

# **HENLEY MIDDLE SCHOOL**

**Home of the Stingers**



**Bee Safe  
Bee Respectful  
Bee Responsible**

**2008- 2009**

**PARENT/STUDENT HANDBOOK**

**KCSD ATHLETIC HANDBOOK**

**KCSD STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK**

If you have a disability and need this publication in an alternate format, please contact the  
Klamath County School District Curriculum Office at 541-883-5000.

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

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## ***ABOUT HENLEY MIDDLE SCHOOL***

Part of the Klamath County School District, 10501 Washburn Way, Klamath Falls, Oregon 97603, Henley Middle School is located three miles south of the Merrill-Lakeview Junction at 7925 Highway 39, Klamath Falls, Oregon 97603. Henley Middle School services grades 7 and 8.

### **Cutting Edge**

The Klamath County School District (KCS D) curriculum department coordinates with Henley Middle School staff to insure the school implements state requirements. The state mandates the concepts and provides the guidelines for subject matter instruction. This allows the district and Henley Middle School to stay at the forefront of curriculum and instructional development. Our instructional strategies are constantly being updated through workshops and inservice.

Henley Middle School gives each child multiple opportunities to meet the Oregon State Standards and Benchmarks in Reading, Writing and Math. Our students consistently score above the state average on statewide assessment tests.

Henley Middle School is proud of its student achievements throughout the years. The students have gone on to become successful in state-wide spelling and geography bees, math skills contests, world finals for Odyssey of the Mind, regional Brain Bowl Tournaments and many other contests.

### **Philosophy**

**At Henley Middle School our mission is to create a community in which learning and enjoyment meet to give everyone opportunities to experience success, responsibility and growth.**

We believe:

- In a curriculum that reflects the needs of middle school students
- In team work involving everyone
- In activities that extend beyond the classroom
- In effective management
- In scheduling that takes into account the needs of the students and the talents of the staff
- In a positive, safe, caring environment.

School improvement is a continual process. Henley Middle School will continually assess the needs of the students and the community and change to insure academic progress.

The middle school philosophy has based the curriculum on students' needs and characteristics of early adolescents. Equal emphasis is given to intellectual, social, emotional, and physical needs of the students.

Classes at Henley Middle School offer opportunities for student participation and growth. Classes for seventh and eighth grade students vary and may include the following subjects:

Social Studies	English
Physical Education	Pre-Algebra
Algebra 1	Health
Science	Vocational
Fine Arts	Exploratories

Henley Middle School offers students a wide variety of exploratory classes. Exploratories are 6-week courses meant to give the student opportunities to explore a variety of subjects in new environments and broaden their career awareness. Students are encouraged to try many areas in order to discover new interests. Students at this age are naturally curious, and these short offerings help them choose more wisely subjects they want to study in depth later. These classes take advantage of the early adolescent shorter attention span while helping them broaden their interests. Exploratories bridge the gap between the basic skills core curriculum and personal growth.

### **History and Facilities**

The school building was completed in 1950 and served as Henley High School until 1973. From 1974 until 1993, the building served as Henley Junior High School. In 1993, the building became Henley Middle School, continuing to serve seventh and eighth grade students.

The main building has seventeen regular classrooms, girls' and boys' locker rooms, cafeteria and kitchen, four student bathrooms, gymnasium, media center, and office administration area. There is a separate arts/shop building and five mobile units used for classrooms. The campus includes a noon recreational area, track and two playing fields.

It is the policy of Klamath County School District, Henley Middle School and the State Board of Education that there will be no discrimination or harassment on Klamath County School District grounds on the basis of race, color, sex, marital status, religion, national origin, age, or handicap in any educational programs, activity, or employment. Refer to the Klamath County School District "Student Rights and Responsibilities" handbook for the complete policy statement.

### ***Athletics***

Please refer to the *Extra-Curricular Athletics* section in this handbook.

### ***Attendance: Absences, Tardies***

For complete policy statement, refer to the Klamath County School District "Student Rights and Responsibilities" handbook.

#### **Absence Procedures**

When a student returns to school after being ill or for another reason, he or she must report to the office with a dated note or a telephone call from the parent/guardian explaining the reason for the absence. Please refer to the Klamath County School District "Student Rights and Responsibilities" handbook for complete policy statement.

#### **Tardy Policy**

When a student is tardy without a written excuse to any class in a six (6) week grading period the following may result:

- 3 tardies-letter sent home to parent/guardian
- 4 tardies-conference with administration and detention
- 5 tardies-detention or Saturday School
- 7 tardies-suspension for one day or Saturday School

This policy will vary after the first six (6) weeks. Students who abuse the tardy policy will be dealt with on an individual basis. Tardies may accumulate in core classes, and not necessarily in individual classes.

If a student is tardy to school in the morning, they need to be accompanied by a parent or guardian to check in at the office. They may also be admitted with an excused note written by a parent or guardian.

If a student has an unexcused absence or misses any part of the school day, that student will not be allowed to attend any school functions or activities on that day.

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities. Please refer to the Klamath County School District's "Student Rights and Responsibilities " handbook for the complete policy statement.

### ***Attendance Area***

All students are bused from Moyina Heights, Rocky Point, Keno, Stuart-Lennox, South Suburban, North and South Poe Valley, Henley and Pine Grove areas.

School Feeders: Henley Elementary, Shasta Elementary, Fairhaven Elementary, Keno Elementary, Stearns Elementary, Ferguson Elementary, Peterson Elementary and Altamont Elementary.

### ***Awards and Honors***

It is the goal of Henley Middle School to recognize students who make responsible choices and demonstrate behaviors that promote learning and a positive school environment. Recognition of students' positive and productive behavior will be provided through individual classroom and gold card awards. In addition, encouragement will be provided on an ongoing basis to help develop the students' intrinsic value system. The manner of recognition may include, but not be limited to, the following:

- |                 |                          |
|-----------------|--------------------------|
| Good News Notes | Displays of Projects     |
| Reader Board    | Honor Activities         |
| Gold Cards      | Achievement Certificates |
| Honor Roll      | Local Newspaper Coverage |

**Honor Roll**

Each six-week progress-reporting period, an honor roll will be published honoring those students who have done outstanding work. Students receiving grades in the following categories are eligible for honor roll.

- 4.00 grade point average Principal’s Honor Roll
- 3.50 to 3.999 grade point average Grand Honor Roll
- 3.00 to 3.499 grade point average Honor Roll

***Bus Rules***

Buses will leave promptly following school dismissal. The campus at Henley Middle School is closed from the time students arrive to the time school is dismissed. This means students are not allowed to leave the school grounds during these times without permission from the office.

Students who ride a bus other than their assigned bus must have a note written by the parent/guardian and signed by the office staff. For the safety of the students, acceptable and appropriate behavior is expected on buses. Please remember students riding a bus are under the authority of the bus driver. For specific school bus regulations, please refer to the Klamath County School District "Student Rights and Responsibilities " handbook.

***Cafeteria***

Students may pay for each day as they go through the line, or they may prepay at the office. Students generally may not charge meals. In emergency situations, the school may grant up to a maximum of \$5.00 credit which must be repaid as soon as is feasible.

A hot lunch program is for the convenience of the students. Students should move through the lines quietly and orderly, not take cuts, or save places. Courteous and considerate behavior is expected at all times. Students will lose their lunchroom privileges if their behavior is inappropriate. All snacks, foods, and drinks are to be consumed in the cafeteria not in the hallways or outside.

Students who are not eating lunch are to go directly outside. Students may remain in the cafeteria during inclement weather. Students are not allowed to gather in the foyer or at the door. Outside boundaries are the tennis courts, football field, and the gates near the cafeteria. Students must remain inside the fence.

Students will not be allowed in the hall because classes are in session. Bathroom passes will be given. Balls can be checked out to use during lunch recess.

***Closed Campus***

No middle school student is allowed to leave the middle school grounds during school hours. No student is allowed to go to the Henley High School campus or Henley Elementary campus without permission. Infractions of this rule may result in suspension.

When it is necessary for a student to leave school during the day for reasons such as medical or dental appointments, he or she must bring a note from the parent/ guardian requesting such dismissal. The student should present this note to the office before first period and receive a pass permitting him or her dismissal from class at the proper time. The student must be signed out of school at the office by a parent. If a student returns to school the same day, he or she must be checked in with the office by a parent.

A student leaving school during the day without being released through the office will be considered truant.

***Code of Conduct***

Students are expected to respect the rights of other students, the school staff, school district property, and behave in an appropriate manner. Please refer to the Klamath County School District "Student Rights and Responsibilities" handbook for the complete policy statement.

***Communicable Diseases***

At times a student may have signs or symptoms of illness and need to be excluded from school until diagnosed and treated by a licensed health care provider or until recovered.

Conditions that may require exclusion until either diagnosed or recovered include:

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- **Any** rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color or skin or eyes);

- Diarrhea (3 watery or loose stools in one day with or without fever.
- Skin lesions that are “weepy” (fluid or pus-filled);
- Colored drainage from eyes;
- Brown/green drainage from nose with fever of greater than 100.5;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care that the school staff can safely provide.

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

### ***Complaints***

The Klamath County School District *"Student Rights and Responsibilities"* handbook lists a four-level grievance procedure which the county school board has adopted to resolve grievances. Whenever a concern may arise, please contact your teacher, school counselor, or administrator in order to receive assistance with your concerns.

### ***Dances***

Dances are open to Henley Middle School students in good standing only. Students must be in school all day to attend. Guests are not allowed.

### ***Discipline***

It is the goal of Henley Middle School to provide a positive, caring environment where learning can be accomplished in an orderly manner. In order for students to assume responsibility for themselves, it is important for them to know what is expected of them. To achieve this goal, it is expected that: All students and adults will display courtesy and respect toward each other, our guests, and our building.

Disciplinary consequences for inappropriate behavior will usually follow this general procedure. Classroom consequences at teacher discretion which may include:

1. Teacher - student conference
2. CORE Teacher conference
3. Time-out
4. Behavior contract
5. Academic or behavior detention
6. Referral to Administration and/or Counselor

Disciplinary referral to the administration may include counseling, detention, Saturday school, in-school suspension, out-of-school suspension or expulsion. Parents/ guardians will be notified in writing with all administration referrals. Refer to Klamath County School District *"Student Rights and Responsibilities "* handbook for complete policy statements.

### **Detention Assignments**

A student not behaving with acceptable manners in the classroom, halls, cafeteria, or at a school-sponsored activity may be placed on detention. Detention may be assigned before or after school, during assemblies, a noon detention, and/or a study hall detention after school. These detentions are assigned and supervised by a staff member.

### **Procedure: Suspension, Expulsion & Alternative Programs**

Henley Middle School follows the recommendations of the Klamath County School District. Please refer to the Klamath County School District "Student Rights and Responsibilities" handbook for the complete policy statements.

### **Saturday School**

Saturday school will be held every other Saturday at Henley High School from 9:00 a.m. until noon. This may be an alternative to suspension.

## **Suspension**

A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. A suspension may not exceed ten consecutive school days. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

## **Suspension/Make-up Work**

Students will be allowed to make up schoolwork upon their return from the suspension.

Students will be allowed to make up and receive credit for daily assignments, laboratory experiments, class discussions or presentations, quizzes, unit examinations, mid-term and final examinations without an academic penalty.

Assignments provided for the student during the suspension period shall be due on the date that the student returns to school from the suspension.

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

## **Wednesday Night Detention**

Wednesday night detention will be held each Wednesday afternoon from 3:15 p.m. to 5:00 p.m. at Henley Middle School. This may be used instead of a Saturday School assignment for disciplinary action. Parents will be notified in advance of any Wednesday night detention

assignment given to their youngster so that transportation arrangements can be made.

## ***Discrimination/Harassment***

### **Non-Discrimination Policy**

It is the policy of Klamath County School District and Henley Middle School and the State Board of Education that there will be no discrimination or harassment on Klamath County School District grounds. Refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy.

### **Harassment of Students**

Henley Middle School is committed to maintaining a learning environment that is free of harassment. Refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for the complete policy statement.

## ***Display of Affection***

Excessive display of affection such as hand holding, touching, and kissing are not allowed and are disruptive to the learning process. Violation of this policy may result in a parent/guardian conference and/or disciplinary action. Please refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy statement.

## ***Dress and Grooming***

The responsibility for the dress of the student rests with the parents/guardians. Dress and appearance do have a definite relationship to the conduct of the student. Neat appearances add to an atmosphere conducive to study and to the attitudes and activity appropriate for a young person of this age group. Any student who arrives at school in attire that could produce a safety hazard or be a disturbing influence may be asked and/or sent home to change. School administration will determine dress that is appropriate for school. When students are participating in a school activity such as music groups, speech team performances, or any group representing the middle school, they will dress appropriately for the occasion. This promotes school spirit, team spirit, and feelings of participating in special groups.

Students are encouraged to take pride in their dress and their work. Hats or headgear of any sort are not to be worn in the building. All headgear needs to be placed in lockers upon entering the building. Hats may be worn during lunch recess outside. If headgear is not put away, it will be confiscated.

Any clothing depicting gang-related activities or symbols will be considered inappropriate. Student clothing must be the proper size. Pants may not be worn below the waist. A belt needs to be worn if the pants will not stay at the waist. Boxer shorts and other undergarments may not be visible. Pants with straps (overalls, etc.) must have the straps over the shoulders and fastened. Bare midriffs are not allowed. No halter tops or spaghetti top shirts. Cigarette, beer, or other advertisements and messages that may be determined inappropriate will not be allowed. Also apparel with profanity, satanistic messages and sexual implications may not be worn. Coats need to be put in lockers after arriving. Please refer to the Klamath County School District *"Student Rights and Responsibilities"* handbook for complete policy statement.

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

##### **Unlawful Drugs**

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

##### **Alcohol**

Please refer to the *"Student Rights and Responsibilities"* handbook for complete policy statement.

##### **Tobacco**

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

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

At least one fire drill will be conducted each month for grades 7 & 8. At least one drill on earthquakes for students in grades 7 & 8 will be conducted each month.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

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

In the event that bad weather causes school closure or a delayed opening, the radio stations listed below will begin announcing this information at approximately 6:00 a.m. or as soon as a decision is reached. Schools will be open unless closure or a delayed opening is announced by the District.

**Please do not telephone the stations, the school, the bus shop, or the school district office.** Those lines must remain clear for other calls related to the closure or delayed opening.

Arrangements have been made with the stations to broadcast the information to you.

**District Website:** [www.kcsd.k2.or.us](http://www.kcsd.k2.or.us)

	KAGO	KFLS/KKRB	KLAD
AM Radio	1150	1450	960
FM Radio	99.5	106.9	92.5
Television	KOTI	KDKF	KTVL
Antenna	Channel 2	Channel 31	Channel 10
Cable	Channel 2	Channel 13	Channel 4

#### **PLEASE DO NOT TELEPHONE THE STATIONS.**

Frequent announcements will be made. School closure results in automatic cancellation of the school activities program unless information to the contrary is specifically released.

Be sure your child knows where to go if an emergency is declared and schools are closed early. Most parents have made arrangements with a neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

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

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

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

**Extra- Curricular Athletics**

The athletic program is designed to supplement the total co-curricular offerings of the overall school program. All participants in the athletic program shall abide by all district and school policies, rules and guidelines. Cross Country and volleyball are available in the Fall, basketball in the Winter and track in the Spring. All participants are required to pay a \$50.00 fee per sport. The proper forms and a bi-yearly sports physical need to be completed before a student can participate. An eligible student must maintain at least a 2.00 grade point average.

**Academic Standard**

An eligible student must be passing at least five (5) classes and maintain at least a 2.00 grade point average (GPA) during the semester grading period. Some schools within KCS D may choose to make grade checks every three weeks. At the Middle and Junior High schools, grades will be checked at the beginning of the season. Students failing to achieve a 2.00 GPA will be placed on probation for one week. The student will practice but will not be permitted to participate in any contests. At the end of the one-week probationary period, grades are checked and if the deficiency causing the probation is corrected no other action will be taken.

If at the end of the 1st week probation the deficiency still exists, the student will be declared ineligible for the following week. The student will continue to practice, but will not be permitted to compete in any contests during this period. If the deficiency is corrected, the student is declared eligible. If at the end of the 2nd week the deficiency is not corrected, the student is declared ineligible for the season and must turn in their uniform.

**Physical Examinations**

Students in grades seven, nine and eleven must have a physical examination by a physician of their choice prior to practice and competition. The examination should be performed no earlier than May 1 of the preceding school year. In addition, physical examinations shall be given when a student is new to the district and/or has not had a required Oregon physical examination.

Annual physical examinations are required in the following situations:

1. When the student has been given a diagnosis of a significant disease process or illness.
2. When the student has an ongoing significant disease process or chronic illness.

Significant disease processes or illnesses include, but are not limited to: epilepsy, asthma, diabetes, chronic heart disease, including heart murmur and severe allergy.

Whenever a student returns from major surgery, illness or injury, there must be a physician's release to return to participation.

**Fees**

Required fees are \$10.00. Some exploratory classes will require lab fees to be paid when the student attends the class. The Middle School/Jr. High sports participation fee will be \$50.00 per each sport. A PE uniform is required and can be purchased at the office for \$15.00.

**Fighting**

Fighting by students will result in suspension for those involved. Please refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy statement.

**Gang Activities**

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

**Grades**

Students will earn academic grades and citizenship grades in each class.

Academic Grades			
90% - 100%	A	60% - 69%	D
80% - 89%	B	Below 60%	F
70% - 79%	C	Incomplete	I

Citizenship Grades			
Satisfactory -	S	Needs Improvement -	N
		Unsatisfactory -	U

A student receiving an incomplete in any class will have two weeks to make up the required work. If, at the end of the two-week period, the work is not complete the final grade becomes an F.

CORE class grades measure the mastery of basic school skills. Exploratory class grades will be based more on participation, effort, cooperation, and citizenship than of attainment of excellence or mastery of the subject.

### **Health Services**

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

If your student has health needs which may require nursing services, please contact your school principal, or the KCSD Health Services at 541-883-5000.

### ***Homework***

#### **Make-up Work**

It is the student's responsibility to get missed assignments and turn in makeup work on time. The student is responsible for all work missed while on any trip during school time. When a student misses school, he/she may request another student to collect the assignments. A student may have at least one day, for each missed, to make up work presented in class on the day the absence occurred. The teacher (upon request) will give make up assignments to the student.

#### **Request for Advance Homework**

A student with permission by a parent should discuss planned absences with his/her principal. If approval is obtained, the student shall then go to his/her teachers for advance assignments and learn the due date for the completed work. The student will be given a slip to be signed by each teacher.

### **Request for Homework When Absent**

The office will provide homework only after two or more days of absence. It takes twenty-four (24) hours to get all work together. Please do not call the school requesting homework before two days have elapsed.

### **Illness or Injury Occurring at School**

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

If the student is too ill to remain at school, or the injury requires medical evaluation the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff will administer emergency or minor first aid as necessary. The school will contact emergency medical personnel, if needed, and will attempt to notify the student's parents whenever a student has been transported for treatment.

### **Immunization Information**

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

### ***Insurance***

At the beginning of the school year, the school district will make available to students and parents a low cost student accident insurance program for grades K-12. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the school office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school- sponsored trip outside the district or in school sponsored athletics, students and parents must show evidence that the student is covered by some form of accident insurance. School insurance does not apply to out-of-school activities unless insurance is purchased as a full-time plan.

## ***Lockers***

Each student will be assigned a locker which he/she is expected to keep clean both inside and out. Lockers are the property of the school and will be periodically checked and/or searched by school staff. It is important that a student keep the combination of his or her locker confidential. Henley Middle School will not accept responsibility for items which are damaged or taken from the locker. Do not change lockers without permission from the office. There will be a \$5.00 fee charged for a combination change during the school year. Writing and graffiti inside and outside of lockers is considered vandalism. Any vandalism of a locker may result in the loss of locker privileges and/or disciplinary action. Please refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for the complete policy statement.

### **How to Open Your Locker**

Turn right several turns and stop at your first combination number.

Then turn left one whole turn past your first number and stop at your middle number.

Now turn right and stop at your last number. Push in and lift the locker handle.

If you go past any number, you will have to start the sequence from the beginning.

## ***Lost and Found***

Lost and found is located in the front hall across from the counselor's office. Please check there for lost articles such as clothing and books. Found valuable items should be turned into the office immediately. Articles from the lost and found not claimed after a two-week period will be discarded. Books will be returned to the library or to the appropriate classroom.

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

The school participates in the National School Lunch and School Breakfast, and Federal Commodity Programs and offers free and reduced-price meals based on a student's financial need. There is no charging of lunches. Students may not buy lunches for anyone but themselves. Additional information can be obtained in the school office.

## ***Media Center***

Students are encouraged to use the media center. Books are checked out for a two-week period. The books may be renewed. Students are asked to return books promptly for renewal and circulation. Books lost by a student are charged to him or her and must be paid for before transferring or leaving school for the year.

## ***Medications***

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

## ***P.E. Non-Dress/Non-Participation***

During a six-week period parents will be notified of a student non-dress, nonparticipation. After three times a letter will be sent to parents, grade lowers one level. After four times the teacher will attempt to contact the parent/guardian by phone. After five times the student will be referred to the administration for disciplinary action which may include Saturday School or Wednesday night detention. Students who continue to not dress down will receive more disciplinary action.

## ***Personally Identifiable Information***

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

## ***Promotion, Retention and Placement of Students***

A student shall be placed or promoted from one grade to the next on the basis of academic, social, physical, and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

## ***School Day***

School time is determined by arrival and departure of school buses. Students should not come to school prior to 7:45 a.m. and should leave the building

immediately after school dismissal unless they are engaged in an adult supervised activity.

### ***Student Records***

A student's parent/guardian or an eligible student may inspect and review the student's education records and obtain a copy. Further information regarding records may be found in the Klamath County School District "*Student Rights and Responsibilities*" handbook.

### ***Supplies***

Students need and are expected to provide some basic school supplies to be successful. These include: pens, pencils, paper, calculator, 3 ring binder and ruler. Some students may choose to carry book bags or backpacks.

### ***Telephone Use***

Students should not be excused from a class to use the telephone. The secretary will call parents/guardians when a student is ill. Students will not be allowed to use the office telephone for personal business. Secretaries will not accept telephone messages for students from anyone except parents or guardians.

Messages and instructions from home should be conveyed to students before they arrive at school. Messages called in for students should be of an emergency nature.

Cell phones are not allowed during school hours. They need to be put away and will be subject to confiscation.

### ***Textbooks***

Textbooks are provided by the school district for student use. Usually a student will be issued a copy for personal use which becomes his or her responsibility. Students are held accountable for lost books or those books showing damage beyond which the school regards as normal. The student is to write his or her name on the bookplate in front of each text.

### **Tobacco Free Environment**

Tobacco use by anyone on school district property is prohibited.

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

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. Please refer to the Klamath County School District's "*Student Rights and Responsibilities* " handbook for the complete policy statement.

### ***Unacceptable Language***

Unacceptable language is sufficient cause for discipline, suspension, or expulsion. Please refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy statement.

### ***Valuables***

Sizable amounts of money or valuables should not be brought to school by students; however, if this is unavoidable, they should be checked into the office before school. Valuables should not be placed in P.E. or hall lockers. Henley Middle School will not be responsible for lost or stolen items.

Personal items from home used at school i.e. coats, P.E. clothes, calculators etc. need to be marked permanently with the student's name.

### **Personal Electronic Devices**

Personal electronic devices (i.e. radios, tape players, CD players, laser pointers, walkmans, lap tops, computers, ipods, cameras etc.) are not allowed at school, and may be confiscated. Cassette tapes, compact discs, etc. should not be brought to school. Electronic games are not allowed at school and may also be confiscated. Cell phones are not allowed during school hours. They need to be put away and will be subject to confiscation. Please refer to the Klamath county School District "*Student rights and Responsibilities*" handbook for complete policy statement.

### ***Video Surveillance***

Students are notified that, by KCS D board policy, video surveillance may occur on school property or on transportation vehicles in order to promote the order, safety, and security of students, staff, and property. Refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy statement.

### ***Visitors***

Visitors or guests are to check in at the office. Each visitor will be given a visitor name tag. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain. Friends of the students are not allowed to visit during school hours. Refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy statement.

### ***Weapons***

Students shall not bring, possess, conceal, or use a weapon or replica of a weapon (including a pocketknife) or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 338.40. Any student who knows of other student(s) who brings, possess, conceal, or use a weapon or other possession determined to be a threat to school safety may be subject to appropriate disciplinary action. Weapons, including replicas of weapons and pocketknives are subject to seizure or forfeiture. Any student who violates these regulations will be subject to expulsion and referral to law enforcement officials. Refer to the Klamath County School District "*Student Rights and Responsibilities*" handbook for complete policy statement.

### ***Withdrawal from School***

A student who is transferring to another school should report that fact to the office. It is required that a parent or guardian confirm withdrawal by a signed statement and/or a telephone call. The secretary will give the student a transfer slip which must be initialed by each teacher and the media center. This initialed slip is proof that all textbooks and library books are returned and that all charges have been paid. The transfer slip should be taken to the new school by the student. Student records will be sent after a request is received from the new school.

### ***Yearbook***

If produced, students will be able to purchase their copies of the yearbook.. The price of the yearbook will be announced after school begins. Students receive their yearbooks the last week of school. Yearbooks may not be picked up early.