

# **Gilchrist Jr./Sr. High School**



**2023**

**2024**

## **Parent/Student Handbook KCSD 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

[www.kcsd.k12.or.us](http://www.kcsd.k12.or.us)

# **WELCOME BACK TO SCHOOL!**

Students welcome back to Gilchrist Jr./Sr. High School for the 2023-2024 school year. We are excited to have you all back and are looking forward to having a great year. There are many exciting changes being made this year which include the addition of new staff members and the offering of new electives. We are also in the process of rebuilding and improving the CTE program. Let's all work together to make this a great year!

# Preface

- 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 negotiated agreement. Material contained herein may therefore be superseded by such board policy, administrative regulation, or negotiated agreement.
- All policies, rules, and regulations in this book were designed to allow the educational and extracurricular activities to function smoothly. As the school year progresses and circumstances change, some of the policies may need to be revised. In the event that a policy is not meeting the needs of the situation, it may be altered. The school administration is the final authority in determining school policy and as such, it reserves the right to alter policies as the need warrants.
- Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **Board of Directors**

Steve Lowell  
Brooke Kliewer  
Marc Staunton  
Jill O'Donnell  
John Rademacher

Ferguson/Shasta Zone  
Henley/Keno Zone  
Bonanza/Lost River Zone  
Peterson/Stearns Zone  
Chiloquin/Gilchrist Zone

## **Administration**

Glen Szymoniak  
Melanie Mobely  
Donald Scott

Superintendent  
Principal  
Vice Principal

541-883-5000  
541-433-2295  
541-433-2295

## **Secretarial Staff**

Lisa Horn  
Rosanna Egger

High School Secretary  
Elementary Secretary/Registrar

541-433-2295  
541-433-2295

## **Academic Advisor**

Richard West

541-433-2295

## **Athletic Director**

James Anding/Donald Scott

541-433-2295

# Gilchrist School Staff

## Elementary School Staff

Vali Jaeger	Kindergarten
Allie Tibbits	First Grade
Rachel Nusser	Second Grade
Sherrie Phillips	Third Grade
Ryan Hoying	Fourth Grade
Claudine Schlect	Fifth Grade
Kelly Stewart	Sixth Grade
Gayla Stewart	Elem. SPED
James Anding	PE Teacher
Holly Sarich	School Counselor
Heather Bond	Title 1
Kari Leedom	Title 1
Heather Wiley	Project Based Learning
Jennifer Gentry	Child Development

## Jr./Sr. High School Staff

Maria Wolownik	English
Devin Harris	Math
Kory Coleman	Social Studies
Jason Dornhecker	Credit Recovery
Sean Tripp	Health/PE
Adam Matthews	CTE/Autocad
Adam Fields	CTE/Manufacturing Tech
Terry Ingram	Resource Room
Melissa Bernhardt	Life Skills

## ADMISSION

A student seeking enrollment in the district must meet age, immunization, residency, and other eligibility prerequisites for admission as set forth in state law, board policy and administrative regulations. Students and their parents should contact the office (541-798-5666) with any admission questions.

To attend Gilchrist Jr./Sr, High School each student must live within the attendance boundaries prescribed by the Klamath County School District. There are exceptions to this residency requirement, including open enrollment and transfer applications; however, these exceptions must be approved by the district.

## ALTERNATIVE EDUCATION

Should there be a need for alternative educational programs, the student and parent/guardian need to meet with the building principal or designee and discuss options.

## AREA REGULATIONS

During lunch, students may use the courtyard area for social and informal activities. Other areas of the campus, which are off limits unless supervised by a Gilchrist staff member, include the football stadium, parking areas, gym, and areas beside or behind the school.

## ATHLETICS

Please refer to the Klamath County School District's Athletic Handbook.

## ATTENDANCE: ABSENCES. TARDIES, TRUANCY

Gilchrist Jr./Sr, High School operates on the premise that regular school attendance is absolutely essential to learning and success in school. We want school to be a high priority for our students. When a student misses school for reasons that can be taken care of during non-school hours, his/her absence makes receiving an education more difficult. We want and need your child in school, so we can meet his/her educational needs.

Parents are not allowed to classify a child's absence as excused or unexcused. That classification may only be determined by the administration. Based on Oregon law, excused absences will only be granted for the following reasons:

1. Student illness
2. Serious illness of a student's immediate family member

3. Extreme emergency
4. Some pre-arranged absences for items not listed above may be considered as excused with administrator approval.

Illness is defined by the Klamath County School District as:

- Fever greater than 100.5
- Vomiting
- Rash with or without fever – new or sudden onset
- Diarrhea with or without fever
- Weepy skin lesions
- Deep, barking cough or product of colored mucous
- Irritated eyes that are tearing, sensitive to light, with puffy lids and colored drainage
- 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
- Student requires more care than the school staff can safely provide.

## Sick Room

**There is a sick room available in the office for those students who are not feeling well. There will be a time limit of 15 minutes set for the student in the room. After the 15 minutes if the student is still not feeling well enough to return to class, the parent will be notified that the student needs to be picked up due to illness.**

## **AWARDS AND HONORS**

In the event that any student is to be recognized for his/her achievements by a designated school official, that student has the right to request such recognition not be made.

Should a parent wish for a student's achievement to not be recognized please make this request in writing to the school's administrators no later than October.

Students will be recognized for academic achievements as follows:

- At the end of fall and spring semester.
  - Honor Roll—3.00-3.49
  - Grand Honor Roll-----3.50-3.99
  - Principal's Honor Roll-----4.00
- Selection to National Honor Society
- Individual honors in various subjects
- Athletic recognition
- Senior Awards/Scholarship Night

## **BULLETIN BOARDS**

Bulletin board use is restricted to school-related business and any item placed on the board must be approved by the school administration. Any public or private use of bulletin boards must be approved by the administration. Any messages and/or flyers placed around the school must have prior approval of the administration and/or Klamath County School District.

## **BUS RULES**

Buses are furnished for the convenience of students living outside of the approved walking distance from school. To ensure the safe operation of the buses, the State Board of Education has set up certain regulations to be observed by all who ride the bus. Pupils who refuse to obey promptly the direction of the driver or refuse to obey regulations may forfeit their right to ride. Students will not be allowed to leave the bus other than at their assigned stop or at school without a parent note. Students who are not part of a normal bus route may not ride without a parent note and administrative approval. Upon arrival to school, students are under school supervision and are not to leave school property. Please refer to the KCSD Student Rights and Responsibilities Handbook.

## **CAFETERIA**

In order to keep the cafeteria clean and attractive students should observe the following rules:

1. Keep the cafeteria line orderly. Be considerate of others and not crowd or push.
2. Return all trays and dishes to the counter.
3. Throw away trash and dropped items.
4. Clean up spills.
5. Do not sit on tables.

## **CAFETERIA PRICES**

Currently KCSD is able to provide Gilchrist Jr./Sr. High School students one (1) basic breakfast and lunch per student FREE of charge. Return visits to the salad bar will also be free to students.

## **USDA non-discrimination information:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **CELL PHONE/ELECTRONIC DEVICES**

The use of personal electronic devices (phones, iPods, tablets, etc.) is allowed before school, during break, at lunch, after school, and during passing periods in the hallway. Students may use electronic devices in the classroom only with the teacher's explicit permission. Devices being used without permission or becoming a disruption will be confiscated and given to the office for the remainder of the school day. Bringing such items to school is discouraged as they can interfere with the educational process, and they are vulnerable to theft.

The following consequences will be in effect for students whose phones or other electronic devices are confiscated:

- 1st offense – Phone/device may be confiscated and given to office. Student may retrieve at end of school day.
- 2nd offense – Phone/device may be confiscated and given to the office. Student may retrieve at end of the school day.
- 3rd offense – Phone/device may be confiscated and given to the office. Parent or guardian must retrieve.
- 4th offense – Phone/device may be confiscated and given to the office. Only the parent/guardian may retrieve. The device must not be brought to school in the future, or it must be placed in office each morning and retrieved at end of the school day.

## **CHEATING/PLAGIARISM**

A student caught cheating or plagiarizing on an assignment or test will receive a "zero" grade on the assignment/test and may receive disciplinary action. A repeat violation in the same class may result in a failing grade for the semester, removal from course, and other disciplinary action. Refer to the KCSO Student Rights and Responsibilities Handbook – Academic Dishonesty for the complete policy statement.

## **CLOSED CAMPUS**

Areas of the campus which are considered closed and off limits during the school day include: the football stadium, parking areas, area behind the school, or the area behind the shop building. Students observed in the off-limits areas can be given detention or suspension.

Students are not to leave the campus for any reason without parent permission and signing out with the office before departing.

## **CLUBS AND ORGANIZATIONS**

Student clubs, athletics and/or academic groups may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Clubs and organizations will be required to adhere to the rules and regulations as outlined in the Activities Handbook. These include academic requirements, proper paperwork and attendance/tardy rules.

## **COMPLAINT PROCEDURE**

Refer to the KCSO Student Rights and Responsibilities Handbook for the complete policy statement.

## **CONFERENCES**

Conferences are scheduled twice each year, once in the fall and once in the spring to review student progress.

Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving at the expected level of performance; 2) if the student is not maintaining behavior expectations; or 3) in any other case the teacher considers necessary. Gilchrist Jr./Sr. High School encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher or administrator. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

Gilchrist Jr. Sr. High School uses Schoology, which allows parents that have access to the internet to check on their current grades. Contact the office for assistance with access.

## **COUNSELING**

The school provides academic advising to students regarding scheduling, post-secondary planning, and scholarships. Counseling on personal issues can be offered upon request. The school also contracts with Deschutes County for onsite mental health services.



## **DANCES AND SOCIAL EVENTS**

All activities must be cleared with the proper advisor and administrator in advance of any planning or announcement. Adult chaperones must be provided as well as staff members for all approved events. Dances will end at eleven unless cleared through the principal.

1. Students who wish to bring guests who are not Gilchrist Jr. Sr. High School students must secure a guest pass from the office one week prior to the dance. Administrator approval will be required.
2. No one 20 or older will be admitted to dances without prior approval of administration.
3. No one is permitted to leave the dance and return.
4. Students who fail to conform to acceptable behavioral standards will be removed from the dance and can have additional consequences assigned.
5. Administration approval must occur before dances can be placed on the activity calendar.
6. A club or class sponsoring the dance must complete the dance organizational form 1-week before the dance.
7. Appropriate dress, as established by the handbook, must be met by all students attending the dance.
8. Students must be in school all day or have administrative approval in order to attend.

## **DIRECTORY INFORMATION**

Refer to the KCSO Student Rights and Responsibilities Handbook for the complete policy statement.

## **DISCIPLINE**

### **Discipline/Consequence Plan**

Successful schools set high standards and then work to achieve those standards with students, staff, and the community. As a school we must do everything possible to ensure that the teaching and learning process is not disrupted and we provide a safe environment.

Discipline is administered at Gilchrist Jr./Sr. High School in conjunction with the parent(s) and is based on a philosophy designed to produce behavioral changes that will enable the students to develop the self-discipline necessary to function successfully in their educational and social environment.

Gilchrist Jr./Sr. High School also must recognize the needs of the community and the difference between seventh and eighth grade students and high school age students. With this in mind, the following is the consequence and management plan to ensure we operate a well-managed school that provides for safety and expresses to our students the responsibility for appropriate behavior. Part of our plan is to keep students in school and only suspend students when absolutely necessary.

- **Consequences/Follow-Up:** Very seldom do student discipline problems fit exactly into our pre-established categories. As such, circumstances of each incident will guide the teachers and administration in assigning consequences for inappropriate behavior. We also believe in progressive discipline, in which repeated discipline problems will result in progressively more severe consequences. Refer to the KCSO Student Rights and Responsibilities Handbook for the complete policy statement.
- **Detention:** Detention for students may be assigned during/after school. It is the student's responsibility to ensure they are at detention on time. If students miss detention, they will be assigned additional consequences up to suspension from school. Students are expected to bring sufficient materials to study during this time.
- **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. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

Students will be allowed to make up schoolwork upon their return from the suspension. Assignments provided for the student during the suspension period shall be due on the date 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.

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. Refer to KCS Student Rights and Responsibilities Handbook for the complete policy statement.

### **DISCRIMINATION/HARASSMENT**

Non-Discrimination Policy It is the policy of Klamath County School District and Gilchrist Jr./Sr. High School and the State Board of Education that there will be no discrimination or harassment on Klamath County School District's grounds. Discrimination based on race, color, sex, marital, religion, national origin, age, or handicap in any educational programs, activity, or employment will not be tolerated. Persons having questions about equal opportunity and nondiscrimination should contact the principal of Gilchrist Jr./Sr. High School or the superintendent of the county schools.

### **DISTRIBUTION OF MATERIALS**

All aspects of school-sponsored publications, including videos, newspapers, yearbooks, poster, etc. are completely under the supervision of the teacher and principal. Students may be required to submit each publication to the administration for approval.

### **DRESS CODE**

The school does not intend, nor shall it attempt, to regulate fashion or taste. However, it shall attempt to instill a sense of respect towards self, others, and the school by encouraging proper dress. Further, any form of dress which impairs the safety of the student, which includes the wearing of hoods and sunglasses, or which tends to disrupt the educational process, or be lewd or suggestive shall not meet the standard of the school. Dress and grooming shall be clean and in keeping with health, sanitary, and safety practices Clothing shall not promote alcohol/tobacco/drugs, weapons or gang activity. Clothing that is depicting violence, hatred, or intolerance toward others will not be allowed to be worn at school or any school related activity/ event. Clothing should not be a distraction to the wearer or others and be appropriate for the educational environment. Refer to the KCS Student Rights and Responsibilities Handbook for the complete policy statement.

Backpacks are not to be worn or taken to class.

### **DRUGS, ALCOHOL, TOBACCO, VAPING**

Klamath County School District is committed to providing an alcohol/drug-free learning environment. Possessing, buying, using, being under the influence, selling, distributing or possessing with the intent to sell is prohibited on school

grounds or at any school sponsored activity on or off campus. Refer to the KCS Student Rights and Responsibilities Handbook for the complete policy statements

### **EMERGENCY SCHOOL CLOSURES**

In the event bad weather causes school closure or delayed opening parents/guardians will be notified by the school district's One Call Now automated system using the contact information on file at the school office. Please be sure to update your information with the school any time your phone number changes.

In addition, the stations listed below may announce 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.

Please check the following for the most current up to date information:

District Website: [www.kcsd.k12.or.us](http://www.kcsd.k12.or.us)

KCS Facebook page.

School closure results in automatic cancellation of the school activities program unless information to the contrary is specifically released by the school or the district. Be sure your child knows where to go if an emergency is declared and schools are closed early. Many parents make 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.

## EMERGENCY INSTRUCTION AND DRILLS

Instruction and drills regarding how to respond in emergency situations will occur each school 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.

In case of an actual emergency, reunification procedures will be used to release students to their parents.

## 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.

## FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, pens, and notebooks, etc.

ALL students will be provided a student ID card if they are present when school pictures are taken. The ID card WILL NOT allow a student to enter a home sporting event for free. A Student Activity Sticker to be placed on the student ID card can be purchased for \$10.00. Only a purchased Student Activity Sticker will allow students to enter games at no charge. Should a student not possess his/her activity sticker, student prices shall be charged for admission.

Other fees may be charged students for participation in clubs/activities outside of the classroom.

- Yearbook TBD
- Activity Participation Fee TBD

- High School Athletic Participation \$100.00 per sport not to exceed \$400 per family
- Lost PE or regular locker lock \$8.00

A student who loses and/or damages classroom supplies can be charged for replacement costs (Safety glasses, science equipment, textbooks, etc.)

In any program where the resultant product, in excess of minimum course requirements and at the student's option, becomes the personal property of the student, a fee may be charged for the product supplies.

The prices above can be changed upon administrative approval based on circumstances at the time.

Activity Participation Fee - Students who participate in activities may be assessed a fee based on the total number activities they are involved with. Activities may include FFA, FBLA, and Robotics.

## FIELD TRIPS

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. Students are subject to the schools' student conduct rules, applicable board policy and other rules as may be deemed appropriate by the field trip supervisor. Students attending field trips must meet criteria established by the supervising teacher and administration.

All students must ride the bus or other district approved vehicle to all school sponsored trips. Students will NOT be allowed to drive to activities in their vehicles. The only exception would be with PRIOR administrative approval and parent permission. Administrative approval must be obtained AT LEAST one day prior to the trip or permission to drive WILL BE DENIED.

## FIGHTING

It is assumed that it takes two (or more) to fight and each party is equally guilty. Any fight may result in both parties being disciplined. Please refer to the KCS D Student Rights and Responsibilities Handbook for the complete policy statement.

## **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising

drives. An application for permission must be made to the principal at least ten days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

## **GAMES AND AFTER SCHOOL ACTIVITIES**

Students must be in attendance for all seven periods in order to attend games, dances, or other after school activities on the day of the event. If the event is scheduled for a Saturday or non-student day, the student must have attended the school day previous to the scheduled event. Any exceptions must have prior administrative approval.

If you are attending the game or school sponsored activity as a spectator all Gilchrist Jr. Sr. High School rules and policies are in place and enforced.

Animals are not permitted, with exception of service animals.

## **GANG ACTIVITY**

Gang activity is prohibited. Refer to the KCS D Student Rights and Responsibilities Handbook for the complete policy statement.

## **GYM**

There will be no food or drink allowed in the gym during school hours. All footwear must be athletic tennis shoes. No outdoor shoes allowed on the basketball playing surface at anytime.

## **HALL PASSES**

Any student who is out of class for any reason during the class period must have an appropriately completed building hall pass. If you have to go the library, office, or restrooms, you must have a hall pass from the teacher who is responsible for you during that period.

## **HARASSMENT**

The district prohibits any form of harassment. Refer to the KCS D Student Rights and Responsibilities Handbook for the complete policy statement

## **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 KCS D nurses believe that each student's health has a direct effect 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 KCS D Health Services.

## **ILLNESS OR INJURY OCCURRING AT SCHOOL**

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;
- Rash with or without fever - new or sudden onset;
- Diarrhea (3 watery or loose stools in one day) with or without fever;
- Weepy (fluid or pus-filled) skin lesions;
- Deep, barking cough or productive of colored mucous;
- Irritated eyes that are tearing, sensitive to light, with puffy lids and colored drainage;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever; or
- Student requires more care than the school staff can safely provide.

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

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

## **IMMUNIZATIONS**

A student must be immunized against certain diseases or must have a medical or nonmedical exemption. Any student not in compliance with Oregon statues and rules related to immunization may be excluded from school until he/she has met immunization requirements. Parents will be notified of the reason for exclusion.

## **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 some form of accident insurance covers the student. (School insurance does not apply to out-of-school activities unless insurance is purchased as a full-time plan.)

## **LEAVING AT LUNCH**

Students wanting to leave for lunch need to have a signed permission slip from school administration. Criteria students need to meet before approval:

- Senior grade level or credit equivalent of a senior at start of year.
- Maintain a minimum of a 3.0 GPA
- Maintain a minimum of a 95% attendance for the semester.
- Second semester from the prior year will determine first semester eligibility.
- Adhere to all expectations on the approval form.

## **LIBRARY**

The library is open to students and teachers from 7:30 a.m. to 3:30 p.m. Monday through Friday, except when classes are using the library.

Students may occasionally come to the library from their regular class with the permission of the teacher. Students will bring with them a valid pass signed by the teacher.

Students are to share the responsibility of keeping the library neat and clean. A student who does not respect the right of others to work in an atmosphere conducive to study and research will be asked to leave the library.

## **LOCKERS**

Each student will be issued a lock and locker at the beginning of the year. A student will use the locker issued to him/her. The student is responsible for the care and contents of the locker. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present. The student is responsible for the return of the lock or to pay an \$8 fee for its replacement. Private/personal locks are not allowed to be used at Gilchrist Jr. Sr. High School without administration approval.

Valuables should never be stored in PE or student lockers. Students are cautioned against giving their locker combination to anyone or not using a lock at all. Any lock that is not approved will be removed immediately. Please report locker problems to the office. The school will not be responsible for the items in students' lockers that are damaged-destroyed or stolen.

Students may not be in the locker room without staff supervision.

## **LOITERING**

Students are not permitted in the building before or after school hours or on weekends, except under the supervision of a faculty member. Each day that school is in session the building hours are 7:00 a.m. to 3:30 p.m.

## **LOST AND FOUND**

Students are responsible for their personal property and all school district property issued to them for their use. Do not leave books, purses, or other valuables unattended. Be careful that your locker is locked and that your books are identified as assigned to you as per the teacher's directions when they are issued. The school is not responsible for lost or stolen property.

Any articles found in the school or on school grounds should be turned in to the school office. Unclaimed articles will periodically be donated to charity.

## **MAKE-UP WORK**

A student may have at least one day for each day missed to make up work presented in class on the day the excused absence occurred. The teacher (upon request) will give the assignments missed to the student and they must complete and turn in this work for credit within the teacher's prescribed time period. The teacher or administrator may make allowances for exceptional 12

cases. Work or tests assigned prior to the absence are due when the student returns to school; athletic and activity absences fall within this expectation.

Within each semester, teachers will work individually with students to make up missed assignments/assessments and continue progress toward class learning goals. Teachers may also extend make up opportunities beyond a given semester as deemed appropriate

## **MEDICATIONS**

Administering medication to students and self-medication by students may at times be necessary when failure to take the medication would jeopardize the health of the students or the student would not be able to attend school if medication were not made available during school hours.

School Administered Medication For the school to administer prescription or non-prescription medication, the parent must complete a Medication Permission Form. For prescription medication, written instructions from the physician are required. Instructions must include name of student, name of the medication, dosage, method of administration, frequency of administration and any special instructions. A prescription label meets the requirements. All medication, prescription or non-prescription, to be administered by the school must be brought to the school by the parent in its original container.

Self-Medication Self-medication is allowed. A Self-Medication Permission Form must be submitted by the parent for self-medication of all prescription or non-prescription medication. Medications must be in their original container. Students may only possess the amount of medication needed for that school day. Approval from school administration is required.

Sharing or borrowing medication is strictly prohibited. Permission to self-medicate may be revoked if the student is found to be in violation of school/district policies. Students may also be subject to disciplinary action as outlined in the district's Unlawful Drug Policy.

## **NATIONAL HONOR SOCIETY**

Criteria for selection into Gilchrist Jr./Sr. High School National Honor Society will be based equally on the four areas of scholarship, leadership, service, and character. The selection procedure will be as follows:

- Students' academic records will be reviewed to determine scholastic eligibility.
- Students who are eligible scholastically will be notified.
- Eligible members will submit the designated application.
- All faculty members will be invited to make comments on eligible members.
- Student discipline records, including referrals, will be reviewed by the faculty council.
- Applications will be reviewed by the staff committee.
- Candidates meeting all four areas of scholarship, leadership, service and character criteria will be inducted into the chapter.
- Students will be notified if they will be inducted or will be notified which area they need to improve on and then are encouraged to go through the process the following year.

If a student in National Honor Society does not continue to maintain the level of academic status required and/or they do not meet the citizenship standard through behavior issues, they can be asked to withdraw from the NHS at that time.

## **PARENT INVOLVEMENT**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides
- Keep informed on district activities and issues. The newsletter, school webpage, school Facebook page, parent nights, site council, and booster club provide opportunities for parents to learn more about the district and school.
- Become a school volunteer. For further information, contact the principal.
- Participate in district and school parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on student achievement and instructional improvement.

## **PUBLIC DISPLAY OF AFFECTION**

Students are permitted only to hold hands or to do a "catch and release" type hug during the school day or activity functions. Students violating this policy the first time will have a conference with the administration. A repeated offense will result in a required parent conference.

## **REGISTRATION**

To attend Gilchrist Jr. Sr. High School each student must live within the boundaries prescribed by the Klamath County School District with their parent or legal guardian. If the student is not a resident, he/she must obtain permission from the principal and the superintendent to attend school.

Registration forms need to be completed each year. If there are changes during the year, the school needs to be notified as soon as they occur.

## **SEXUAL HARASSMENT**

Gilchrist Jr./Sr. High School is committed to maintaining a learning environment that is free of sexual harassment. Refer to the KCSD Student Rights and Responsibilities Handbook for the complete policy statement.

## **TECHNOLOGY**

Students at times will use district provided technology such as computers, laptops, iPads, and Chromebooks. Because such devices are expensive, it is critical that students exercise extreme care when using and handling them. If a student damages technology devices owned by the KCSD, regardless of intent, that student may be held responsible for the damages. In addition, disciplinary actions may result in the student no longer being allowed to use district owned devices.

## **THREATS**

Refer to the KCSD Student Rights and Responsibilities Handbook for the complete policy statement.

## **USE OF FACILITY**

Requests to use school facilities must be made through school administration. A building use request must be completed, and approval must be given prior to use. The Klamath County School District and Gilchrist Jr./Sr. High School reserves the right to charge for use of facilities. Profit-making organizations may be charged for the use of the facility.

## **VEHICLES**

A parking lot is provided for properly licensed students who drive. The student may park only in the student parking lot, during regular school day hours.

Students may not return to their vehicles during the day without approval from the office. Students are to use the parking lot solely for the parking of vehicles. Regulations:

1. Students will register their vehicle with the office.
2. Lock cars.
3. Refrain from driving around school area.
4. Report any accident.
5. Park only in designated parking area.
6. Do not be in cars or lot during school hours. Students may not be in their vehicles without permission from the administration.
7. No unnecessary tire spinning, noise.
8. Observe all driving regulations as dictated by the State.
9. Do not block others from being able to leave.
10. To drive a vehicle on campus, an Oregon Operators License and appropriate insurance is required.
11. Students are not to bring to school in their vehicle or on the school bus, any weapons such as a shotgun, rifle, ammunition or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others.
12. Parking and driving on school district property is a privilege that may be revoked for driving infractions. Please obey speed limits and all driving laws.

## **VIDEO SURVEILLANCE**

KCSD School Board policy allows video surveillance on any school property or on any transportation vehicle. Video surveillance shall be used to promote the order, safety, and security of students, staff and property. Refer to the KCSD Student Rights and Responsibilities Handbook for the complete policy statement.

## **VISITORS**

Student visitors are prohibited. All parent visitors are to report directly to the main office.

## **WEAPONS**

Students shall not bring, possess, conceal, or use a weapon or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others on school property or at any school activity. Any student who knows of other student (s) to bring, possess, conceal, or use a weapon or other possession determined to be a threat to school safety, may be subject to appropriate disciplinary action. Any student who violates these regulations will be subject to disciplinary action. Refer to the KCSD Student Rights and Responsibilities Handbook for the complete policy statement.