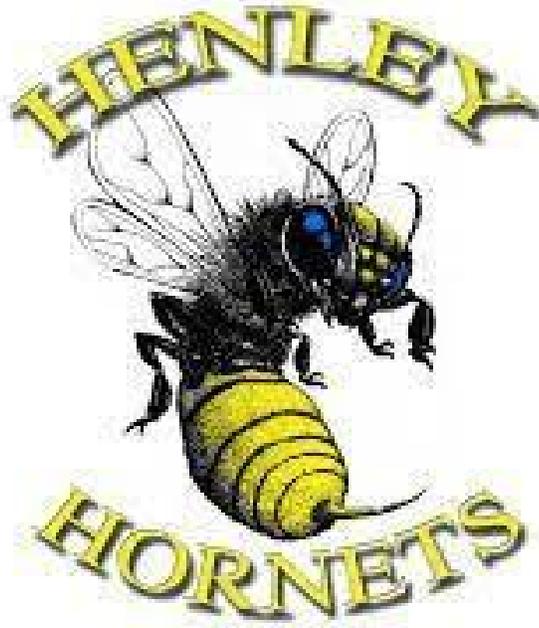


Henley High School



2024-2025

Student/Parent Handbook
KCSD Student Rights and Responsibilities

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*For a complete list of faculty, staff, and student body officers, please visit our HHS website.

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. We encourage you to attend classes regularly and get involved in various activities that we offer here. Visit our website at www.kcsd.k12.or.us/schools/henley-high/ for more information. Please let us know if you have questions or concerns; we are here to help you.

Sincerely,

*Jesse Hamilton
Principal HHS
541-883-5040*

School Song

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

*Here's the 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 & Gold
League: Skyline
Mascot: Hornet
Yearbook: La Vista

HHS BELL SCHEDULES

Bell Schedule (Monday / Wednesday)

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		

*Classes are 51 minutes long; lunch is 31 minutes long.

Tutorial Bell Schedule (Tuesday / Thursday)

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 5B	12:17-1:04	Lunch B	1:04-1:34
Lunch A	12:12-12:42	Period 5A	12:47-1:34
Period 6	1:39-2:26		
Period 7	2:31-3:18		

*Classes are 47 minutes long; tutorial & lunch are 30 minutes long.

Professional Development (Friday)

Early Bird	7:18-8:00		
Period 1	8:15-8:57		
Period 2	9:02-9:44		
Break	9:44-9:49		
Period 3	9:54-10:36		
Period 4	10:41-11:23		
Lunch A	11:23-11:54	Period 5A	11:59-12:41
Period 5B	11:28-12:10	Lunch B	12:10-12:41
Period 6	12:46-1:28		
Period 7	1:33-2:15		
Professional Dev.	2:15-3:45		

*Classes are 42 minutes long; lunch is 31 minutes long.

Fees

Materials that are part of the basic educational program are provided without charge to students, with the exception when students may keep the material(s). Students are expected to provide their own supplies of pencils, paper, erasers, pens, and notebooks, etc.

Student Body Card <i>with</i> Activity Sticker	25.00
Replacement Student Body Card	5.00
Hall Lock	7.00
PE Lock	7.00
Athletic Lock	7.00
Lunch	Free 2023-24 School Year
Extra-curricular Activity Participation Fee	25.00 (per activity)
Athletic Participation	100.00 (per sport, max \$400 per family)
Yearbook	55.00
Senior Congratulatory Ad	45.00
Parking Permit	20.00
Parking Permit Replacement	5.00
Fee for Parking Violation	20.00

- No diplomas will be issued until fees are paid.
- A receipt for payment of fees will be given to each student.

ATHLETIC AND CLUB PARTICIPATION FEES ARE DUE PRIOR TO PARTICIPATION

No student will be able to play or practice 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

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, and a grade check prior with no F grades.

It is the responsibility of students to check with their teachers on any pre-arranged absence to obtain their assignments before leaving, including field trips and athletic events. Each student will be responsible for making up the work, and they will work with their teachers to ensure it is completed.

Parents or guardians must call in an explanation the morning of any absence. Excused absences include sickness, doctor appointments, or emergencies. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy.

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. *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 a student is 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 the 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 student receives an unexcused "admit slip" they will be subject to the following policy:

1ST 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.

2ND Tardy - Lunch detention

3RD Tardy - Lunch detention-Letter sent home

4TH + Tardy - Students will be subject to discipline including detention, Wednesday school, suspension, up to and including expulsion, denial and/loss of privileges and/or referral to law enforcement.

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.

Henley Tutorial Program

Tutorial Period on **Tuesday** and **Thursday** 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 will be allowed to leave their regular tutorial by following the steps below:

- Prior to the tutorial period, students must sign up with the teacher with whom they wish to spend the tutorial.
- All students will report to their selected tutorial class following the 3rd period. It should take no more than 3-4 minutes to arrive at their tutorial.
- Students must stay in their tutorial classroom for the remainder of that day’s tutorial.
- Teachers will need to check students against the POWER list if they are offering a POWER tutorial.
- There should be no hall passes during the tutorial.

Student Expectations

Classrooms

- Food, drink, and hats in classrooms are at the discretion of the teacher.
- NO FOOD OR DRINK IN COMPUTER LABS OR LIBRARY!
- No use of cell phones or earpods, except if used in the lesson.
- Use appropriate language.
- Students are to wear appropriate dress. See Dress Code.
- Students put forth effort during designated work times.
- No backpacks in class.
- Be respectful.

Hallway

- Students are to have hall passes when in hallways.
- Use appropriate language.
- No public displays of affection, limited to holding hands, brief hugging, and a quick kiss.
- Allow room in the hallway for others to get by.
- Keep voice at appropriate level.
- Put trash in trash receptacles.
- Only one student is allowed to go to the restroom at a time, per classroom.
- Students on the “No Fly” list are not allowed to leave the classroom without an escort.

Parking

- Parking at Henley is a privilege, not a right. Please buy a parking pass.
- 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.
- Students are not to be in the parking lot except when arriving at or leaving school.
- Drive safely and slowly on campus!

Bulletin Boards and Announcements

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

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:

- "Cutting in" or other discourteous conduct in the waiting lines is not allowed.
- Spilled food or dropped food wrappers are sometimes unavoidable, but when it happens it is the student's responsibility to see that it is cleaned up.
- Trays and silverware are to be returned to the dishwashers' window.
- Unbecoming cafeteria behavior will result in loss of cafeteria privileges and/or work assignments.
- 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.

Cell Phone/Earbud Policy

Students may have cell phones/earbuds with them or in their locker; however, phones/earbuds are not to be **seen or heard** in any classroom or hallway during instructional time, unless the teacher is using them as a part of a lesson. If they are **seen or heard**, the teacher will ask for the phone/earbuds and turn them into the office. If a student refuses to comply with a staff directive, he or she will be disciplined for defiance. Students can have their phones/earbuds out before and after school, during passing time, break and their lunch. The following consequences will be in effect for students whose phones/earbuds are confiscated:

- **1st warning** – phone/earbuds will be confiscated and given back at the end of the day
- **2nd warning** – phone/earbuds will be confiscated and only returned to a parent or guardian, and the student will receive a lunch detention
- **3rd warning**- phone/earbuds will be confiscated and only returned to a parent guardian, and the student will receive a Wednesday school.
- **4th warning +** – phone/earbuds will be checked in with the office in the morning before school and returned to the student at the end of the school day.

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. Students are not allowed to “order in”, using delivery services.

Cheating and/or Plagiarism

- A student caught cheating or plagiarizing on an assignment or test will receive a "zero" grade on the assignment/test.
- The parents will be notified by phone or by mail.
- A written record will be kept on file in the vice-principal's office.
- A repeat violation of cheating on a test or assignment may result in a failing grade for the semester, and other disciplinary action.
- Students must remove Smartwatches during exams, as requested by the teacher.

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. 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. For a complete list of clubs and organizations available at HHS, please see our website.

Computer Use

Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. 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:

- Sending or displaying offensive messages or pictures; e.g., sexual, drug, violence or alcohol related messages.
- Using obscene language.
- Harassing or insulting others.
- Damaging computers, computer systems, or computer networks.
- Attempting to circumvent security programs established on networks.
- Violating copyright laws.
- Using others’ passwords.
- Trespassing in others’ folders, work, or files.
- Employing the network for commercial purposes.
- Use of VPNs will result in loss of Chromebook/Computer privilege.

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. See the *KCSD Student Rights and Responsibilities* handbook for Chromebook policy.

Counseling and Credit by Exam–See Henley High Curriculum Guide

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:

- Students are not permitted to leave and re-enter the building.
- Dancing that simulates sex or is graphically sexual in nature will not be allowed.
- Students must be registered HHS students for all non-formal dances.
- Students who wish to bring guests to winter formal and Prom 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.
- Students not yet in high school are not permitted to attend high school dances or social events; nobody 20 or older will be admitted without prior approval by HHS admin.
- Students must be at **formal** dances within the first hour; **after game** dances within the first 20 minutes; or as determined by the administration.
- Breathalyzers may be used at school activities as defined by the administration
- Students who have earned major referrals within three weeks of the dance will not be permitted to attend.
- Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

Discrimination/Harassment

Please see *Klamath County School District's Student Rights and Responsibilities* handbook, located online.

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. Students who are asked to change must do so. 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 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. 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 weather causes school closure or a delayed opening, the District will post on the KCSO website emergency information. Schools will also send out a One-Call notifying parents and students of the closure, and announcements made on local radio stations.

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 due to being disabled physically or mentally to complete the curriculum. 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:

- Employed full-time;
- Employed part-time and enrolled in school part time;
- Enrolled in a community college or 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.

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. Grade checks will be conducted.

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 written parent permission on the Student Self Transportation form, located in the office. 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

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

Gangs

Please refer to the Klamath County School District's *Student Rights 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.

- The Pass/No Pass 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.
- Pass/Fail will be given for semester grades only.
- A Pass/Fail will impact the student's GPA if the student does not pass. If the student does not pass, he or she will receive an "F" grade for the course.
- 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.
- 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 and Graduation Requirements

Please see Henley High School's Curriculum Guide

HIV/HBV/AIDS Policy

As a general rule, an infected student is entitled to remain in a regular classroom setting and is eligible for all rights, privileges and services as provided by law and board policy. The district recognizes that no obligation exists to report an HIV or HBV condition diagnosis to the school. If the school is informed, law prohibits the school from releasing information unless the infected person or a parent gives permission for such release.

If such information is divulged and the student continues to attend school, the school will meet with the infected individual or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

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 will be responsible for making up the work when they are absent, and they will work with their teachers to complete it. Per teacher policies, there may be consequences for late work.

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). Chromebook insurance is also available, as lost, stolen, broken, or vandalized Chromebooks and their chargers must be replaced.

Lettering

Varsity or junior varsity letters will only be issued to those sports or activities recognized (officially) by the Oregon School Activities Association (OSAA). The OSAA website (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. Reference books 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, 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. 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. 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 outside of the cafeteria. Please check there for lost articles. Found articles should be turned in to the office immediately. Articles not claimed after a three-week period will be discarded. Books will be returned to the library or the appropriate classroom.

Lunch/Breakfast Program

USDA Non-Discrimination Information

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

Local Free language assistance, auxiliary aids, and/or accommodations are available upon request. Please contact Beth Clark at (541)851-8763 or clarkb@kcsd.k12.or.us

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Ave SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider

KCSD policy EFAL states “Students who desire a second meal...will be assessed the full price of the second meal”.

Fruits and vegetables are available at no charge; additional milk is \$ 0.50 per carton. K – 8th grade students may purchase a second entrée, depending on production, for \$1.00. This is to discourage waste.

For grades 6th-12th, depending on production, some second entrees may be made available at no charge.

Klamath County School District has adopted the “Offer Versus Serve” option for breakfasts and lunches served to students under the School Breakfast Program and the National School Lunch Program. The option states that schools must offer students at least four food items from three meal components (grain/meat/meat alternate, fruit, and 2 flavors of fluid milk) for breakfast and all five meal components (grain, meat/meat alternate, fruit, vegetable, and 2 flavors of fluid milk) for lunch. Students are required to take 3 food items for breakfast, one being a fruit, and 3 different meal components for lunch, one being a fruit/vegetable, for the meal to be eligible for state reimbursement. If the student chooses to not take a complete reimbursable meal, the student's meal accounts will be charged the board-approved rate for individual items.

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 west 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 parents and is to be paid for by them.

Records 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.

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

Parents may access their students' grades, attendance, and discipline records through PowerSchool SIS on the District's website: www.kskd.k12.or.us. . Parents are strongly encouraged to use this system, which is updated on a scheduled basis. Access codes are available from the guidance office. Progress reports are mailed out at the end of 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.

Tobacco, Drug, and Alcohol-Free Environment

Any tobacco, drug, or alcohol 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.

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.

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. Refer to the Klamath County School District's *Student Rights and Responsibilities* handbook.

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. Refer to the Klamath County School District's *Student Rights and Responsibilities* handbook.

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 their teachers, turn in books, pay all fees and fines and clean his or her locker. This can be an all day process. Please plan in advance.

Discipline Procedures

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.

- The contracts shall be in writing and agreed to by the student, a parent and an administrator.
- 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.)
- 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. 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 work with their teachers to turn in assignments in a timely manner.

GO HORNETS!!!

