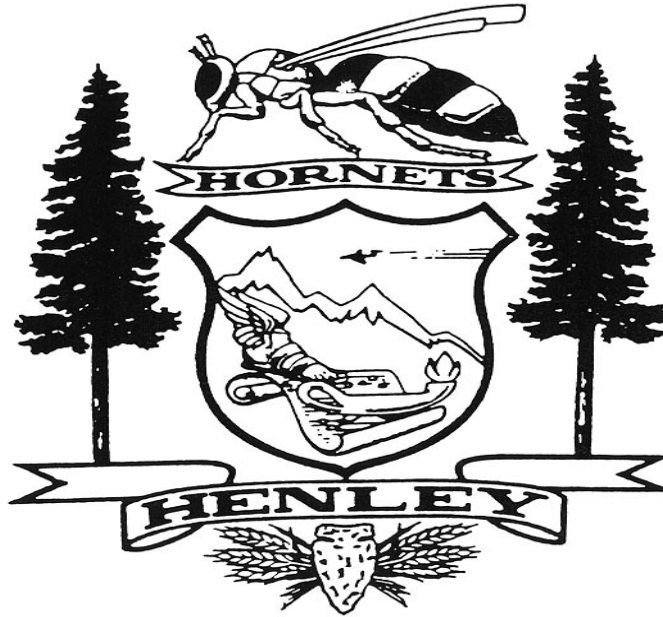


HENLEY HIGH SCHOOL

2008



2009

PARENT/STUDENT HANDBOOK KCSD ATHLETIC 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>

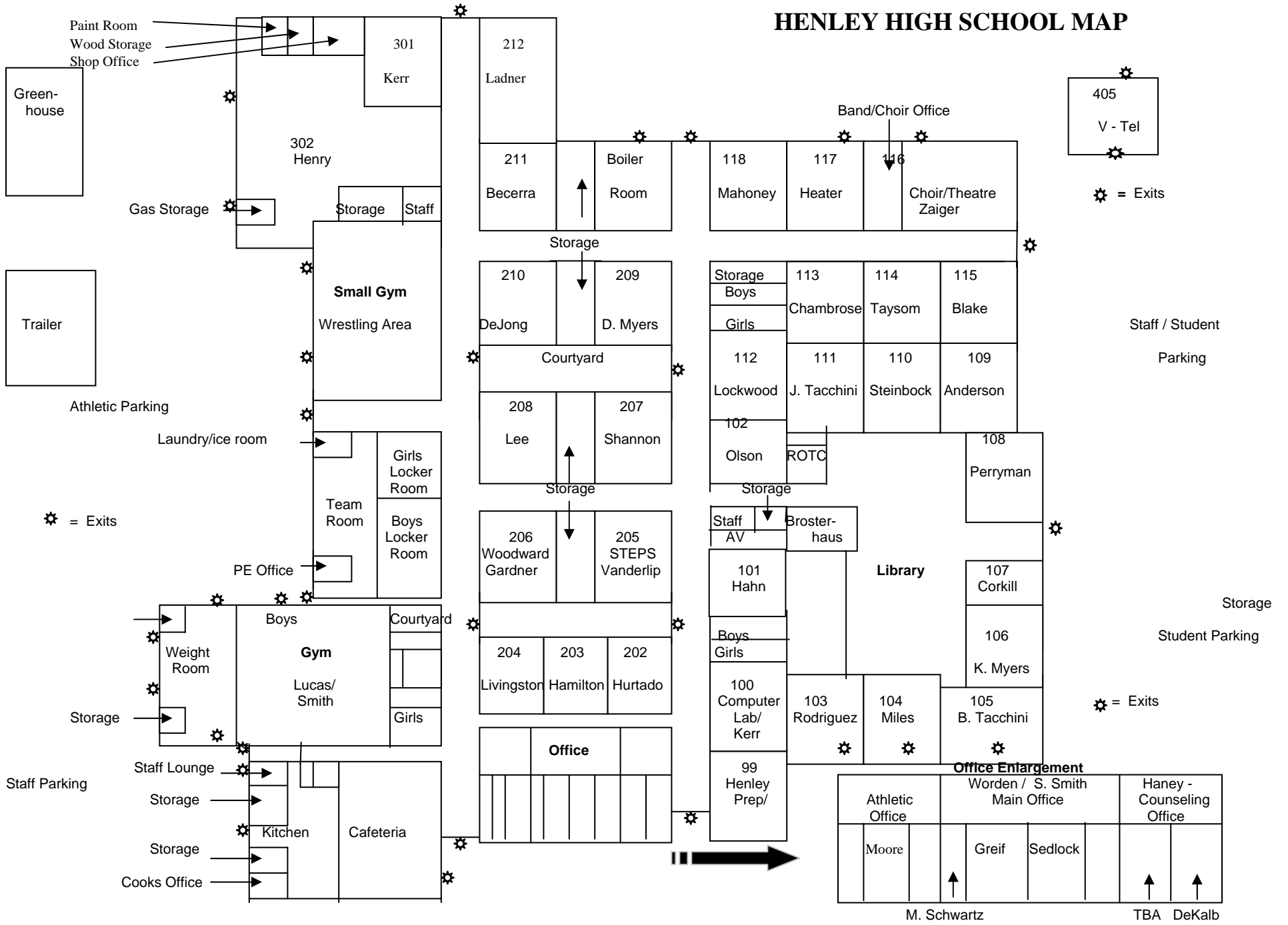
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*KCSD Athletic Handbook and
Activities Policy*

*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,

Mark Greif, Principal

SCHOOL BOARD AND ADMINISTRATION

Board of Directors

*Lori Baley
Steve Lowell
John Rademacher
Chris Volk
Gary Weldon*

District School Administration (883-5000)

<i>Superintendent</i>	<i>Greg Thede</i>
<i>Director of Personnel</i>	<i>Paul Poestch</i>
<i>Director of Curriculum</i>	<i>Doug Smith</i>

Building Administration (883-5040)

<i>Principal</i>	<i>Mark Greif</i>
<i>Vice Principal, Activities</i>	<i>Jennifer Sedlock</i>
<i>Vice Principal, Athletics</i>	<i>Todd Moore</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: Mark Greif
Vice Principal/Activities: Jennifer Sedlock
Vice Principal/Athletics: Todd Moore
Counselor: Kari DeKalb
Counselor: To be announced
Counseling Secretary: Jennifer Haney
Principal's Secretary: Sarah Smith
Attendance Secretary: Kevin Worden
Bookkeeper/Secretary: Maribeth Schwartz
Resource Officer: Deputy Alan Peters

TEACHING STAFF

Ken Anderson	Social Studies	Pete Lucas	Physical Education
Carlos Becerra	Art	Annette Mahoney	Special Education
Meredith Blake	Language Arts	Allan Miles	Language Arts
Bob Chambrose	Language Arts / French	Dave Myers	Science
Jeff Corkill	Health	Katrina Myers	Language Arts
Helena DeJong	Science	Brittany Olson	Language Arts
Sgt. Ken Gardner	Jr ROTC	Don Perryman	Social Studies
Dee Hahn	Mathematics	Leslie Rodriguez	Language Arts
Jesse Hamilton	Mathematics	Chuck Shannon	Biology
David Heater	Instrumental Music	Brad Smith	Physical Education
Kris Henry	Tech Education	Dennis Steinbock	Social Studies
Molly Hurtado	Mathematics	Bob Tacchini	Language Arts
Brad Kerr	Business	Joe Tacchini	Social Studies
Melissa Ladner	Agriculture	Bob Taysom	Spanish
Jack Lee	Science	Col. John Woodward	Jr ROTC
Lou Livingston	Mathematics	Wayne Zaiger	Choral Music
Jim Lockwood	Special Education/Dean		

CAFETERIA STAFF

Mariann Zimmer	Cook Manager
Jerilyn Blofsky	Assistant Cook
Anita Fletcher	Cafeteria Helper
Cheryl Newell	Cafeteria Helper
Linda Ernst	Cafeteria Helper
Millie East	Cafeteria Helper
Patty Roach	Cafeteria Helper

CUSTODIAL STAFF

Dale Miller	Head Custodian
Dave Williams	Custodian
Bill Schroeder	Custodian
Marsha Shadley	Sweeper
Pam Lowther	Sweeper

Henley Student Government

Student Body Officers

President	Stephanie Matheson
Vice President	Marissa Valenzuela
Secretary	Jessica Giden
Treasurer	Jenna Kennedy

Senior Class Officers

President	Katie Waugh
Vice President	Brian Bailey
Secretary	Katie Wilson
Treasurer	Steven Wedan

Junior Class Officers

Co-Presidents	Ellie Pohl
Vice President	Jordan Doke
Secretary	Clair Whitmore
Treasurer	Joel Walden

Sophomore Class Officers

President	Travis Mortenson
Vice President	Dalton Murillo
Secretary	To be announced
Treasurer	To be announced

Freshman Class Officers

President	To be announced
Vice President	To be announced
Secretary	To be announced
Treasurer	To be announced

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
Newspaper:	Hornets' Buzz

STUDENT ACTIVITIES

Sports:

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

Jim Lockwood
Chuck Shannon
Bob Freirich
Lupe Gonzales
Carly Fullerton
Kris Henry
Jack Lee
Shannon Carlson
Tim Cleland
Ruth Strauch
Ron Smith
Jeff Corkill
Dave Myers
Dan Zimmer

Clubs:

Chess Club
Drama
Equestrian Team
FBLA
FFA
National Honor Society
Hornets' Buzz Newspaper
Cheerleading
Student Council
Yearbook
Key Club
Ski Club
Art Club

Allan Miles
Meredith Blake
Phyllis Shidler
Brad Kerr
Melissa Ladner
Helena DeJong
Katrina Myers
Catherine Short
Bob Chambrone
Katrina Myers
Ken Anderson
Lou Livingston
Carlos Becerra

Henley High School Bell Schedules

Regular Schedule Lunch

Period 1	8:14	-	9:03
Period 2	9:07	-	9:56
Break	9:56	-	10:02
Period 3	10:06	-	11:09
Announcements	10:06	-	10:08
Literacy	10:08	-	10:20
Instruction	10:20	-	11:09
Period 4	11:13	-	12:02
Lunch A	12:02-12:32	Period 5A	12:36-1:25
Period 5B	12:06 -12:55	Lunch B	12:55-1:25
Period 6	1:29	-	2:18
Period 7	2:22	-	3:11

Late Start Schedule

Period 1	9:45	-	10:25
Period 2	10:29	-	11:08
Period 3	11:12	-	11:51
Lunch A	11:51-12:21	Period 4A	12:25-1:04
Period 4B	11:55-12:34	Lunch B	12:34-1:04
Period 5	1:08	-	1:47
Period 6	1:51	-	2:29
Period 7	2:33	-	3:11

Morning Assembly Schedule

Period 1	8:14	-	9:00
Period 2	9:04	-	9:50
ASSEMBLY	9:54	-	10:16
Break	10:16	-	10:22
Period 3	10:26	-	11:12
Period 4	11:16	-	12:02
Remainder of day	Regular Schedule		

Afternoon Assembly Schedule

Period 1 - 4	Regular Schedule		
Lunch A	12:02-12:32	Period 5A	12:36-1:16
Period 5B	12:06-12:46	Lunch B	12:46-1:16
Period 6	1:20	-	2:00
Period 7	2:04	-	2:44
ASSEMBLY	2:48	-	3:11



Henley High School Basic Student Expectations

Classrooms

1. No food or drink in classroom, except for water.
2. No use of personal electronic devices without teacher permission.
3. Use appropriate language.
4. Students are to wear appropriate dress.
5. Students put forth effort during designated work times.
6. No cell phones.

Hallways

1. Students are to have hall passes when in hallways.
2. Use appropriate language.
3. No running or horseplay.
4. No public displays of affection.
5. Allow room in the hallway for others to get by.
6. Keep voice at appropriate noise level.
7. Put trash in trash receptacles.
8. No cell phones.

Coming and Going

1. No students are to park in the visitor parking in front of the school.
2. Do not park in designated fire lanes.
3. Excuse absence by parent phone call or note the day of returning to school.
4. Parents must contact school before a student is permitted to leave school grounds.
5. Students are not to be in the parking lot except when arriving to or leaving school.

Cafeteria

1. If you spill food or drink, clean it up, or report it so it can be cleaned up.
2. Put up your tray and utensils.
3. No cutting in line.
4. No throwing food.

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. 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 teachers and counselors consent be placed in a course more appropriate to the students' ability level. This policy does not pertain to students who have enrolled in courses against both the counselor and teacher's recommendation.

Students will be enrolled using the following guidelines:

- | | |
|------------------|--|
| 9 th | Must be enrolled in 7 courses, 7 of which are graded with the A-F system |
| 10 th | Must be enrolled in 7 courses, 6 of which are graded with the A-F system |
| 11 th | Must be enrolled in 6 courses, 5 of which are graded with the A-F system |
| 12 th | Must be enrolled in 5 courses, 4 of which are graded with the A-F system |

Juniors and Seniors that choose to take less than seven classes are responsible for making certain that doing so will not adversely impact their chances for graduation. Students not enrolled in seven classes are not to be on school grounds when they do not have a class. Exceptions to the number of courses required can be made for, but are not limited to, physician prescriptions, concurrent enrollment in OIT or Klamath Community College. Exceptions must be approved by administration.

Athletic Participation Fees

In order that the district maintain an interscholastic athletic program, students will be assessed a \$75.00 (per sport) fee to participate in district-funded and approved sports programs. Participation fee deadlines are:

Fall Sports: The third Friday in September
Winter Sports: The third Friday in December
Spring Sports: The third Friday in April

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.

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 note 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 that 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.

Our automatic calling system will be programmed to call each evening on any student with one or more unexcused absences that day. This is a reminder to the parent to call the school to either verify the absence or to excuse the absence by written explanation or phone conversation.

Tardies

Any student who is not in his or her classroom when the tardy bell rings is considered tardy. Tardiness is excused only if the student brings a pass from the office or a staff member. Students arriving to class are expected to remain there. Students may choose to leave the classroom with teacher permission can have it counted as a tardy. Four tardies will result in the student being assigned a lunch detention. Subsequent tardies will result in being assigned a Saturday or Wednesday School. Arriving later than 10 minutes late to a class period constitutes an absence. Please refer to the Klamath County School District's *Student Rights and Responsibilities* handbook for the complete policy statement.

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 read to all students over the intercom and will be posted on 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 five days.

Cell Phone Policy

Students may have cell phones with them or in their locker, however, phones are not to be seen or heard in any classrooms at anytime. If they are seen or heard, 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 discipline for defiance. Students can have their phones out before and after school, during break, and during their lunch.

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

- 1st warning – phone will be confiscated and given back at the end of the day.
- 2nd warning – phone will be confiscated and only returned to a parent or guardian.
- 3rd warning - phone will be confiscated and only returned to a parent or guardian.

There may be also be additional disciplinary consequences.

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.

Communicable Diseases

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;
- Stiff neck or headache with fever;
- **Any** rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever.
- Skin lesions that are “weepy” (fluid or pus-filled);
- Colored drainage from eyes;
- Brown/green drainage from nose with fever of greater than 100.5;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- 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.

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:

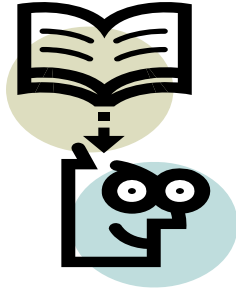
1. Sending or displaying offensive messages or pictures; e.g., sexual, drug, violence or alcohol related messages.
2. Using obscene language.
3. Harassing or insulting others.
4. Damaging computers, computer systems, or computer networks.
5. Attempting to circumvent security programs established on networks.
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 Henley counselors provide assistance in scheduling classes as well as aiding 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 several days a 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 (3) 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. Students must be registered HHS students.
3. 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.
4. 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 the dance within the first hour, 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.

Saturday and Wednesday School

Saturday and Wednesday School are designed as alternatives to suspension from school. The benefits of Saturday or 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.

- Saturday/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 superintendent of county schools.

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

Dress and Grooming

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.

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.

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.

The wearing of hats in school has created problems and has interfered with the educational process. Therefore, hats will not be worn inside classrooms 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.

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.

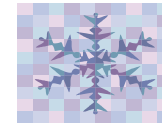
Drugs, Alcohol, Tobacco

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.

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
PE Uniform (T-Shirt & Shorts)	15.00
PE Sweatshirt	20.00
PE Sweatpants	15.00
Lunch	2.60
Shop Fee	10.00
Shop Glasses / Ear Plugs	5.00
Art Supply Fee	10.00
Student Body Card	15.00
Replacement Student Body Card	5.00
Yearbook	50.00
Activity Participation Fee	25.00 (per activity)
Athletic Participation	75.00 (per sport)
Parking Permit	15.00
Parking Fine	20.00
ROTC Supply Fee	5.00
Choir Uniform Fee	15.00
Band Uniform 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. Students attending field trips must have a 2.0 GPA in their most recent grading period

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/Plagiarism/Cheating

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.
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 of cheating on a test or assignment may result in a failing grade for the semester, 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/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.
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	Library Science
Office Aide	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 25 credits. The state of Oregon requires all students to complete a certain series of courses.

A student in the regular high school program is required to complete the following courses: Language Arts (4 credits); Mathematics (2 credits)*; Science

(2 credits); U.S. History (1 credit); Global Studies (1 credit); Government (1 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 (1 credit); and various electives for a total of 25 credits.

*Graduating class of 2010 and beyond must have three credits of mathematics to graduate.

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.

To receive a Henley High School diploma students must be enrolled in and pass Senior English and complete the Henley Senior Project.

Hall Passes

Any student who is out of class for any reason during the class period must have permission from their teacher and a signed hall pass. Students will not be allowed access to the halls during the first twenty 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 affect 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 541-883-5000.

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 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

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school will attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain at school, or the injury requires 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

Refer to the Klamath County School District Rights and Responsibility section of this handbook.

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) 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 tapes 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

Refer to the Klamath County School District Rights and Responsibility section of this handbook.

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

Parents may request progress reports in the counseling center. Progress reports are mailed out once every two weeks. Parents need to make a new request each semester. Progress reports are only available to students that received a D or F during the previous grading period. Parents are encouraged to use the PASS system in which a students' grades can be accessed online. Call the guidance office for your child's access code.

Rollerblades and Skateboards

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

Telephone Use

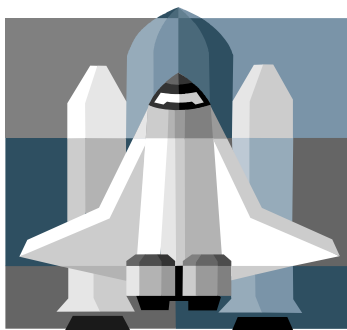
School phones are for staff and office personnel only. Students who must use a telephone for school business must get permission from the office before using the office telephones. Students who are ill and need to go home must call home from the office to get permission to leave.

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.

Twenty-Minute Rule

All students will remain in class for the first 20 minutes of every class period. This means no student, including office aides, will be in the halls during the first 20 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. If there is an emergency, an adult will pick up the student from the classroom.

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). 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 \$15.00. 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.

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 his or her 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.

Code of Conduct for Athletics

An eligible student must maintain all minimum academic and behavior standards as described in Klamath County School District policy.

Athletic policy will be in effect for throughout the entire OSAA calendar year at Henley High School. Each sport at all levels will follow rules set forth by Henley High School and the Klamath County School District. Every participant and their parents/guardians will be given a copy of these rules at the beginning of the season to read and sign. The rules will also be discussed with the student-athletes and parent/guardians at a meeting at the beginning of each sports season.

General Rules and Comments

1. An athlete must have a completed physical and insurance card on file with the coach prior to the first official practice. The physical exam policy is that students will have physicals in grades nine and eleven.
2. An athlete must comply with the current OSAA policy regarding scholastic achievement in order to participate in a sport. An eligible student is one who is enrolled in school, attending regularly and passing in subjects equivalent to at least five (5) credits of work - one (1) credit equals one-half (1/2) unit - and who during the immediately preceding semester was enrolled in school, attending regularly and passed subjects equivalent to at least five (5) credits of work.
3. In accordance with KCSO Policy, an athlete must be in school the entire day in order to practice or play in a game. Any conflicts that arise must be prearranged through an administrator.

4. An athlete's behavior during the school day may be cause for disciplinary action on the team. Prior to any sanction, a face-to-face warning will be given to the athlete and a referral will be sent to the coach. If the behavior does not change, the athlete may be suspended from practices, games, matches or meet competition until the unsatisfactory citizenship changes.
5. An athlete who is dropped from a sport for disciplinary reasons may not participate in an organized off-season program for another sport. An athlete who quits a sport after the first ten (10) scheduled practice sessions may not go out for another sport during the same season or participate in an organized off-season program without consent of the Athletic Director.
6. The next sports season begins when the last regular season contest of the previous season is over.
7. No athlete may begin working out for another sport while his current season is still in progress, without the consent of the in-season coach.
8. Any violations of conduct which are deemed unbecoming on an athlete at Henley High School by the coaching staff and administration and which are not specifically covered in this policy may be acted upon by coaches and/or administration in accordance with due process procedures.

Illegal Drugs, Alcohol and Tobacco Policy

Henley High School will fully enforce all policies related to the use of illegal drugs, alcohol, and tobacco as set forth by the Klamath County School District.

THIS POLICY IS INTENDED TO BE APPLIED OVER THE ENTIRE FOUR-YEAR ENROLLMENT OF EACH HIGH SCHOOL STUDENT. THE RECORD IS NOT ERASED AT THE END OF EACH SCHOOL YEAR. IT IS CUMULATIVE.