



KHS
Student Handbook
2022-23

Knappa School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Knappa School District office for additional information and/or compliance issues: April Fresh/Paulette Johnson 503-458-6166

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the district office and the district website. <http://www.knappa.k12.or.us/> Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand, that should my student violate the Student Code of Conduct, he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Knappa School District

Mission

The Knappa School District will INSPIRE all learners to ACHIEVE academically and THRIVE as independent and PRODUCTIVE citizens.

Vision

All learners prepared to RISE to the opportunities and challenges of the world.

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Academic Information

Class Schedules

A change in class schedules is to be approved by the teacher(s) involved, the counselor, and the principal before the change goes into effect. At the beginning of each semester, the counselor will be available to change and modify class schedules. Schedule change forms can be found in the main office. Changes for semester schedules must be completed by the second week of the semester unless prior arrangements have been made with the counselor and instructor.

Counseling Services

A counselor is available for all students. The responsibility of the organized guidance program is under the direction of the counselor. Students consult the counselor regarding course selections, grades, credits, scheduling, career planning, college and vocational information, articulation agreements, scholarships and financial aid, and personal counseling. Students needing specific credit information should consult a counselor. Working with the most current and accurate transcript information, the counselor can draft a suggested plan for successful high school completion, relating to the specific needs of the student and parents.

Students planning post-secondary education or training should consult with a counselor as soon as possible during their time in high school. It is not too soon to be thinking about what classes to take upon entering 9th grade. Such planning can also begin at the middle school level. The school counselor is able to refer students to other counseling services as needed, such as drug and alcohol counseling.

Grades & Class Credit

Permanent grades are issued at the end of each semester. These will be mailed in January and June to parents of all students who have completed the checkout process. Quarter grades are also given at the middle period of each semester and can be picked up at Parent/Teacher Conferences. Progress reports are mailed in the middle of each grading period. Every effort is made to contact parents of students in academic trouble. Parents are encouraged to contact teachers with questions and/or concerns.

Graduation Requirements

Language Arts	4 units
Mathematics	3 units
Science	3 units
Social Studies	3 units
Health/PE	2 units
Arts/CTE	3 units
Elective Credit	8 units
Total	26 units

Oregon Department of Education is also requiring all classes to pass state testing in reading, writing and mathematics. This mandate has been waived for 2021-22, 2022-23, and 2023-24 school years. See Board Policy IKF for more thorough details of the graduation requirements.

Graduation Exercises

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements may, at the discretion of the superintendent or designee, be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee. Graduation practice is required for graduation ceremony participation. Students must be fully checked out by the office in order to participate in practice.

Gold Gowns

During the fourth quarter of each school year, the Senior Class Advisor(s) or the Principal will notify those juniors who will serve as Gold Gowns for the upcoming graduation ceremony. The juniors will be chosen based on cumulative high school GPA. The top juniors who are most likely to be the valedictorian and salutatorian during their senior year will be chosen to serve as Gold Gowns and help lead the graduation ceremony. In the case that there is a tie or the GPA rankings are too close to determine who will finish first and second, the advisors or Principal may choose to have more than two students serve as Gold Gowns.

Honor Roll

Knappa High will have three honor rolls at the end of each grading quarter. The Principal's Honor Roll includes a perfect GPA of 4.00. The Logger Honor Roll includes 3.50 to 3.99. The Blue and Gold Honor Roll includes a GPA from 3.0 to 3.49. The office will compile the necessary honor rolls. Any I (incomplete) or an F (fail) will eliminate the student from consideration for that grading period for the Honor Roll. To be eligible for any academic honors offered or sanctioned by KHS, a student must take all his/her classes at KHS.

Fees

Associated Student Body	\$20
Freshman/New student Book Deposit	\$25
Lock deposit, per lock	\$ 6

- Additional course fees may be required, i.e. art, woods, welding. Please check with the main office for details.

Off Campus Classes

Grades earned in classes taken off campus are transferred to the high school transcript.. Maximum number of credits which can be transferred to the high school transcript is two unless it is college level 100 or above (example: a 3 credit college class is equivalent to a .5 high school credit).

Off-Campus Events

Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school officials.

Special Programs

- English Language Learners

The school provides special programs for bilingual English language learning students. A student or parent with questions about these programs should contact the building administrator. In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

- Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director.

- Talented and Gifted Program

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities.

Students will be identified based on:

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 or Smarter Balanced or other state adopted assessments.

Identified students shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Student and Parent Complaints

- Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. (Refer to Knappa School District policy KL and KL-AR).

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

- Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the superintendent.

- Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

- Students with Disabilities Complaint

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

- Students with Sexual Harassment Complaints

Knappa schools are committed to the elimination of sexual harassment in schools and at school related activities. Sexual harassment of students and staff include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

Examples of sexual harassment may include, but are not limited to:

- physical touching or graffiti of a sexual nature
- displaying or distributing sexually explicit drawings, pictures and written materials
- sexual gestures or obscene jokes
- touching oneself sexually
- talking about one's sexuality in front of others
- spreading rumors or making statements about or rating other students or others as to appearance, sexual activity, or performance

- Responsibilities

Every employee and student in the district must be informed of this policy. If a teacher, administrator, or other staff person knows that sexual harassment is or may be occurring, he or she must take immediate steps to see that the matter is addressed, even if the problem is not within their area of oversight.

- Complaint Procedure

Any student who believes that she or he has been sexually harassed is encouraged to use the following complaint procedures. A sexual harassment complaint should be filed in writing as soon as possible after the incident(s). Complaints will be investigated promptly. Every effort will be made by the District to preserve confidentiality and protect the student's privacy to the extent the investigative process allows.

The school will in no way retaliate against a person who complains of sexual harassment or tolerate faculty, staff, or other students retaliating against a complainant. If illegal sexual harassment is not found, the school may still determine that the conduct was inappropriate and require that such conduct be stopped.

Please see Knappa School District Board Policy JBA/GBN and JBA/GBN-AR for further details.

Student Records

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. 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 or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

- **Access/Release of Educational Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, 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 years of age or older), may inspect and review education records during regular district hours. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

- **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

- **Transfer of Educational Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

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.

Transportation Rules:

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the 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 materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while the 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.
17. Students must be waiting for the bus to arrive at least 5 minutes before the scheduled time.

- **DISCIPLINARY PROCEDURES FOR TRANSPORTATION VIOLATIONS**

1. First Citation - Warning*: The driver verbally restates behavior expectations and issues a warning citation*.
2. Second Citation*: The bus supervisor may assign detention and/or suspension from the bus. The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation* of the year: The student receives a 3- to 10-day suspension. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Attendance Policy

General Guidelines

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

Any person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

The district will notify the parent in writing that, in accordance with law, the [superintendent] will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The [superintendent] or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
 - a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
 - b. A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4. above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent.

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Nonetheless, it is recognized that at times students may be appropriately absent from class. Therefore, the following principles shall govern the development and administration of attendance procedures within the district:

1. Absences due to illness or a health condition, school-approved activities, family emergencies, and disciplinary actions shall be excused at the principal's discretion.
2. If any absence is excused, a student, upon return, shall be permitted one day plus one for each day missed to make up all assignments outside of class.
3. Excused absences shall be verified by a telephone call and/or a written note from the parent of notification from the school authority responsible for the absence. Written verification shall be presented upon return to school. ***Upon return to school, obtain an Admit Slip from the Main Office.*** Failure to verify within three days will result in the absence being recorded as unexcused.
4. A student whose absence is not excused shall not be permitted to make up missed assignments. Any graded activities which occur during the unexcused absence shall be graded as if the student had chosen not to complete the assignment.
5. Students with unexcused absences may be sent to the Principal for disciplinary action.

Absences, Prearranged

A prearranged absence is **required** when a student will miss three or more days of school or attending a co-curricular activity.

A prearranged absence is **not required** for the following (as long as the absence is not in excess of three days in length): *A doctor or dentist appointment. Students may be required to provide evidence of the appointment from the doctor or dentist. Students are expected to return to school in a timely manner following the appointment. A one hour dentist appointment in the morning does not excuse a student from attendance requirements from the entire day.*

Note: For absences of two days or less, students are expected to follow the guidelines entitled "Make-up Work."
The prearranged absence form can be obtained in the Main Office.

Attendance of 18 year olds and Written Excuses

Conditions have been established relative to 18 year old students having authority to write excuses for attendance. To have authority to write his/her excuses for attendance, an 18 year old student must be an emancipated adult and have completed school forms. An emancipated adult is one who:

1. Has not been claimed as a dependent for income tax purposes by a parent/guardian or
2. Has been legally emancipated from parent/guardian through the court. Proof of emancipation rests with the parent/guardian and student.

Co-Curricular Participation

Students must be in attendance for the full school day (unless prearranged by a parent and the Main Office) in order to participate in co-curricular activities that take place on that day. All subsequent violations of this rule will result in non participation that day. This applies to practice, games, travel, etc.

Make-Up Work Guidelines:

1. For regular absences: Students are required to make up work the day following return to school. The student will have one day plus one for every day missed to make up daily work. Deadlines for making up tests will be determined by individual teachers. Students should not expect to make up assignments or tests weeks after an absence, unless special arrangements have been made with a teacher. **Work, projects, reports, or tests announced in advance or prior to an absence, that has a due date during a student's absence, are due the day after the student returns to school.**
2. For prearranged nonattendance (away games, field trips): Students are required to consult with teachers prior to leaving on a prearranged absence. Work should be made up prior to the missed class if possible, or immediately upon return.
3. For prearranged absences (vacation, personal): These need to be scheduled in advance; one day for every day of absence (i.e. three days of absences requires notification/arrangements three days prior to beginning of absences). Students must complete a "Request for Prearranged Absence" form and file it with the Main Office prior to the absence. Work should be made up prior to the missed class if possible, or immediately upon return.
4. For suspensions: Students are required to make up all work missed due to a suspension. Assignments extending beyond the daily work may be made up. Students are expected to have completed the make-up work and take the required tests or quizzes the day they return to class.

Tardy Policy

A student is considered tardy when he/she is not in his/her seat with all materials when class begins. Teachers will notify students when they are marked tardy. If a student is more than 10 minutes late, he/she will be marked absent and must obtain an Admit Slip from the office. Failure to do this within three days results in the absence being declared unexcused.

School Closure

In the event of inclement weather, announcements for late start or school closure will be made on radio stations KKEE (103.0 FM), KAST (1370 AM), KAST (92.9 FM), New NW Broadcaster (94.3) and KMUN (91.9 FM) and Portland television stations. Notice will also be sent out via ParentSquare.

Co-Curricular Activities

Being involved in extra and co-curricular activities is seen as a privilege. These students represent our school to the public, and are, therefore, held to a higher standard. Any student who participates in extra and co-curricular activities who is determined by any activity coach, advisor, or other school employee, to have used or possessed alcohol, tobacco or drugs will be held to the same standard and consequences as other students, and, **in addition**, will be suspended from competition, club productions, and club activities for a three week period for the first offense. Subsequent offenses may result in a three-week suspension and may result in removal from the activity. Participation in future clubs and athletics may be affected by more than two offenses during a student's high school career. In addition to suspension, the student may be required to have a drug/alcohol assessment done at student expense before returning to the activity.

Students who are participating in extra and co-curricular activities will not be present at locations that have drug/alcohol present. If a student finds himself/herself in that situation, they will leave immediately and report the incident to their coach or the principal. A student who fails to report the incident will lose a portion of their athletic season. The first infraction by a student will cause them to miss 20% of their current sports season. If the season has less than 20% remaining, the suspension will carry over into their next sport.

Students who are participating in extra and co-curricular activities are held to a higher standard and should not participate in activities that have the potential to violate these rules. Student-athletes should not frequent, be in the presence of or in close association with the use of illegal drugs, tobacco or alcohol.

The Knappa School District administration also has the right to choose not to award honors, letters, and scholarships that would be awarded by the school. In addition to the consequences listed here, club advisors/coaches may also have the authority, as listed in an organization's constitution, by-laws, and/or team rules to enforce additional penalties.

Co-Curricular Eligibility

Any student who participates in co- and extracurricular activities including, but not limited to athletics, will need to meet academic eligibility standards as set forth by the OSAA and Knappa High School. According to OSAA, students must be enrolled full-time, be passing at least five of seven classes at the semester, and making adequate progress (as outlined by OSAA) toward graduation requirements.

Knappa High School will enforce the OSAA requirements and students who participate in extracurricular activities shall follow the Knappa High School eligibility policy. The policy will be given to students and parents for signatures and agreement prior to the student participating. Copies of the policy are available at the high school office or by contacting the athletic director.

Co-Curricular Fees

Participation Fee Schedule:

1 st sport (paid prior to participation)	\$100
2 nd sport (paid prior to participation)	\$100
3 rd sport (paid prior to participation)	no charge

National Honor Society

During the first semester a committee will review candidates for the National Honor Society in grades 11 & 12. The National Honor Society is a service organization composed of students who have excelled in academic and other areas. The candidates will be judged on:

1. Leadership
2. Service
3. Character
4. Scholarship—The minimum GPA 3.5

Physical Exams-OSAA Policy

OSAA mandates that students have a physical every two years to be eligible to participate in extracurricular activities.

Physical forms may be obtained at Knappa High School or from your physician. Physical examinations are to be performed by a physician licensed by the Oregon State Board of Medical Examiners or an Oregon Licensed Nurse Practitioner prior to practice and competition in athletics. In addition, physical examinations shall be requested when a student is new to the district and has not had the required medical examination, when the student has undergone an intervening illness or surgery or at the written request of the parent or guardian or student participant.

Student Conduct

Address Changes

Each student is responsible for notifying the school office when a change of address or telephone number occurs, or when either parent or guardian changes jobs. Such information is necessary when student emergencies occur..

Announcements

Daily written announcements will be communicated to the class by either having them read in class or by posting them on the bulletin board outside the main office.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. Should the student not abide by the code of conduct set forth by the district, the student will be disciplined according to the discipline plan.

Cell phones and electronic devices are not allowed during school hours.

Cell phones are not allowed in the classroom without teacher permission. Cell phones seen within the classroom are subject to classroom rules/policies and may be taken to the office. If a cell phone is taken to the office it will result in a parent/guardian picking up the phone. Multiple offenses will be seen as disregard for school rules and staff and could result in suspension.

Students are allowed to use cell phones before school, during passing time, at lunch, and after school.

Closed Campus

The Knappa High School campus is closed. This means that, upon arrival at school, students are not to leave without office permission. Areas off limits include the parking lots, football field area, Hilda Lahti School grounds, greenhouse and hill areas. If a student must leave for an appointment during the school day, the student must sign out in the office before leaving the building.

Computer & Internet Usage

The purpose of having Internet access at Knappa High School is for school educational purposes. Students and their parents must complete and submit an Acceptable Use Policy (AUP) agreement before students are allowed to use the Internet. Students must comply with all guidelines set forth in that policy as well as posted classroom rules. Personal email should not be used by students. Each student will be assigned a school email to be used for school purposes. Breach of the AUP could result in loss of computer and/or Internet access. Alternative assignments may be made for classes requiring usage during the restricted time period.

Dances

Dances may be held following home games, and on special nights. Dances should be scheduled with the activities director and must be approved by the principal. Dances must be scheduled and all necessary forms completed one week in advance of the actual dance.

Students wishing to bring a guest should complete a Guest Pass and submit it to the Principal by Wednesday of the week of the dance (*if tickets are sold in advance, a guest pass is required before purchase*). Students may bring one guest, under the age of 21, who is a high school graduate or high school student in good standing. The guest should be introduced to a faculty member when arriving at the dance.

At least two staff members (which includes at least one teacher) will be present at all dances as guests of the sponsored group. Normal school rules are in effect at all dances. Students are expected to accept reasonable direction and requests from any adult chaperones at the dance and should treat these people with courtesy and respect.

Discipline

A student who violates the District's Student Code of Conduct will be disciplined. The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension and expulsion. Disciplinary measures are applied depending on the nature of the offense. A student's due process rights will be observed in all instances. See administrative guidelines for further information.

Dress Code

All students shall be dressed neat, clean, modest, and appropriate. Clothing which has obscene, suggestive, is disruptive to the learning process, or has profane slogans or statements shall not be worn. Clothing may not be disruptive to the learning process. What is or is not considered suggestive, or profane, rests with the building administration. Clothing which advertises or promotes pornography, sexual innuendo, alcohol, tobacco or drugs shall not be worn. Clothing that is gang related is inappropriate and shall not be worn. In the case of inappropriate clothing, the student will be asked to change clothing. The second offense will garner disciplinary action. Offensive clothing will be secured in the office. It may be retrieved by the parent/guardian.

Early Release

Students who have an early release must not be on campus during their release time.

Faculty Lounge

With the exception of students who have faculty permission, the faculty lounge is strictly off limits to students.

Hall Passes

A hall pass is required of all students in the halls during class time. The pass should show a teacher signature and include destination and time. Permanent classroom passes must clearly indicate the classroom of origin. If you do not have a hall pass, you will be directed back to your classroom. Repeat offenses will result in disciplinary action.

Hallway, Lunchroom and Commons Behavior

Hallway, commons, and lunchroom behavior should be appropriate and orderly. Roughhousing is not allowed. Students in the cafeteria must leave the tables clean after use. Lunch trays must be stacked in the appropriate area. Any throwing of food or littering is always unacceptable, and can result in exclusion from the cafeteria for a period of time, in addition to detention and/or cleanup duty. All students must eat in the lunchroom.

Library and Media Center

The library is both a classroom and library area. Students may use the library as needed provided the student's hall pass is shown to the Media Specialist or Media Assistant. Further rules may be established by the librarian. The Media Center at KHS is for the research, study and recreational reading for students, faculty, and community. Students are encouraged to use it to obtain printed, audio, and visual materials. Copies may be obtained at the library.

- Check Out

All students are eligible for checkout unless they have lost or damaged materials, or their parents or guardian has requested borrowing privileges be withheld. Checkout is normally handled during classroom library time. However, students are encouraged to borrow and return at any time their teachers permit them to visit the library. Some library materials such as reference books, video tapes, DVD's, and computer software do not circulate to students. (Requests to view videos or preview cassettes and CD's may be fulfilled within the media center before or after school by appointment.) Some items may be limited for checkout due to limited quantities or high demand. Books normally circulate 1-2 weeks depending on the specials rotation for the year. High school students have a limit of eight books checked out at a time. For other special requests or situations, consult the school media specialist, and we can allow additional checkouts. Circulation for all students begins after the first week of school. Before withdrawing from Knappa School District, students must return all borrowed materials. Failure to do so will result in the new school librarian being notified. A book may be renewed for an additional two week period unless it is a high demand item or a magazine. Students must bring the book to the library to renew it.

- Overdue Materials

Overdue reports are emailed each week to the student's school email account. After one month, the student will receive a written overdue notice from the library which will be included with progress reports or report cards. Students will be allowed only the maximum amount of checkouts until

the overdue material is returned. Upon notification by other school libraries, Knappa School District will send out overdue notices from that other school. Knappa School District is happy to return any school library materials for free if that school is within Clatsop County. Twice a year, students with chronic overdue materials may be referred to the principal for additional action.

- **Fines**

Students are responsible for paying the average replacement cost of each book lost or significantly damaged. This would include any book that is stolen or if a friend borrowed it. The student is responsible for the books they check out. Normal wear and tear is expected and will not need to be paid for. Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home. Any student with financial constraints should see the librarian about other means of paying off the debt. We have many options available to assist.

Lockers

Lockers are available to students. Students are encouraged to rent a school lock. Do not store valuables or money in lockers. Lockers are the property of the school district and announced or unannounced school-wide locker checks may be held at any time. Individual lockers may also be inspected when school staff have reasonable suspicion of a violation of law or school rules. The lock deposit will be refunded when the lock is returned to the office.

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

Lunch/Breakfast Program

The district participates in the National School Lunch Program, School Breakfast Program, Commodity and Special Milk Programs and offers free and reduced priced meals based on a student's financial need.

Off Limit Areas during Lunch

Students are only allowed in the commons (Logger Café) and the cement area outside the commons during lunch. The gym may be available depending on staff supervision. Students will have access to the hallways during the last 10 minutes of lunch time.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held twice a year. One will be prior to the end of the first progress report, while the second will be held before the end of the third quarter. Check the district or school calendar for scheduled conferences.

Posters

Students or clubs wishing to hand out or hang posters/signs in the hallways, will need to obtain approval from the appropriate teacher, advisor or Principal.

Recycling Program

KHS supports recycling efforts by placing proper receptacles around the school.

Skateboards, Bicycles, and Laser Pens

Skateboards, bicycles, and Laser Pens are prohibited on school property without permission of the principal.

Student Body Membership

All students will receive a photo ID card shortly after the beginning of the school year, which entitles them to: a parking pass, locker, computer usage, Renaissance prizes and awards. Admission to athletic events are free for students with ASB cards. Students without ASB cards will pay admission to extra-curricular activities. Presentation of the card is required for entrance at many school activities.

Telephone

A student-use telephone is provided by the office for local calls. This phone is available before school, between classes, during lunch, and after school. Students may use the telephone during class time only with a note from their teacher.

Vehicles

Students are encouraged to ride the bus to school. For students choosing to drive, student parking areas are provided. In order to park in these areas, students must register their vehicle and secure a parking tag. Vehicles and the parking lot are off limits during the school day, from the time the student arrives at school until school is dismissed.

Student vehicles will remain parked during school hours. Parking violations could result in a loss of driving privileges.

Visitors

All visitors must check in at the office and obtain a visitor pass. Parents and guardians wishing to visit the school are welcome and encouraged to do so. Classroom visitations should be pre-arranged to avoid disrupting class. Only registered students have access to the campus unless admitted by the Principal.

Withdrawal from School

Students withdrawing from school need to meet with a counselor and complete the necessary forms. A school withdrawal form can be obtained from the front office, and will need to be signed by teachers, the media center, the athletic director, counselor, and office staff. The student will pay the fees owed in excess of the general deposit amount on file.

Classroom Policies - Discipline

Classroom Rules

All teachers have classroom rules which will be explained clearly to students at the beginning of the school year. Students are expected to take a productive and positive part in the learning experience. Disrupting others from learning and teaching is a violation of their rights. Classroom discipline may include warnings and assignment of **teacher-held** detention or activities. More severe conduct issues will be referred to the principal for more severe disciplinary action.

Students with repeated problems in a particular class may be asked to take part in a behavior contract. This contract specifies specific consequences which may be different than standard consequences for less frequent behavior problems. Students may be removed from a class or classes in which they experience repeated discipline problems. The student may receive **NO CREDIT** for the class. Students with repeated or severe behavior problems may be assigned a modified or adjusted schedule.

Cheating/Plagiarism

Academic dishonesty is a serious offense. Copying, plagiarism, deceit and fraud are examples of dishonesty that will not be tolerated. Cheating undermines a student's grade, GPA, and perhaps their qualifications for awards, scholarships, honors, co-curricular participation, etc. Cheating and plagiarism interfere with the rights of other students to have a fair education. Students who earn grades based on their own work are, therefore, at a distinct disadvantage.

Students who cheat on any graded assignment, quiz or test will receive no credit on that assignment, quiz, or test. The teacher will confer with the student. The work may not be made up or done over.

The teacher will take two additional steps: 1) Contact the parent to discuss the incident and inform them of the consequences. 2) Document the incident on a referral form and forward it to the Principal.

The Principal will meet with the student and review this policy with the student. The referral will be placed in the student's working file.

A student who cheats a second time during the same year, in the same class, will be removed from the class and will receive an "F" for the semester.

Students who willingly allow a test or paper to be copied are just as guilty of cheating as the person doing the copying. *Both students should expect similar consequences.*

Controlled Substances (tobacco, alcohol, and drugs)

Possession, use, sale, or distribution of controlled substances is strictly prohibited and will result in discipline up to and including expulsion. See KSD Board Policy JFCG for further details. Also see "Medicine at School" for additional information.

Search & Seizure:

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure the maintenance or proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

- **Questioning of Students**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Teacher Assistants (HLE & KHS)

This is an assignment for which you receive credit and have accountability. Students released from duties by a teacher (i.e. HLE T.A.'s) must report directly to the high school office and remain there until the class period is over. Students found in the halls, library, commons, etc., will be disciplined for skipping. Repeated offenses will result in being dropped from the class and losing credit.

Student Motor Vehicle Rules

1. The student must have a valid driver's license.
2. The car must be labeled with a parking tag.
3. Students are not to sit in their vehicles before school or at lunch time.
4. Evidence of insurance coverage for personal liability and property damage must be provided.
5. Students are to operate vehicles in a safe manner and obey posted speed limits. **Campus speed is 15 mph!**
6. Failure to abide by the rules will result in forfeiting the privilege of driving to school.
7. The student and parent assume all liability for the operation and use of a motor vehicle to and from school and on school property.

Sexual Harassment

Students will not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The District will notify the parents of students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and staff support in its efforts to address and prevent sexual harassment and sexual abuse in school. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Bullying/Threats of Violence

Bullying behavior or language meant to intimidate or threaten another person will not be tolerated. Students are encouraged to report actions they consider threatening to a teacher or the Principal. All reports will be promptly investigated. Discipline may include expulsion from school. See KSD Board Policy JFCM for complete information.

Weapons

Possession of a weapon on school property or at a school activity is never permitted. Students who choose to violate this prohibition will be suspended immediately, law enforcement will be involved, and the student may be expelled for up to one year. Weapons include, but are not limited to, firearms, knives, metal knuckles, straight razors, noxious or irritating gases, and unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass. See KSD Board Policy JFCJ for the complete policy.

Safety - Health Guidelines

Accidents

A student involved in an accident should, if possible, report to the office immediately. If this is not possible, a teacher and/or student should notify the office about the emergency situation. Students should not leave the campus unless the departure has been approved by the office personnel. The injured student should be under the direct care of the principal or office personnel until the parents can be reached.

The school district passes out student insurance packets at the beginning of each school year. The school makes this insurance available as a public service and does not assume responsibility for interpretation of the terms of the policy or payment of any claims. Each student must take the athletic insurance if involved in the activity program or be able to show proof of coverage by a family policy.

Fire & Other Emergencies

Emergency drills are conducted on a regular basis as required by state law. The school will participate in drills at least once each month. When the alarm is sounded, students must follow staff directions quickly, quietly and in an orderly manner. The fire drill exit route is posted in each classroom and instructional area. Students are expected to:

1. Know the proper exit and route from any place in the building.
2. If an exit is blocked, use the nearest exit.
3. Be familiar with the fire regulations posted in each room.
4. Leave the building and regroup with the teacher whose class you just left.
5. Walk in a quiet and orderly manner.
6. Be sure your teacher records your presence when you get to the assigned area.
7. Return to building when bell or beep is sounded.

There is a federal law against pulling a false alarm. *A false alarm is not a prank!* Violation of this law is considered reckless endangerment and will be reported to the police.

Medicine at School

A student who take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer the medication, signed by his/her parent, to the office. The request must include, for prescription medications, the physician's written instructions, and the name of the medication, dosage, time interval and method of administration. The medicine must be in its original container and the container label must clearly show the physician's name and instructions.

Over-the-counter medication must be accompanied by the parent's and physician's written instructions and kept in its original container.

If the parent wants the student to self-medicate, a request must be approved by the principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the students age, type of medication and the amount of medication the student may possess, and the advice of the school nurse, if necessary. School officials will either administer the medicine at the proper times or give the student permission to take the medication as directed.

Possession by a student of any controlled substance, including all medicines (aspirin, cold medicine, Tylenol, etc.) as well as more dangerous drugs, is prohibited. Consequences can include a five-day suspension, referral for professional assessment at parent expense, and a report to law enforcement. Students may be expelled in some instances. (KSD Board Policy)