

# KLAMATH UNION HIGH SCHOOL



## ***Student/Parent Handbook*** ***2017-2018***

Revised June 12, 2017



### **CO-PRINCIPALS' WELCOME & MESSAGE**

Welcome to Klamath Union High School! WE ARE KU and we are committed to helping you have a successful and enjoyable experience at high school. This student handbook is a resource for you and your family. You should keep this handbook where you can refer to it. Please encourage your parents or guardians to familiarize themselves with its contents.

This year we are moving to a Co-Principal model. Charlene Herron will continue in her fourth year as a principal and 29<sup>th</sup> year at KUHS. Tony Swan is returning to KU as Co-Principal after formerly serving as a school counselor and elementary principal the last sixteen years with Klamath Falls City Schools. He has extensive experience with AVID (Advanced Via Individual Determination) and promoting school wellness, and we look forward to him sharing this at KU.

Klamath Union High School has a long tradition of excellence. Every year we endeavor to find new ways to meet the needs of all of our students. Please take a look at the excellent college experiences we offer our student body from OIT Liberal Arts Academy to KCC career pathways. We pride ourselves on our diverse student body and know that KUHS has something for everyone! Please take the opportunity to find the activities and programs that will make your high school experience all it can be.

The school's administrative staff is eager to discuss your high school program with you or answer any questions you may have about KUHS. Your counselor is also a primary resource and available to guide you.

We have loved opening up the new Health and Wellness wing this past school year and look forward to opening the new academic portion of our building next fall 2018. Welcome to KU, the 2017-2018 school year is going to be terrific!

**Mrs. Charlene Herron**  
Co-Principal

**Mr. Tony Swan**  
Co-Principal

**Table of Contents**

**CO-PRINCIPALS' WELCOME & MESSAGE ..... 2**

**ADMINISTRATIVE STAFF ..... 7**

**KLAMATH FALLS SCHOOL BOARD OF DIRECTORS ..... 7**

**DISTRICT ADMINISTRATION - PHONE: 883-4700 ..... 7**

**NONDISCRIMINATION POLICY ..... 7**

**KUHS BUILDING TELEPHONE NUMBERS & HOURS ..... 8**

**SCHOOL RESOURCE OFFICER..... 8**

**HELP-WHERE TO GO – WHAT TO DO .....11**

**GENERAL INFORMATION.....12**

*Registration ..... 12*

*ADA and 504 Compliance Notice..... 12*

*Americians with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 Compliance Notice..... 12*

*Armed Service Recruiters..... 12*

*Assemblies ..... 12*

*Bookkeeper ..... 12*

*Buses ..... 12*

*Cafeteria/Student Commons..... 13*

*Controlled Campus Policy ..... 13*

*Emergency Procedures ..... 14*

*Emergency and Fire Drills..... 14*

*Free and Reduced Meals..... 14*

*Fees ..... 14*

*I.D. Cards..... 14*

*Insurance ..... 15*

*Library Guidelines..... 15*

*Library Schedule..... 15*

*Off-Limit Areas ..... 15*

*Posters..... 15*

*Scholastic Dishonesty ..... 15*

*School Internet/Computers (Hacking)..... 15*

*Snow Day or Other Unforeseen Closures..... 15*

<i>Student Involvement with Questionnaires and Contests</i> .....	16
<i>Textbooks and P.E. Equipment (Materials loaned to students)</i> .....	16
<i>Use of School Building</i> .....	16
<i>Vehicles on Campus</i> .....	16
<i>Video Camera Surveillance System</i> .....	17
<i>Visitors/Visitor Passes</i> .....	17
<i>Air Quality Index</i> .....	17
<i>Nutrition Promotion and Nutrition Education</i> .....	17
<i>Communicable Diseases</i> .....	17
<i>HIV, HBV, AIDS - Students</i> .....	18
<i>Illness – Injury</i> .....	18
<i>Immunizations</i> .....	18
<i>Prescription/Nonprescription Medications</i> .....	18
<b>STUDENT ACTIVITIES/ATHLETICS</b> .....	<b>19</b>
<i>Athletic/Accident Insurance</i> .....	20
<i>Activity Sticker</i> .....	20
<i>Athletic Participation</i> .....	20
<i>Athletic Physicals</i> .....	20
<i>Athletic/Spectator Conduct</i> .....	20
<i>Clubs and Organizations</i> .....	20
<i>Dances</i> .....	21
<i>Field Trips</i> .....	21
<i>Fundraising</i> .....	21
<i>Student Activity Eligibility Guidelines</i> .....	21
<i>Student Council-Associated Student Body</i> .....	22
<b>GUIDANCE/COUNSELING/ACADEMICS</b> .....	<b>23</b>
<i>Academic Achievement</i> .....	23
<i>Custodial and Non-Custodial Parents' Rights and Responsibilities</i> .....	23
<i>Dropping/Adding Courses</i> .....	24
<i>Early Graduation</i> .....	24
<i>Expanded Options Program</i> .....	24
<i>Family Educational Rights and Privacy Act of 1974</i> .....	24
<i>Family Educational Rights and Privacy Act Legal Notice</i> .....	24
<i>Final Examination Policy</i> .....	25
<i>Grades (also referred to as marks)</i> .....	25
<i>Grade Exchange Policy</i> .....	25

<i>Graduation Exercises</i> .....	26
<i>Honor Roll (GPA)</i> .....	26
<i>Incomplete "I" Grades</i> .....	26
<i>Make-Up &amp; Late Work/Credit</i> .....	26
<i>Program Exemptions</i> .....	26
<i>Progress Reports</i> .....	26
<i>Requests for Education Records</i> .....	26
<i>Request to See a Counselor - Procedure</i> .....	27
<i>Smarter Balanced Assessment</i> .....	27
<i>Special Programs for Individual Behavioral or Academic Testing</i> .....	27
<i>Student Education Records</i> .....	27
<i>Talented and Gifted Program</i> .....	28
<i>Test and Scholarship Information</i> .....	28
<i>Transfer of Credits</i> .....	29
<i>Transfer of Education Records</i> .....	29
<i>Valedictorian and Salutatorian Selection Procedure</i> .....	29
<b>ATTENDANCE</b> .....	<b>30</b>
<i>Attendance Philosophy</i> .....	30
<i>Attendance Expectations</i> .....	30
<i>Attendance</i> .....	30
<i>Attendance Reporting Responsibility</i> .....	30
<i>Attendance System</i> .....	31
<i>Homework Request Procedure</i> .....	31
<i>Illness at School</i> .....	31
<i>Permits to Leave (P.L)</i> .....	31
<i>Prearranged Absences</i> .....	31
<i>Suspension of Driving Privileges</i> .....	31
<i>Tardies/Late</i> .....	31
<i>Truancy Citations</i> .....	31
<i>Truancy Interventions</i> .....	31
<i>Truancy, Suspension and Grades</i> .....	32
<b>STUDENT DISCIPLINE</b> .....	<b>33</b>
<i>Alternative Education</i> .....	33
<i>Hall Passes</i> .....	33
<i>Home/Out-of-School Suspension (1-10 Days)</i> .....	33
<i>Incorrigible Behavior</i> .....	33

*Questioning by Law Enforcement* ..... 33  
*Scholastic Dishonesty* ..... 34  
*Sexual Misconduct* ..... 34  
*Snowball Fights* ..... 34  
*Swearing/Vulgar Language* ..... 34  
*Threats of Violence Guidelines* ..... 34  
*Tobacco-Free Environment* ..... 34  
**SUMMARY OF BEHAVIOR EXPECTATIONS AND CONSEQUENCES** ..... **35**

**KLAMATH UNION HIGH SCHOOL  
1300 MONCLAIRE  
KLAMATH FALLS, OR 97601  
MAIN OFFICE PHONE: 883-4710  
FAX: 885-4276**

**ADMINISTRATIVE STAFF**

Co-Principal..... Mrs. Charlene Herron  
Co-Principal..... Mr. Tony Swan  
Dean of Students..... Ms. Sandy Yazzie  
Athletic Director..... Mr. Scott Mason

**KLAMATH FALLS SCHOOL BOARD OF DIRECTORS**

Zone 1..... Mr. Jeremy Player  
Zone 2..... Mrs. Lori Theros, Chair  
Zone 3..... Mr. Mychal Amos  
Zone 4..... Mr. Donald Ambers  
Zone 5..... Mrs. Trina Perez, Vice-Chair  
Zone 6..... Mr. Michael Moore  
Zone 7..... Mr. Bill Jennings

**DISTRICT ADMINISTRATION - PHONE: 883-4700**

Superintendent of Schools..... Dr. Paul Hillyer  
Director of Human Resources..... Mrs. Shelly Hunt  
Director of Special Education..... Mrs. Amy Joynt  
Business Manager..... Mrs. Pat Baldini  
Director of Transportation..... Mr. Gene Griffith  
Director Federal Programs..... Mr. Gerard Collins

**NONDISCRIMINATION POLICY**

It is the policy of Klamath Falls City Schools and Klamath Union High School to promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates. See Board Policy AC.

**KUHS BUILDING TELEPHONE NUMBERS & HOURS**

**All Offices may be contacted between 7:30 and 4:30 pm. - Monday through Friday.**

**Teachers** may be reached by message at the high school from 7:45 a.m. to 3:45 p.m. every day except Friday when they can be reached from 7:45 a.m. to 3:30 p.m. Teachers attend Professional Development from 2:15 p.m. – 3:45 p.m. on Wednesdays. Teachers are unavailable by phone during their regular classroom instruction time. Please contact the Main Office at 883-4710 ext. 3000 for any questions.

**SCHOOL PHONE NUMBER  
541-883-4710**

- Dean of Students/Attendance/Discipline/Student Services ..... ext. 3012
- Main Office ..... ext. 3000 Fax 885-4276
- Counseling Office..... ext. 3040 Fax 541-883-4708
- Activities/Athletics ..... ext. 3070
- Bookkeeper..... ext. 3015
- Nurse ..... ext. 3080

**SCHOOL RESOURCE OFFICER**

Klamath Union High School has a School Resource Officer (SRO). This officer is employed by the City of Klamath Falls in partnership with the Klamath Falls City School District. The SRO’s office number at Klamath Union High School is 883-4710 ext. 3099. Phone messages can be left for him/her also at this number. Written messages can be left in the SRO’s mailbox in the main office.





## **TRADITIONS**

**School Mascot**  
Pelicans

**School Colors**  
Red & White

**School Song:**  
"Mighty Pelicans"

Come on and fight, old Klamath, Come on and fight.  
You're going to win, old Klamath, You're dynamite.  
Because your spirit is high,  
Your backing is strong; We'll win tonight; a team like That can't go wrong.

And when the game is over, If lost or won-  
Our hearts will still be with you, Mighty Pelicans.  
So fight with all your might, And win tonight.  
Come on and fight, You're dynamite. Hur-rah!

"Mighty Pelicans" The student body accepted the school song in 1947. "Mighty Pelicans" was written by Lois Nelson, yell queen of 1945. John Epley, class of 1948, arranged the music to be compatible with marching tempo. Having the song arranged and copyrighted was a major project of the Latin Club for 1947.

**Klamath Union High School  
2017-18 Bell Schedule**

	<b>Monday, Tuesday &amp; Thursday</b>	<b>Wednesday Early Release</b>	<b>Friday</b>
<b>Breakfast</b>	7:45 – 8:00	7:45 – 8:00	7:45 – 8:00
<b>Period 1</b>	8:05 – 8:55	8:05 – 8:46	8:05 – 8:57
<b>Period 2</b>	9:00 – 9:50	8:51 – 9:32	9:01 – 9:52
<b>Break</b>	9:50 – 10:00	9:32 – 9:42	9:52 – 10:02
<b>Period 3</b>	10:05 – 10:55	9:45 – 10:28	10:07 – 10:58
<b>Period 4</b>	11:00 – 11:50	10:33 – 11:14	11:03 – 11:54
<b>Lunch</b>	11:50 – 12:20	11:14 – 11:44	11:54 – 12:24
<b>Period 5</b>	12:25 – 1:15	11:49 – 12:31	12:29 – 1:21
<b>Period 6</b>	1:20 – 2:10	12:36 – 1:18	1:26 – 2:18
<b>Period 7</b>	2:15 – 3:30	1:23 – 2:05	2:23 – 3:15
<b>PLC's</b>		2:15 – 3:45	
<b>Faculty day starts &amp; ends</b>	7:45 – 3:45		7:45 – 3:15
<b>Office opens &amp; closes</b>	7:30 – 4:30 Mon-Fri		
<i>Students with grades in good standing are released at 3:05</i>			



### **HELP-WHERE TO GO – WHAT TO DO**

1. Absent, Tardy, or you Need to Leave School – Go to the Attendance Office.
2. Change of Address/Telephone Number – Go to the Registrar's Office.
3. Counselor – Go to the Counseling Office and sign in during non-class times. Your counselor will send for you. All students will need a pass from their instructor or from a counselor to be allowed to stay in the waiting area during class time. Failure to have a pass may be regarded as truancy.
4. Detained by a Teacher – Get a Hall Pass from the teacher. This cannot be done by Attendance Office.
5. Emergency – Go to nearest adult, teacher, Attendance Office, Counseling Office, Main Office.
6. Locker Problem – Go to the Attendance Office.
7. Lost and Found – Report to the Library. Unclaimed lost and found items will be disposed of at the discretion of the administration.
8. Messages to Students – The office will give important telephone messages to students (from student's parents only).
9. Nurse – In non-emergency situations, get a Pass from your current or next teacher before seeing the nurse.
10. Parking Permit – Go to the Attendance Office.
11. Permission Slips for College/Military Representatives Visitations - See your counselor.
12. Poster about a Non-School Event – See the Principal to get the KUHS approved stamp.
13. Stolen Articles – Report to Attendance Office. It is best that students not bring large amounts of money or valuables to school. Never give out your locker combination. The school is not responsible for lost or stolen items.
14. Student Body Card – See the bookkeeper.
15. Visitors – Due to school safety and the potential for disruption, visitors' passes will be issued on a limited basis. Parents wishing to visit should check in at the Main Office.
16. Yearbook – See bookkeeper.
17. Weather Conditions – Listen to the local radio stations, TV stations or visit the District Website:  
<http://www.kfalls.k12.or.us/>.

## GENERAL INFORMATION

### Registration

- April/May: Pre-registration - All students visit with counselors to make course selection.
- June: Course selections and schedule change forms are mailed home with report cards.
- August: New student registration begins. Returning students' schedules are available the first day of school.
- December: Students meet with counselors for second semester course selections.

Registration forms are available on our website and must be completed each year. The registration link is <http://www.kfalls.k12.or.us/registration.asp>. If, during the school year there are changes (i.e. address, phone numbers, emergency contacts, etc.) please notify the school as soon as they occur.

### ADA and 504 Compliance Notice

Section 504 states:

“No otherwise qualified individual with a disability in the United States...shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Americans with Disabilities Act requires...all programs and services to be accessible to persons with disabilities. Receipt of federal financial assistance is no longer a factor.

### Americians with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 Compliance Notice

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. See Board Policy AC and ACA.

### Armed Service Recruiters

Federal law requires schools to provide, upon request, student names and directory information to recruiters for the Armed Services. If you do not want your student's information provided, you must contact the Counseling Office and have your student's name removed from the list. Refer to Board Policy JOA.

### Assemblies

Different types of assemblies take place during the school year and are considered a part of the regular school program. Students will report to regular class for roll call prior to an assembly and then will sit together as a class or in special designated areas. All students are required to attend. Courtesy and good manners need to be used at all assemblies.

### Bookkeeper

The Bookkeeper cannot cash personal checks for students.

### Buses

Each student who rides the school bus is entitled to a safe ride to and from school. Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences for violation of those rules.

Riding the school bus is a privilege granted to the students under conditions set forth by the Klamath Falls City Schools, the State of Oregon, and the Department of Transportation. The Transportation Department of the Klamath Falls City School District may be contacted between 7:30 a.m. and 4:30 p.m. at 883-4716.

Students and parents should be aware that video cameras are used (by the district) on school transportation vehicles transporting students to and from curricular and extracurricular activities. See Board Policy EEACCA.

The following regulations are to be observed by all who ride the bus. Failure to do so may result in this privilege being suspended or revoked:

#### Student Conduct on School Buses

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students. See Board Policy Code EEACC-AR.

#### Cafeteria/Student Commons

Both breakfast and lunch programs are offered.

1. Keep the cafeteria line orderly.
2. Be considerate of others.

The expectation is that students have pride in their school and keep the buildings and grounds clean. Excessive trash in the halls, locker areas and/or on the grounds may result in limiting the vending of food to breakfast and lunch serving lines in the cafeteria. (Grounds include the lawns, sidewalks and parking lot.) Food will not be served during the last 3 minutes of the 10-minute morning break in order to allow students to get to their classes on time. Parents should be aware that Klamath Union High School does not allow charges for meals or for Pel Shack purchases.

Payment for meals can be made daily, weekly, monthly, or in larger increments with notification given verbally to the student when their meal account is nearly depleted. The Pel Shack is on a cash basis only. Student meal accounts cannot be used to purchase items from the Pel Shack. Meal prices vary from year-to-year. Please contact the cafeteria at 883-4718.

#### Controlled Campus Policy

KUHS encourages parents to make every attempt to schedule appointments for their students outside the regular school day; however, we understand that this is not always possible. Students needing to leave campus and miss class during the school day must obtain a "Permit to Leave" from the Attendance Office. This allows our staff to accurately record the student's absence and provide notice to the classroom teacher that the student may be excused from class. Students returning to school after an appointment must check in at the Attendance Office if they return during class time.

Students who have open periods during the school day may remain on campus in designated areas or may leave campus with assumed parent permission. They may not loiter in the halls or near classes in session. Students who leave campus must return on time for their scheduled classes. Students who do not return on time will receive a tardy/truancy and appropriate consequences.

Klamath Union High School students may leave campus during the lunch period but must be in class on time. Students who do not return on time will receive a tardy/truancy and appropriate consequences.

### **Emergency Procedures**

The Klamath Falls City Schools has implemented an emergency plan designed to anticipate necessary actions during a variety of disasters including a shooter in the school. Teachers have been trained in the appropriate emergency response procedures, so please follow their directions as quickly as possible in the event of a drill or an actual crisis.

### **Emergency and Fire Drills**

Directional signs are posted at each classroom door to designate the escape route in the event of a drill or an actual emergency. When an alarm sounds, students must follow their teachers' directions, move quietly and quickly to the indicated exit from the building, and remain outside until the building is evacuated. A signal to return will be given by an administrator. Emergency procedures have also been developed for earthquakes and building lockdowns as well as for routine fire drills.

Instruction on fires, earthquakes, safety threats and drills for students, shall be conducted for at least 30 minutes each school month. At least two drills on earthquakes and two drills on safety threats shall be conducted each year. See Board Policy EBCB.

### **Free and Reduced Meals**

Applications for free and reduced price meals are available at: <https://district.ode.state.or.us/apps/frlapp/default.aspx> and are completed through the registration process. Applications are available if your financial situation changes. Families who submit an application for free and reduced meals will be notified in writing of the status of that application. Please note that students are responsible for the cost of all meals before notification of their meal status. See Board Policy EFAA-AR.

### **Fees**

The Klamath Falls City School District has waived athletic regular sports, club sports, and music participation fees for this year so all students may participate in these important activities. Additionally there are no fees for private school or home school students, excluding charter schools, to participate in sports or music at KUHS.

#### **District Athletic Fees**

Baseball, basketball, football, rally squad, soccer, softball,  
tennis, track, volleyball, wrestling, and X country ..... No Fee  
Golf and Swimming..... No Fee  
KU Student Activity Sticker..... \$10.00

#### **District Music Participation Fees**

AC Choir, Band & Orchestra..... No Fee  
KU Band or Orchestra Maintenance Fee..... \$10.00.  
This fee helps pay for music and uniform cleaning.  
KU Yearbook..... \$50.00 if paid before January 31st.  
..... \$60.00 if paid after January 31st.

#### **KU Building and Operation Fees:**

New Lock ..... \$6.00  
Used Lock..... \$3.00  
Parking Permit ..... \$5.00  
PE Uniform (Required for all PE classes) ..... \$19.00  
Half PE Uniform (Shirt or Shorts)..... \$10.00  
DECA Dues ..... \$35.00  
Robotics Class Fee..... \$10.00  
Spanish workbooks..... \$12.00  
Science Class Fee (per class)..... \$5.00

### **I.D. Cards**

Students will be issued free of charge an identification card at the beginning of the school year. This card identifies the individual as a student of Klamath Union High School and should be carried at all times. Replacement cards are \$3.00.

## **Insurance**

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

## **Library Guidelines**

1. Students who come to the library from class or study hall must have a pass and library-related work to do. If they are socializing, they will be sent back to class.
2. Students will not have food or drinks in the library during class time.
3. Students are to pick up after themselves and replace chairs.
4. Students are asked to please keep a study atmosphere while they are in the library.
5. First semester, library materials are due two Fridays before the end of the semester.
6. Second semester, library materials are due two Fridays before the end of the semester.
7. Students with unreturned items will be charged replacement cost at the end of each semester

## **Library Schedule**

Monday	8:00 AM	3:00 PM
Tuesday	8:00 AM	3:00 PM
Wednesday	8:00 AM	2:00 PM
Thursday	8:00 AM	3:00 PM
Friday	8:00 AM	3:00 PM

## **Off-Limit Areas**

The following areas are off-limits to students:

1. The parking lots, any time during the school day (except during lunch).
2. Private property surrounding the high school campus is off limits during the school day.

## **Posters**

Signs, banners or posters that a student wishes to display must first be approved by the principal.

## **Scholastic Dishonesty**

1. Honesty underlies all academic endeavors and successes. Scholastic dishonesty is not acceptable and will not be tolerated nor ignored.
2. Scholastic dishonesty includes, but is not limited to, cheating on a test and plagiarism or unauthorized collaboration with another person in preparing written work.
3. Students using cell phones in a testing environment, unless directed to do so by their teacher, are committing a testing violation and their grades will be affected.
4. Students cheating on a classroom assignment or test will receive an "F" for that assignment or test and may receive disciplinary action. Further cheating may result in failure in the class.

## **School Internet/Computers (Hacking)**

Computers are available for students to use at school for school-related purposes. Klamath Falls City Schools incorporates filtering software on all computers; however, no filtering software is perfect and responsibility for appropriate use of school computers and the Internet rests with the student.

Students who use the Internet for non-educational purposes will have their Internet privileges revoked for a minimum of one week. Students who attempt any hacking, virus planting, or vandalism on school computers or networks will face severe disciplinary action that may include suspension or expulsion. Computer use is a privilege, not a right.

Internet use is monitored at the district level and a permanent record of student Internet use is collected. Refer to Board Policy IIBGA-AR.

## **Snow Day or Other Unforeseen Closures**

(See the City Schools' Web Page for information <http://www.kfalls.k12.or.us>)

The decision for closures is made by the school district administration after consultation with the weather, highway, emergency and/or transportation personnel. If the district decides not to open school or to dismiss school early, announcements will be made periodically throughout the day beginning at approximately 6:00 a.m. or whenever the decision is made for closure. Emergency closures will be listed on the district website and parents will be contacted by phone using our parent notification system. In addition, the stations listed below will carry these announcements:

<b>RADIO STATIONS</b>		
<b>KAGO</b> 1150 AM 99.5 FM	<b>KFLS/KKRB</b> 1450 AM 106.9 FM	<b>KLAD</b> 960 AM 92.5 FM
<b>TELEVISION STATIONS</b>		
<b>KOTI</b> Antenna – Channel 2 Cable – Channel 2	<b>KDKF</b> Antenna – Channel 31 Cable – Channel 13	<b>KTVL</b> Antenna – Channel 10 Cable – Channel 4

Please do not telephone the stations, the school, or the school district office. Refer to Board Policy EBCD.

### **Student Involvement with Questionnaires and Contests**

No questionnaire shall be distributed at KUHS without the approval of the Principal and the concurrence of the Superintendent if deemed necessary by the Principal. No contests of any nature shall be conducted at KUHS except those sponsored by school authorities or which are considered by the Principal as being essential for carrying forward the educational program of the school.

### **Textbooks and P.E. Equipment (Materials loaned to students)**

Klamath Union High School provides, without charge to students, all needed textbooks, instructional materials and equipment. Students, however, will be held strictly accountable for all books and equipment checked out to them. Charges equal to the replacement value of the books and equipment will be made on items that are lost, misused or damaged. If payment is not received, the teachers will then be asked to refrain from issuing a new book or equipment to students who are delinquent in paying for lost books or equipment. In cases where students are on the delinquent list, they will not be allowed to receive their diploma and/or report card. Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student. Refer to Board Policy JN.

### **Use of School Building**

The facilities of the school are always open to regular school groups. However, no student or group of students is permitted to use any part of the building without making prior arrangements through the school administration. Arrangements to have a faculty representative present are required and a building use permit must be completed and submitted to the Athletic Office two weeks prior to any event. Refer to Board Policy KG.

### **Vehicles on Campus**

A parking lot is provided for the students who drive to school. The student must apply for a \$5.00 parking registration permit in the Attendance Office. After the registration permit has been purchased and placed appropriately on a student's vehicle, the student may park in the student parking area between 7:00 a.m. and 4:15 p.m. every school day with the following restriction: (1) Students are to use the parking lot solely for the parking of vehicles; (2) The district assumes no responsibility for loss or damage to vehicles; (3) High school students may bring cars or street legal motorcycles to school as long as they abide by the law and the rules of the school concerning the use of vehicles; and (4) Students may park in the area designated for students.

The following regulations are in effect from 7:00 a.m. to 4:15 p.m. daily:

1. All student vehicles must be registered in the office, and a parking permit must be displayed on the front windshield. A violation sticker may be given if the permit is not displayed.
2. Only vehicles that are covered with liability and property damage insurance will be permitted to park in the school parking lot. Evidence of such coverage will be requested at the time the vehicle is registered in the Attendance Office. The school is not responsible for damage, vandalism, and theft of autos or content within autos.



3. Students and staff automobiles will not be parked in visitor spaces or unauthorized areas without specific authorization.
4. Vehicles may not be parked illegally (taking more than one space), parked in the handicapped section, visitors' spaces, fire lanes or in Senior Spaces. Parking tickets may be issued and must be paid to the bookkeeper within one week. Failure to do so may result in the loss of driving privileges.
5. Per ORS 811.615, it is illegal to park in a handicapped or disabled parking area even for a minute or two. Students who park in these spaces will be subject to disciplinary action, which could include notifying the DMV of the violation and a possible \$365 fine.
6. An office referral may be issued for speeding, excessive noise, reckless driving, disorderly conduct with a motor vehicle or any violation of Oregon law concerning the use of motor vehicles that occurs on or near school property. Copies of the complaint may be forwarded to the Sheriff's Office, The Department of Motor Vehicles, the superintendent of schools and the driver's insurance company.
7. Students may not be in automobiles during the school day (including break) except at lunch.
8. If a student will be using another car at school other than the one registered in the office, then the student should obtain a temporary parking permit in the Attendance Office.
9. Lock vehicles.
10. Report any accident. Leave your name, address and phone number if you damage.
11. Drive under 15 M.P.H. on school grounds.
12. Do not sit on cars.
13. All vehicles must yield to pedestrians and bicycle riders.
14. Unnecessary tire noise, reckless/unsafe driving or speeding will not be tolerated.
15. School buses have the right of way on KUHS school grounds. This particularly applies when buses are arriving and exiting the campus at the beginning and end of the school day.

Students not abiding by the above rules may lose school driving privileges.

### **Video Camera Surveillance System**

Students and parents should be aware that the Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Video recording may become a part of a student(s) educational record. Administration routinely monitors student activity through video surveillance. Refer to Board Policy ECAC.

### **Visitors/Visitor Passes**

Parents are welcome and encouraged to visit classrooms. We appreciate 24-hours' notice that you would like to visit a class in session. We ask that parents please check in with the Main Office upon arrival. To increase school security/safety and reduce class interruptions, all visitors are directed to check in with the Main Office and/or the Attendance Office upon arrival and receive a visitor's pass. Former students wishing to visit general staff should arrange to do so at a time outside of regular school hours. Students' friends or guests may not visit during the regular school day. All guest speakers for classes must obtain a Visitors' Pass upon arrival. Refer to Board Policy KK.

### **Air Quality Index**

Klamath Falls City Schools takes pride in having exciting, competitive extracurricular activities for our students. While it is important to build competitive programs, the health and safety of our students must come first. Because our district is in a region where wildfire smoke can impact the air quality levels, it is incumbent for the district to take precautions. District policy defines the protocols with regard to environmental exposure of our students and coaches.

### **Nutrition Promotion and Nutrition Education**

Nutrition promotion and nutrition education focuses on students' eating behaviors, and is based on theories and methods proven effective by research. They are consistent with state and local district health education standards. Refer to Board Policy EFA-AR.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to call the school nurse so that the nurse can alert students at particular risk who may have been exposed. These at-risk students may include those who have insufficient immunity due to chemotherapy or other medications, or those who are unimmunized for medical or religious reasons. The district will follow both the state and local health authorities' rules and regulations pertaining to communicable diseases.

**HIV, HBV, AIDS - Students**

As a general rule, a student who has HIV, Hepatitis B virus or AIDS, is six years or older and who does not present special risks to others in an educational setting (e.g. an ongoing history of biting others), is entitled to remain in a regular classroom setting and is eligible for all rights, privileges and services as provided by law and School Board policy. Refer to Board Policy JHCCC/EBBAA/GBEBC.

**Illness – Injury**

Students must have a note from their teacher to see the nurse. Everyone would like to have a perfect attendance record, but students should not come to school if they have a fever of 100.5, have had more than 3 watery stools, have a rash with or without fever, or are vomiting. If anyone (student, staff, parent or visitor) has an accident on school grounds, it should be reported immediately to the main office or a teacher. If a student becomes ill or injured during class time, the teacher must be notified and he/she will give the student a hall pass to go to the nurse's office. In the event of a significant illness or injury, the nurse will be summoned to the student and the nurse or an administrator will attempt to contact a parent, guardian, or emergency alternate authorized by the parent on the Emergency Medical Information form. No student will be sent home or to a doctor without first contacting a parent, guardian or designated alternate. In the event of a life-threatening illness or injury, every effort will be made to contact a parent, guardian or alternate before transporting a student to the hospital by ambulance. Refer to Board Policy EBBA.

**Immunizations**

Parents must provide an official copy of a child's immunization record before a child may enroll in school. To attend school, a child must have a minimum of one current dose of the required vaccines. The State of Oregon mandates immunization requirements and the school must review student records annually and file a report with the health department. Students with incomplete records/immunizations are subject to exclusion from school. Medical and non-medical exemptions are recognized when appropriate forms are signed. Refer to Board Policy JHCB.

**Prescription/Nonprescription Medications**

Students may, subject to the provisions of this regulation, have non-injectable prescription or nonprescription medication administered by designated, trained school staff. Self-medication by students will also be permitted in accordance with this regulation. Please ask the Main Office to schedule an appointment for you with the school nurse if you have questions. Refer to Board Policy JHCD-AR.

**STUDENT ACTIVITIES/ATHLETICS**

Scott Mason, Athletic Director ..... (541) 883-4710 EXT 3071  
Sandy Ellis, Athletics Secretary ..... (541) 883-4710 EXT: 3070  
Athletic Office Hours ..... 7:30 AM - 4:30 PM, Monday – Friday

Letter to Parents:

We hope your child has a desire to participate in interscholastic activities at Klamath Union High School. We encourage you to have a conversation with your son or daughter about becoming involved with some form of school activity. We believe that non-academic activities are the other half of education. Participation in activities provides a wealth of experiences beyond the classroom.

There is a wide range of opportunities both athletically and activity based. Some of these opportunities include band, orchestra, choir, and cheerleading. Additionally, there are many clubs and student organizations in which students can participate. Competitive fall athletics include volleyball, football, and cross-country. Winter sport opportunities include basketball, wrestling, and swimming. In the spring, KU offers track, baseball, softball, tennis, and golf.

We encourage you to communicate directly with the Athletic Director and/or coaches and advisors if you have any questions or concerns about your son/daughter’s participation in our programs.

There are new and exciting things happening in Klamath Union athletics. We have eliminated the pay-to-play fees. The new facilities include a completely remodeled Pel Court and the addition of a new auxiliary gym. There are new athletic offices, physical education classrooms, a new weight room, and new cardio room. Men and women’s locker rooms and several team rooms have been added to KU’s athletic facility.

It is an exciting time to be a Klamath Union Pelican, and we hope you will take full advantage of all that KU activities and athletics has to offer.

Sincerely,

Klamath Union High School Athletic Department

### **Athletic/Accident Insurance**

For the protection of students, their families and the school, athletic insurance is required of all students participating in school-sponsored athletics. Information brochures are available in the Athletic Office. Students who choose not to purchase school insurance must complete an insurance waiver card showing the name of their personal health insurance company.

### **Activity Sticker**

An activity sticker will be required for free or reduced admissions to school sponsored events and for any student involved in extracurricular activities (e.g., athletic events, dances, etc.). The price of the sticker is \$10.00.

### **Athletic Participation**

KUHS provides an opportunity for students to participate in interscholastic competition at the Varsity, Junior Varsity and/or freshman levels in cross-country, football, volleyball, soccer, basketball, wrestling, baseball, softball, track, tennis, golf, swimming, and cheerleading. There are no participation fees for these sports for KU or non-KU students, excluding students from charter schools. See page 20 for Student activity eligibility guidelines for academic requirements, and participation requirements.

### **Athletic Physicals**

All incoming freshmen are required to have a new sports physical. All physicals are valid for 2 years. These students are required to submit to the Athletic Office a School Sports Pre-participation examination form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent and physician giving permission for the student to participate. The physical examination should be performed no earlier than July. The physical examination is the responsibility of the parent/student and is to be paid for by parent/student. Both the sports physical and sports participation forms may be found on KU's web page: <http://www.kfalls.k12.or.us/kuhs/kuhs.asp>.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination or doctor's release note prior to further participation in extracurricular sports. Students who continue to participate in extracurricular sports in grades 9 through 12 shall be required to complete a physical examination once every two years thereafter. Refer to Board Policy JHCA/JHCB.

### **Athletic/Spectator Conduct**

In accordance with the Oregon School Activities Association (OSAA), the following guidelines are to be followed by all spectators attending all school extracurricular activities/events/games:

1. Spectators are not permitted to have signs, banners, confetti, noisemakers, balloons or glass containers. This includes air horns and megaphones. (This includes drinking cups used as megaphones.)
2. Spectators are required to wear shirts at all times.
3. Spectators are not allowed to use vulgar or offensive language for any reason.
4. Spectators may not direct any derogatory or offensive comments to or about any player, cheerleader, coach or referee.
5. Any spectator who fails to comply with Association or site management personnel in charge of spectator conduct may be expelled from the activity/contest and may be suspended from attending future activities/events and games.
6. During football and basketball games, students may enter with their student body cards or pay a fee. If the student leaves the game, they may not re-enter the game. Student body cards are good for one admission only.

Violation of the above-listed behaviors will not be tolerated in any way and no exceptions will be made to the guidelines.

### **Clubs and Organizations**

Student clubs and performing groups such as the band, choir, cheer, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

It is possible for students to request any new club or activity be formed, if enough students are interested and a faculty Sponsor and facilities can be provided. Applications and permission forms should be obtained from the Athletic/Activities Office. Refer to Board Policy IGDA.

## **Dances**

1. Students are to conduct themselves in a manner appropriate to a school activity.
2. Vulgarity and/or dance moves that are intended to imitate sexual acts will not be permitted. Students who engage in vulgar dancing will be directed to leave.
3. Dances may last until 11:00 p.m. and will not exceed two and one half hours unless the Principal grants special permission.
4. The Administration may admit students from a visiting school for after-game dances with prior approval from the guest's high school.
5. Regular school dances are for high school students only with the exception of Winter Formal and Spring Prom where guests must be under the age of 20. All guests will be of high school age and attending an accredited public or private high school for all other dances. All guests must be cleared by the Administration prior to the dance. Only one guest will be allowed per student. The dance guest list is located in the Attendance Office. Permission slips must be signed and turned into the attendance office three days prior to the dance.
6. Students will not be admitted 1 hour after the scheduled start of the dance. Once a student leaves a dance, he/she will not be readmitted.
7. Students will not be admitted to the dance without a KUHS student activity card or prior clearance.
8. All students, as established by the Student Body and the Administration, must comply with appropriate dress.
9. Students that are expelled or suspended may not attend any school-sponsored dances.
10. Music/D.J.s will be approved by the Administration before being permitted to play for a dance.

## **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. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. Refer to Board Policy IICA.

## **Fundraising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the Athletic Director or Principal at least ten days before the event. All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures through the bookkeeping office within ten days of receipt to allow for timely processing.

All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The Activities Director is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds. Refer to Board Policy IGDF-AR

## **Student Activity Eligibility Guidelines**

Klamath Union High School Athletic Eligibility Requirements Plan:

1. Every student starts with a fresh start at the beginning of the school year and the start of the second semester, if OSAA eligible (refer to OSAA eligibility below) will remain eligible for 4.5 weeks.
2. At 4.5 weeks, if student is:
  - a) Above a 2.0 with no F's, student is eligible for 4.5 weeks.
  - b) Below a 2.0 with an F, student is ineligible for 2 weeks, and must attend required focus.
  - c) Below a 2.0 with no F's student is eligible but will require grade checks every two weeks and must attend required focus.
3. Administration may adjust review eligibility for a student in special circumstances.
  - a) Student must have at least 50% in the class to be reviewed.
  - b) Review committee will consist of one administrator, athletic director, two coaches and parent.
  - c) Student must be OSAA eligible to have review process.
4. If a student athlete has required focus on game days, the coach will host or adjust times to allow student extra study time exclusive of class time.
5. If a student is below a 2 point with F's, they will be checked at the end of their 2-week ineligibility period, and will either become eligible or remain ineligible for another two weeks based on grades.

Also, if a student has a 2 point or better but with F's, they are eligible but on probation with weekly checks

OSAA requirements:

1. Student athletes must have passed a minimum of five classes the previous semester.
2. Student athletes must be on track to graduate. For KU this is 24 credits.
  - a) Prior to year two must have a minimum of 4.5 credits
  - b) Prior to year three must have a minimum of 10 credits
  - c) Prior to year four must have a minimum of 17 credits

**Student Council-Associated Student Body**

The Student Council is an organization through which students may express their opinions, assist in the administration of the school, and participate in school activities and initiatives. The council tries to promote leadership, initiative and shared responsibility among its members. Each spring a new group of student body officers is elected to carry on the work the following year. In the fall one representative and an alternate are elected from each grade level. It is the duty of the representative to bring back to his/her classes any action of discussion of the council.

**GUIDANCE/COUNSELING/ACADEMICS**

**OFFICE HOURS 7:30 AM – 4:30 PM**

**PHONE: 883-4710 ext 4**

The Counseling Center of Klamath Union High School has been moved into a modular unit until current school renovations are completed. Students are assigned counselors according to their grade level and they will assist students in many areas. See your counselor for help with: careers, college, personal problems, scheduling, records, scholarships, and testing.

Students are assigned to counselors and other personnel as follows:

- Rebecca Pierce, Counselor ..... Freshmen (9) & Junior (11)
- Cornelea Coffman, Counselor ..... Sophomores (10) & Seniors (12)
- Barbara Headden, Counselor ..... English Language Learners (9-12)

An additional goal of the Guidance and Counseling Department includes helping parents and the community understand the school program. Parents are encouraged to request an appointment with their student's counselor whenever they feel it would be helpful.

**Academic Achievement**

1. Parents will be informed at least annually of their student's progress to meet or exceed grade level academic content standards, including but not limited to:
  - a) Information on progress in each subject area, including major goals used to determine the information;
  - b) Specific evidence of student progress on the continuum of knowledge and skills (academic content standards) of a subject area, upon request from a parent;
  - c) Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
  - d) Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application (senior project) and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately;
4. The school staff will take particular care to explain to parents the meaning of grades and symbols used to reflect student performance.

**Custodial and Non-Custodial Parents' Rights and Responsibilities**

"Custodial parent" means the natural parent, adoptive parent or legal guardian with whom the student resides, unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent. If a guardian or adoptive parent is the "custodial parent," both natural parents would be considered "non-custodial parents."

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

While both custodial and non-custodial parents may visit the student at school, only the custodial parent has the right to remove the child from school property unless a verified note from the custodial parent provides otherwise. If school personnel anticipate a possible student abduction (by the non-custodial parent or any other person), law enforcement personnel will be notified immediately.

The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
2. Provide a copy of any legal document which restricts the rights of the non-custodial parent.

The non-custodial parent needs to inform the school office of a phone number and/or address where he/she may be contacted regarding student progress/problems. Refer to District Policy JO.

### **Dropping/Adding Courses**

Students may drop a class within the first three weeks of the semester with no penalty. After three weeks and up to 4 ½ weeks, the student will receive a “W” or withdrawal for the course. At 4 ½ weeks into the semester, the student will receive an “F” for the course.

If, in the opinion of the teacher of the course in question, a student is failing the course due to being misplaced, a student may, with the teacher’s and counselor’s consent, be placed in a course more appropriate to the student’s ability level with no penalty.

### **Early Graduation**

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student’s request and if the student’s parent or guardian consents, if required. Following KUHS protocol, students must file a plan for early graduation by April 1 of their junior year with the building Principal. Refer to Board Policy IKFA.

### **Expanded Options Program**

Klamath Falls City Schools is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district’s Expanded Options Program will comply with all requirements of Oregon law.

A student is eligible for the Expanded Options Program if he/she:

1. Is 16 years or older at the time of enrollment in a course under the Expanded Options Program;
2. Is in grade 11 or 12 or has not yet completed the required credits for grade 11 or 12, but the district has allowed the student to participate in the program;
3. Has developed an educational learning plan; and
4. Has not successfully completed the requirements for a high school diploma.

A student who has graduated from high school may not participate. Refer to Board Policy IGBHE

### **Family Educational Rights and Privacy Act of 1974**

This law authorizes parents or guardians of students and students 18 years of age or older access to his/her student’s files by submitting a written request and following established procedures:

1. The written request must be presented to the building principal or an associate principal.
2. The parent or legal guardian shall review the records in the presence of the principal, associate principal or a guidance counselor.
3. The parent or legal guardian may not remove any materials from the file.
4. Parent(s)/guardian(s) shall be granted a hearing to challenge the content of the record folder if they submit to the building principal written request for such a hearing. This hearing shall be held within TEN days after the receipt of such request and shall follow procedures established by the Board of Education Refer to the District Code of Conduct found on the district web page: <http://www.kfalls.k12.or.us/>.
5. Notice of the right of access shall become a part of each parent handbook or official registration guide.
6. All persons 18 years of age have the same right of access as their parents. Refer to Board Policy JO.

### **Family Educational Rights and Privacy Act Legal Notice**

Parents or legal guardians of a student or an eligible student (18 years old or older) have the right to inspect and review all materials incorporated into their child's educational records as specified in the Family Educational Rights and Privacy Act of 1974 as codified in the General Education Provisions Act (20 U.S.C. subsection 1232g), Section 438.

A copy of the Family Educational Rights and Privacy Act and Klamath Falls City School District Policy may be obtained from the Office of the Principal in each attendance center. Complaints concerning alleged failure to comply with this act may be filed with Department of Education, Washington, D.C. Refer to Board Policy JO.



## **Final Examination Policy**

Each semester the student will be expected to complete a final examination or project on which a significant portion of the grade may be based. Arrangements to take a final at a time other than the date designated will be made in emergency situations only. Early finals are not given. Parents should arrange vacations during non-school days. Failure to do so puts the student in danger of possible penalty to their final grade(s). Refer to Board Policy IK.

## **Grades (also referred to as marks)**

Permanent transcript grades are awarded at the end of each semester (18 weeks). Grades at KUHS are determined on a semester cycle and 0.5 credit is given for each 18 weeks of a course. A semester class (examples: PE, Health, Intro to Business) is finished in one semester and 0.5 credit is awarded for completing the course. A yearlong class (examples: English, math, science, history) last the full school year and are worth 1.0 credit; however, 0.5 credit is awarded at each semester. Report cards at the quarter (9 weeks) are not permanent grades.

The grade earned by each student shall be the grade determined by the teacher of the course. The determination of the student's grade by the teacher, in the absence of a clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final. Therefore, questions about grades should be directed to the teacher. Parents wishing to discuss grades with the teacher may call the high school office and leave a message for the teacher to call back. Refer to Board Policy IK and IKH.

## **Grade Exchange Policy**

Overview: Some students, at one time or another, experience class failure in high school. This can be due to several factors including sickness, family circumstances, lack of attendance, lack of motivation, or the need for more instructional time. The Klamath Falls City School District encourages students in these situations to overcome past failure through retaking classes in order to receive passing scores and recover lost credits.

Students who seek to retake classes to improve their learning and improve their grade point average should be encouraged to do so. This promotes the acquisition of content in the KFCS curriculum and the development of important traits such as persistence, hard work, and meeting deadlines. Such effort promotes the belief that they can overcome past mistakes. Below are options available to students to make up credits after failing a class. Please note that **outside of option 1**, the students will be acknowledged for the course content for which they have already demonstrated proficiency and will be asked to make up only those areas for which they have not done so.

Student requirement to exchange a grade on their transcript:

1. Retake the course at KU. The higher of the two grades will be reported on the transcript; or
2. A student may work with the original teacher to make up missing/non-proficient work and can earn up to a C. This is only an option if a student earned a 50% or higher in the original class. Students have this option for up to 1 year from when they failed. A contract that includes a timeline for completion, an outline of make-up work, and a tutorial requirement must be signed by the student, the parent, the teacher, and an administrator. If the original teacher is no longer an employee, then the student shall work with the department to make up the grade; or
3. Credit recovery (including but not restricted to: AVENTA/Odyssey, Rosetta Stone, Summer School, KI) with the following provisions:
  - a) The original F would be replaced with an F\* and stay on the transcript but would not be calculated into the GPA. A student may appeal the transcribing of F\* to the high school administration. An Administrative Regulation will be co-written by the School Improvement Team to clarify the circumstances that can lead to this removal.
  - b) A grade of a C is the highest grade that can be earned.
  - c) The course will be transcribed with the name of the program plus the course name ("Odyssey Algebra I", "Recovery Biology", "Rosetta Spanish 1", etc.)

Note: Credit recovery grades are currently given by an administrator. Students who require original credit do not fall under these guidelines.

## **Graduation Exercises**

Because the Board believes that completion of the requirements for a diploma from the public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise.

All students in good standing who have successfully completed the requirement for a senior high school diploma, a modified diploma, extended diploma or alternate certificate may participate in graduation exercises.

Students must meet the following guidelines to participate in KUHS graduation activities:

1. Meet minimum credit requirements as published by the school.
2. Be enrolled in a minimum of five classes at KU (or approved higher education course) during second semester of the student's senior year.
3. Have successfully completed their senior project or have a plan in place to resubmit failing portions/presentation within a specified timeline.
4. Attend mandatory graduation practice.

Inappropriate student behavior up until the day of graduation may result in disqualification from graduation activities. Refer to Board Policy IKFB.

## **Honor Roll (GPA)**

In order for a student to make the Honor Roll, he/she must be enrolled in five graded classes and achieve a grade point average of 3.5 or better. In addition, a student must not have received an "F" grade or an "I" (incomplete) grade during the grading period in question.

How to calculate your Grade Point Average (GPA): A=4, B=3, C=2, D=1, F=0. Do not count Incompletes or a grade of Pass in this calculation. Add up your points and divide by the number of classes graded A-F. This number equals your current GPA. Example: Seven Classes of AAABBBP = 21 points divided by 6 = 3.5 GPA.

## **Incomplete "I" Grades**

Incompletes must be made up by the end of the second week following the grading period unless otherwise arranged with the individual instructor. Following the end of the second week, the incomplete (I) changes to a failing grade (F).

## **Make-Up & Late Work/Credit**

Students who are absent due to illness or school-related activities will be allowed one day plus one to make up work for each single day missed. Full credit value will be given to all of the work submitted if submitted within deadline.

Staff will take late work up to a 4.5 week period or at each grading period for each class. The minimum late work credit given is 50% and the maximum late work credit given is 70%. If classes are associated with a dual credit at a college, the policy for late work will be based on the college policy.

## **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit will be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **Progress Reports**

A progress report will be completed and available for all students in the middle of each nine week grading period. If you do not know how to access them, please contact the Counseling Office at 883-4713. Refer to Board Policy IK.

## **Requests for Education Records**

The district shall, within ten days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, state institution, private agency or youth care center in which the student was formerly enrolled and shall request the student's education record. Refer to Board Policy JN

### **Request to See a Counselor - Procedure**

Students may go to the Counseling Office and sign in during non-class time. A counselor will **send** for the student when they are available. All students will need a pass from their instructor or a Counselor's pass to be allowed to stay in the waiting area during class time.

### **Smarter Balanced Assessment**

Smarter Balanced is guided by the belief that a balanced, high-quality assessment system can improve teaching and learning by providing information and tools for teachers and schools to help students succeed. Timely and meaningful assessment information can offer specific information about areas of performance so that teachers can follow up with targeted instruction, students can better target their own efforts, and administrators and policymakers can more fully understand what students know and can do, in order to guide curriculum and professional development decisions.

Smarter Balanced assessments go beyond multiple-choice questions and include short constructed response, extended constructed response, and performance tasks that allow students to complete an in-depth project that demonstrate analytical skills and real-world problem solving.

Smarter Balance assessments is a computer adaptive summative assessment administered during the last 12 weeks of the school year. This assessment can be used to describe student achievement and growth of student learning as part of program evaluation and school, district, and state accountability systems.

### **Special Programs for Individual Behavioral or Academic Testing**

Informed written consent of the parent(s)/guardian(s) shall precede the initiation of individualized diagnostic evaluations and/or administration of behavioral or academic testing.

**NOTE:** Informed written consent means a conference at which the parent(s)/guardian(s) have been apprised of the reasons for testing, type of testing, and the right of the parent(s)/guardian(s) to accept or reject the possible placement. In addition, the parent(s)/guardian(s) are apprised of their right to examine all relevant records with respect to the classification and placement of the child. Refer to IGBAH and IGBAH-AR.

### **Student Education Records**

Education records are those records maintained by the district that are directly related to a student. The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education. Refer to Policy IGBAB/JO

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and the district official responsible for education records.

A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent(s)/guardian(s) or eligible student authorization or as provided by Board policy and law.

Education records are maintained in a fireproof file in the Counseling Office by the registrar. Permanent records shall include:

• Full legal name of student	• Name of school
• Student birth date	• Name of parent/guardian
• Date of entry into school	• Name of school previously attended
• Subjects taken	• Marks received
• Credits earned	• Attendance
• Date of withdrawal from school	• Social security number

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. Refer to Board Policy JO.

### **Talented and Gifted Program**

Identification of Talented and Gifted Students:

In order to serve academically talented and intellectually gifted students in grades K-12, the district directs the superintendent or his/her designee to establish a written identification process. The process will include a composite of:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

The program shall include identified students who score at or above the 97th percentile on these tests or other students who demonstrate the potential to perform at the eligibility criteria.

The Board has established an appeals process for parents to utilize if they are dissatisfied with the identification process of their student for the district program for talented and gifted and wish to request reconsideration. Refer to Board Policy IGBBA and IGBBA-AR.

### **Test and Scholarship Information**

#### ***PSAT/NMSQT***

The PSAT/NMSQT is offered by the College Entrance Examination Board for high school juniors. The test provides students with information about acquired verbal and mathematical skills necessary to do well in college courses. The PSAT/NMSQT is also the qualifying test to enter the scholarship programs conducted by the National Merit Scholarship Corporation.

#### ***ACT/SAT***

The ACT or SAT is an admission requirement to enter most four-year colleges and universities. Registration materials are available in the high school counselors' office. The mail-in registration for the test is the student's responsibility. Test dates and deadlines will be given to all junior and senior students.

ACT Testing dates here are as follows: (Please note some testing is local and some is out of town, see your counselor for more information)

- September 9
- October 28
- December 9
- February 10
- April 14
- June 9

SAT Testing dates here are as follows: (Please note some testing is local and some is out of town, see your counselor for more information)

- August 26
- October 7
- November 4
- December 2
- March 10
- May 5

#### ***ASVAB***

The ASVAB, sponsored by the Department of Defense (DOD), is a vocational aptitude battery consisting of ten short tests, which cover the areas of General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Numerical Operations, Coding Seed, Auto and Shop Information, Mathematics Knowledge, Mechanical Comprehension, and Electronics Information. The results of the ten individual tests are combined to provide students with three "academic" and four "occupational" composite scores. The academic composites are Verbal, Motor and Academic Ability; the

occupational composites are Mechanical and Crafts, Business and Clerical, Electronic and Electrical, and Health, Social, and Technology.

### **Transfer of Credits**

All students will be offered as complete an educational plan as possible. With that in mind, the following guidelines have been established for the acceptance of transfer credits from other institutions:

1. Credits from other accredited high schools will be accepted for transferring students.
2. Students who were on track for graduation at their previous high school may need an adjustment in graduation requirements in order to graduate. This will be done on an individual basis.
3. Duplicate courses will not receive credit.

Exceptions to the above may be granted upon approval by the administration. Refer to Board Policy JECDA.

### **Transfer of Education Records**

All requested student education records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution, private agency or youth care center shall be transferred no later than ten days after the receipt of the request. Report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **Valedictorian and Salutatorian Selection Procedure**

The Valedictorian and Salutatorian selection process is as follows:

1. The valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of seven semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Klamath Union High School prior to and continuously following the tenth school day of the student's senior year. Refer to Board Policy IKC.

An Honors Diploma will be required for all valedictorian and salutatorian candidates.

**ATTENDANCE**  
**OFFICE HOURS 7:30 AM – 4:30 PM**  
**PHONE: 883-4710 ext. 1**

The most serious problem negatively affecting a student's grades is absenteeism. For this reason, truancy is treated seriously.

**Attendance Philosophy**

Klamath Falls City Schools believes that we are responsible for providing our students with the best education possible. We are proud of our educational programs and feel they are sufficiently diverse and rigorous to provide our graduates with the background necessary to pursue a career in any vocation or profession they may choose.

Granting of credit signifies that a student has satisfactorily participated in all course requirements. It is understood that students may be absent from class for a variety of legitimate reasons. There is no way to completely make up experiences missed when absent from a class. The value of participating in class activities, interacting with instructors and peers, and feedback received during the class cannot be equaled with make-up assignments. It is extremely important that the student and parent realize that any excused absence should be used only with a great deal of discretion.

**Attendance Expectations**

Regular attendance in each class by every student is expected, unless illness or an emergency exists. Klamath Falls City Schools, in accordance with Oregon law, records and reports the daily attendance of each student enrolled. The school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible. Refer to Board Policy JE.

**Attendance**

The law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused.

Excuses for absences will be limited to those acceptable by state law. All others will be considered unexcused. Unacceptable reasons include, but are not limited to:

1. Sleeping in
2. Shopping excursions
3. Haircuts and trips to the salon
4. during school time, job hunting, or job interviews
5. Vacations or day trips, such as to the coast, skiing, etc.
6. Not getting a ride to school
7. Car/vehicle problems (flat tires, out of gas, etc.)
8. Going home for books, assignments, athletic gear, etc.
9. Driver's tests, DMV, banking, errands, etc.
10. Missing a class to work or study for another class unless prearranged with the teacher(s)

**Attendance Reporting Responsibility**

In order for an absence to be excused it is the responsibility of the parent and student to make contact, either by phone or written notification, with the Attendance Office. All excuses must be accompanied with a reason that is in accordance with state law or absence may be regarded as unexcused. Contact should be made prior to or on the morning of the return to school. Contact must be made no later than the day following the student's return to school or the absence will be regarded as unexcused and treated as a truancy. If there are extenuating circumstances for the failure of the parent to make contact, the principal may, at his/her discretion, make an exception.

After being absent, a student must be cleared on the computer or have an admit slip from the Attendance Office in order to be allowed back into class. Any student not on the cleared list or without an admit slip to show each teacher will be sent directly to the Attendance Office. Refer to Board Policy JED and JE.

## **Attendance System**

Attendance data entry for absences, unexcused absences and tardies is the responsibility of the classroom teacher. If there are questions regarding dates or numbers of absences or accuracy of reporting, please contact the teacher of that class.

## **Homework Request Procedure**

When a student is ill or misses class because of a school-sponsored activity, arrangements need to be made for keeping up with class work. If the student is absent for three or more days, the Attendance Office may be telephoned for assignments. Teachers will be contacted and assignments may be picked up in the Attendance Office. If the call is made before 2:00 p.m., the work should be available by 3:00 p.m. the following day. Students are expected to complete these assignments and return them before requesting additional assignments. It is the student's responsibility to make arrangements with his/her teachers for make-up tests and any other missed assignments upon returning to classes.

## **Illness at School**

If a student becomes ill during school time, the teacher should be told and he/she will give a pass for the student to go the nurse. If a student wishes to see the nurse during class passing time, he/she must go to class and get a pass from that teacher. Only emergencies will be treated by the nurse without a pass. Unexcused tardies or unexcused absences will be the consequence if the student fails to follow this procedure.

## **Permits to Leave (P.L)**

Any student who will be leaving campus during an assigned class period must obtain a P.L. (Permit to Leave) from the Attendance Office. If a student becomes ill during the day, he/she must obtain a P.L. from the nurse to leave school. These students must also check out with the Attendance Office before leaving. No P.L.'s are to be issued to attend home athletic events. Students who leave campus without a P.L. during an assigned class period may be regarded as truant.

## **Prearranged Absences**

When students anticipate an absence, they must pick up the prearranged absence form from the Attendance Office. Students then take the form to each teacher to be signed. When completed, students return the form to the Attendance Office.

## **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges.

## **Tardies/Late**

A tardy occurs when a student is not in class when the bell rings. The tardy is unexcused if the student does not have a legitimate written excuse from the office, another teacher, or a parent/guardian. Administration will determine appropriate consequences for students who are tardy and unexcused.

## **Truancy Citations**

A citation may be issued as deemed necessary by school administration or the School Resource Officer when unexcused and/or excused absences are in excess of the number allowed by state law and/or when other measures have failed to improve attendance satisfactorily. Refer to Board Policy JEDA

## **Truancy Interventions**

A truancy means being out of an assigned area, or being absent from school while an assigned class is in session. Students found to be off campus without permission or found to be out of their assigned area are truant. If a student is found to be truant that means they have an unexcused absence. The attendance office does not excuse single period absences during the school day if:

1. Permit to Leave was not obtained. Please be aware, skipping individual classes will initiate attendance enforcement procedures. If a student continues to miss classes or days without a proper excuse, the level of enforcement increases and will follow this basic pattern:

**1st Violation** – the student will receive school discipline and a notification letter of irregular attendance will be sent to the parent.

**2nd Violation** – a parent conference will be held, an attendance contract may be signed, and a second notification letter of irregular attendance will be sent to the parent.

**3rd Violation** – a court citation for truancy and/or trespass will be issued.

1. An “Attendance Contract” is an agreement between the student, the parents, and the school administration regarding the student’s attendance.
2. A “Citation” is a legal police notification that Oregon attendance laws are being violated; a court appearance and fine may apply.

### **Truancy, Suspension and Grades**

To receive credit for a course, students must demonstrate that they know and understand the required course standards. Multiple examples of proficiency are necessary for the teacher to make a grade and credit determination. Students who miss too many opportunities to demonstrate their proficiency may be denied credit. Regular attendance at school is critical for every student’s success. Students who are suspended or incarcerated for less than ten days will be allowed to make up work missed during those times.



## **STUDENT DISCIPLINE**

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environment.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

### **Alternative Education**

1. Students assigned to alternative education will have to earn a minimum of one credit to return to KUHS.
2. Students may be assigned to alternative education:
  - a) After a second or more occurrence of a severe disciplinary problem within a three-year period;
  - b) When attendance is so erratic that the student is not benefiting from the educational program;
  - c) When the student is expelled.

### **Hall Passes**

Students are not allowed to be out of class without a properly completed Hall Pass except during passing period. Students released late from a class should obtain a pass from the teacher in order to avoid being counted tardy. Students found out of class without a hall pass may be marked as truant.

### **Home/Out-of-School Suspension (1-10 Days)**

Students will be allowed to make up work for credit missed while suspended. Students that fail to turn in work after the suspension may have future homework requests denied. Suspension can affect a student's grade when class laboratory work is involved. Refer to Board Policy JGD.

### **Incorrigible Behavior**

1. Students who show no improvement or positive alteration in their behavior.
2. Students who are unwilling to change their behavior.
3. Students who continue to be unmanageable and/or unruly.
4. A student who received 10 major referrals (as defined by the administration) within a given school year will be considered incorrigible and will be suspended for three days for incorrigible behavior. The suspension is for the incorrigible behavior and is separate from the consequence required for the 10th referral.
5. A student who receives 15 major referrals (as defined by the administration) within a given school year will receive a minimum three-day suspension for continued incorrigible behavior and may be recommended for expulsion.

### **Questioning by Law Enforcement**

#### ***Interrogations***

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, when possible:

1. The principal (or a designee of the principal) will call the parent prior to the interrogation and give the parent 20 minutes to come to the school. If the parent cannot be reached by telephone and/or does not wish to be present at the interrogation, the principal or his designee (if parent is not in the interrogation) will be present during the interrogation.
2. Under certain circumstances, a school administrator, in cooperation with law enforcement personnel, may elect not to call the student's parent prior to the interrogation.
3. In the event the law enforcement officials desire to remove the student from school, a determined effort will be made to notify the parent of such action, before the student departs the school.
4. In suspected child abuse cases, Department of Human Services (DHS) and law enforcement officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting the parents. The principal or his/her designee should request to be present during the interview, and consult with DHS personnel to determine the best procedure to notify the student's parent regarding the interview.

If custody or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials. An administrator shall not let a police officer or official from DHS take a student from a school building without a court order, an arrest, protective custody of DHS, or permission of the parent or guardian. Refer to Board Policy JFG-AR)

### **Scholastic Dishonesty**

Honesty underlies all academic endeavors and successes. Scholastic dishonesty is not acceptable and will neither be tolerated nor ignored. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, unauthorized collaboration with another person in preparing written work and internet copying. Cell phone use during a test taking time may constitute cheating. Refer to Board Policy JFCEB-AR. Students caught cheating on a classroom assignment or test will receive an "F" for that assignment or test and may receive disciplinary action. Further cheating will result in failure in the class.

### **Sexual Misconduct**

Any form of sexual activity is prohibited while at school, on school grounds or while in association with school-related activities. Any student who engages in any form of sexual conduct that is deemed inappropriate by the school administration or supervising adult is subject to discipline up to and including suspension with a possible recommendation for expulsion. Refer to Board Policy JG.

### **Snowball Fights**

Since there is potential for injury and property damage, snowball throwing or fights are not allowed.

### **Swearing/Vulgar Language**

Swearing and/or vulgar language should not be used at school and will not be allowed. It is unnecessary, offensive to many, and may create a hostile environment for students, parents and staff. Students who are swearing and/or using vulgar language on school grounds may be subject to appropriate disciplinary actions. Refer to Board Policy JFC.

### **Threats of Violence Guidelines**

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district. Refer to Board Policy JFCM.

### **Tobacco-Free Environment**

Student possession, use, distribution or sale of tobacco products, including any smoking device, nicotine or nicotine delivering device, is prohibited. Refer to Board Policy JFCG/KGC/GBK)

## SUMMARY OF BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Klamath Falls City Schools recognizes the diversity and worth of all individuals and groups and their roles in society. No discrimination or harassment will occur in any education program, activity or employment.

### *When and Where the Rules Apply*

District behavior expectations apply to students whenever they are:

1. Present in any school or on property of the School District
2. Attending any school-sponsored activity, regardless of its location
3. Traveling to and from school, and any school-sponsored activity

Rules for participants in district athletic programs are in force during the entire season — seven (7) days a week, 24 hours a day, at any location.

Seniors may be disqualified from participation in commencement exercises and related activities if, within sixty (60) days of the last senior school day, they are found to be in violation of District Drug and Alcohol policy or any violation resulting in a disciplinary action Level 3 or greater.

Special procedures must be followed for students with disabilities or formal Section 504 plans who are suspended for more than ten (10) consecutive days in any year, for additional removals of up to ten (10) schools days that do not constitute a pattern, for separate acts of misconduct which constitute a pattern, or if student is being considered for expulsion. Some violations can result in referral to Klamath Falls City Police or Klamath County Sheriff.

	<b>Examples of conduct which violates expectations</b>	<b>Definition</b>	<b>Occurrence</b>	<b>Levels Min-Max</b>
<b>Attendance &amp; Punctuality</b>	<b>Class Cutting/Leaving Without Permission</b>	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1-2 2-4
	<b>Loitering</b>	Remaining around the school building without permission and staff supervision for purposes other than educational assignment.	Minor/First Serious/Rep	1-2 2-3
	<b>Off Limits</b>	Entering a location in a building or any school property which has been restricted from student use or entering a location which has been restricted from student use during certain times of the day.	Minor/First Serious/Rep	1-2 2-4
	<b>Tardiness</b>	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1-1 2-3
	<b>Trespassing</b>	Entering any school property or into school facilities without proper authority during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1-3 3-4
	<b>Truancy</b>	Failure to report to school without permission or excuse.	Minor/First Serious/Rep	1-2 2-4
	<b>Other Similar Offenses</b>	Any other prohibited actions involving attendance and punctuality or the location of students on school property.	Minor/First Serious/Rep	Same as Related Offenses
	<b>Protection of Property</b>	<b>Arson</b>	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep
<b>Bomb Threat</b>		Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	3-4 5

	<b>Examples of conduct which violates expectations</b>	<b>Definition</b>	<b>Occurrence</b>	<b>Levels Min-Max</b>
	<b>Burglary</b>	Unauthorized entry into a School District building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3-4 5
	<b>Deliberate Misuse of Property</b>	The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1-2 2-3
	<b>False Fire Alarm</b>	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3-4 4
	<b>Gambling</b>	Playing any game of skill or chance for money or anything of value.	Minor/First Serious/Rep	1-2 2-4
	<b>Possession of Stolen Property</b>	Having in one's possession or under one's control property, which has been stolen when the person possession it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to another.	Minor/First Serious/Rep	1-3 3-4
	<b>Theft, Minor</b>	Theft: taking property belonging to the school or any individual or group without prior permission.  Minor Theft: includes items with a retail value of less than \$20, but excluding personal items such as wallets, purses or keys.	Minor/First Serious/Rep	1-3 3-4
	<b>Theft, Major</b>	Includes items with a retail value of more than \$20 or any keys, purses or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2-4 3-4
	<b>Vandalism, Minor</b>	Vandalism: intentionally causing damage to or defacing school or property of others.  Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the School District	Minor/First Serious/Rep	1-2 2-3
	<b>Vandalism, Major</b>	Includes situations that will cost the School District to repair or replace the damage, or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2-4 3-4
	<b>Other Similar Offenses</b>	Other similar actions which threaten or result in the loss or destruction of property.	Minor/First Serious/Rep	Sam as related offense
	<b>Assault/Menacing</b>	Wrongfully and intentionally causing fear of immediate physical harm; attempting, with unlawful force, to inflict bodily injury, accompanied by the apparent present ability to give effect to the attempt. May include sexual assault. (Also see Threat of Violence)	Minor/First Serious/Rep  If Staff	3-5 5  5 day minimum suspension
	<b>Battery</b>	Intentionally, knowingly, or recklessly causing physical harm to another, but not mutual combat; unlawful application of force; physical contact that is willful and harmful.	Minor/First Serious/Rep  If Staff	3-5 4-5  5 day minimum suspension

	<b>Examples of conduct which violates expectations</b>	<b>Definition</b>	<b>Occurrence</b>	<b>Levels Min-Max</b>
	<b>Bullying/Harassment</b>	Disturbing consistently, by pestering or tormenting; abusive words.	Minor/First Serious/Rep	1-2 3-4
	<b>Display of Patently Offensive Material</b>	Displaying sexually, racially or religiously patently offensive materials.	Minor/First Serious/Rep	1-3 3-5
	<b>Extortion</b>	Forcing other persons to act against their will, such as the demand for money.	Minor/First Serious/Rep	2-4 3-4
	<b>Fighting</b>	Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hurting, with or without injury (i.e. mutual combat).	Minor/First Serious/Rep	1-4 3-4
	<b>Firecrackers of Explosives</b>	Using or possessing any firecrackers, fireworks, bullets, ammunition, or explosive materials or device.	Minor/First Serious/Rep	3-5 6
	<b>Intimidation</b>	Forcing or discouraging an action by creating fear; extortion (Also see Extortion).	Minor/First Serious/Rep	1-2 3-4
	<b>Reckless Vehicle Use</b>	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2-3 3-4
	<b>Robbery</b>	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	2-3 4
	<b>Sexual Harassment</b>	Sexual advances, requests for sexual favors, other verbal or physical conduct, inappropriate touching.	Minor/First Serious/Rep	1-2 3-4
	<b>Threat of Violence</b>	Threat of harm to self or others, including threats of severe property damage (Also see Assault/Menacing).	Minor/First Serious/Rep  If Staff	1-3 3-4  5 day minimum suspension
	<b>Weapon, Dangerous</b>	Any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. (Examples: ice pick, bb gun, air gun, mace, pepper spray, chain, etc.)	Possession: Serious/Rep Use, attempted use or threatened.	3-5 6
	<b>Weapon, Deadly</b>	Any instrument, article or substance specifically designed for and capable of causing death or serious physical injury. (Examples: dagger, stiletto, dirk, butterfly knife, club, brass knuckles, blackjack, etc.)	Possession or use, attempted use, or threatened.	6
	<b>Weapon, Firearm</b>	Possession of a gun; including but not limited to a firearm, which is “designed to or may readily be converted to expel a projectile by the action of an explosive and any explosive, incendiary, or poison gas.” (Section 921 of Title 18 of the U.S. Code.) Examples: starter gun, shotgun, handgun, rifle, silencer, bomb, grenade, some rockets and fireworks, mines, and missiles. “Possession” is defined to include, but not limited to having a weapon located: (1) in a space assigned to a student such as a locker or desk, (2) on the student’s person or property (on the student’s body, in student’s clothing, in an automobile), (3) under the student’s control, or accessible or available; for example: hidden on school property. Confiscated guns are turned over to the police.	Any occurrence	6

	<b>Examples of conduct which violates expectations</b>	<b>Definition</b>	<b>Occurrence</b>	<b>Levels Min-Max</b>
Appropriate Learning Environment	<b>Weapon, Simulated</b>	Possession of articles that resemble, but are not, knives, guns or other weapons, including toys.	Possession/use Serious/Rep	3-5
	<b>Other Similar Offenses</b>	Engaging in other similar acts which endanger the physical safety or mental or emotional wellbeing of others.	Minor/First Serious/Rep	Same as related offense
	<b>Abusive/Profane Language</b>	Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation.	Minor/First Serious/Rep	1-2 3-4
	<b>Disruptive Conduct</b>	Behaving in a manner which disrupts or interferes with the educational process, including consensual sexual activity.	Minor/First Serious/Rep	1-2 2-4
	<b>Forgery</b>	Providing a false signature or altering school documents.	Minor/First Serious/Rep	1-2 2-3
	<b>Gang-Member Identifier</b>	Displaying material that identifies student as a member of a gang.	Minor/First Serious/Rep	1-3 3-4
	<b>Inappropriate Dress</b>	Dressing or grooming in a manner that disrupts the educational climate or process, is unclean or a threat to the learning opportunity, health or safety of the student or any other person.	Minor/First Serious/Rep	1-2 2-3
	<b>Indecent Gesture/ Indecent Exposure</b>	Making gestures which convey a grossly offensive, obscene or sexually suggestive message.	Minor/First Serious/Rep	1-2 3-4
	<b>Insubordination</b>	Failure to comply with a proper and authorized direction or instruction of a staff member.	Minor/First Serious/Rep	1-2 3-4
	<b>Interference with School Personnel</b>	Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Minor/First Serious/Rep	2-4 3-4
	<b>Open Defiance</b>	Orally refusing to comply with a direction or instruction of a staff.	Minor/First Serious/Rep	1-2 3-4
	<b>Plagiarism/Cheating</b>	Representing another person's work as one's own.	Minor/First Serious/Rep	1-2 3-4
	<b>Willful Disobedience</b>	Repeated refusal or failure to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	2-3 3-4
	<b>Other Similar Offense</b>	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning.	Minor/First Serious/Rep	Same as other related offense
	<b>Tobacco Use and/or Possession, and/or Distribution</b>	Using or possessing by any age student any form of tobacco on or adjacent to school property and at all activities without regard to location.	Minor/First Serious/Rep	2-3 4
	<b>Alcohol/Drugs, Use, Under the Influence and/or Possession</b>	Using, under the influence, or possessing by any student in any form of alcohol/drugs on or adjacent to school property and at all activities without regard to location.	First/Serious	4-5
	<b>Sale or Distribution of Alcohol/Drugs</b>	Selling or giving alcohol/drugs by any student any form, including prescription drugs, on or adjacent to school property and at all activities without regard to location.	First/Serious	4-5

### Level 1: Interventions

Staff member would talk with the student regarding the behavior, focusing on behavior what is the appropriate behavior.

### Level 2: Interventions

Interventions would look like detention, loss of points; call to parents, given an opportunity to participate in a program focused on resolving the issue, citation issued by law enforcement, any activity the raises the level of concern for the student. Again, we would reteach expectations.

**Level 3: Suspension/Temporary Removal/Reassignment/Referral**

Out- or in-school suspension, removal from class until meeting with staff, administration, and parent, reassign student to a different class (possibly looking at an alternative school), and finally looking at a referral to a specialist with discipline pending the outcome of the referral.

**Level 4: Expulsion/Diversion Expulsion/Reassignment/Referral–Office Referral**

Expulsion is for a period of time, usually a semester to a full year. Diversion and agreement between the school district, county court system, and student (family) to meet the expectation of the agreement, thus allowing them to remain in school and have their citation removed. Reassign the student to a different educational setting (alternative school). Referral at this level the student removed from school pending the outcome, most likely these removal are for drugs/alcohol and behavior.

**Level 5: Mandatory Expulsion – (No Diversion Option) - Office Referral**

Removal for a period of time, likely a school year.

**Level 6: Mandatory One-Year Expulsion (weapons/firearms)**

Student removed for one calendar year, from the date of the expulsion hearing.

*Since all possible student actions cannot be covered in detail by established rules of conduct, the School Administration reserves the right to determine if a student’s behavior is appropriate or disruptive at any time on school grounds and at all on- or off- campus school-related activities/events. All listed discipline consequences are suggested with the final consequence at the discretion of the School Administration.*