

# Lost River Junior/Senior High School

2017



2018

*Lost River...to support, to prepare, to provide*

## **STUDENT/PARENT HANDBOOK KCS D STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOKS**

### **HOME OF THE RAIDERS**

If you have a disability and need this publication in an alternate format, please contact the  
Klamath County School District Curriculum Office at 541-883-5000.  
Website: <http://www.kcsd.k12.or.us>

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# WELCOME TO LOST RIVER JUNIOR/SENIOR HIGH SCHOOL

On behalf of the staff at Lost River Junior/Senior High School, we extend a warm welcome to all new and returning students, we are looking forward to another exceptional year. Lost River has an excellent staff and student body that receives tremendous support from our parents, communities and stakeholders. This support has been a major factor in the accomplishments that we have received.

Success at Lost River Junior/Senior High School depends on you. School attendance is the biggest factor in student success. Your attendance, effort and dedication to excellence will pay off. We encourage you to “get involved” in the many athletics and activities that Lost River Jr./Sr. High offers.

The information that follows will assist you in understanding the expectations for you while attending Lost River Junior/Senior High School. If you or your guardians have questions or concerns, please call the school at 798-5666. Always remember to be *Respectful, Responsible, and Safe*.

***WE ARE LR!!***

Sincerely,  
The Lost River Administration Team

## KLAMATH COUNTY SCHOOL DISTRICT SCHOOL BOARD AND ADMINISTRATION

### Board of Directors

Mr. Steve Lowell                      Mr. **Mike Noonan**  
Mrs. Denise Kandra                 Mrs. Jill O'Donnell  
Mr. John Rademacher

### District Office Administration (541-883-5000)

Superintendent                      Mr. Greg Thede  
Director of Curriculum              **Mrs. Jennifer Hawkins**  
Secondary Curriculum Director     Mr. Jeff Bullock  
Director of Personnel                 Mr. Mark Greif

This student handbook is intended to place information in one location for quick reference regarding the various policies and procedures of Lost River Junior/Senior High School. Students are encouraged to be familiar with the contents of the student handbook in order to meet the expectations of our school. Knowing the contents of this handbook should enable everyone to follow the school's policies. For more detailed information on policies, please see the *KCSD Student Rights and Responsibilities Handbook*.

**Lost River reserves the right to make revisions to this handbook when deemed necessary by the school administration.**

## STUDENT BODY OFFICERS 2016

President	Chelsey O'Grady
Vice Pres	Makenzie Girtman
Secretary	Hannah McCauliffe
Treasurer	Irene Aguirre
Represent	Yajaira Cobian
Represent	Ximena

### Class Officers

#### Class of 2017 (12<sup>th</sup>)

President	TBA
Vice Pres	TBA
Treasurer	TBA

#### Class of 2018 (11<sup>th</sup>)

President	TBA
Vice Pres	TBA
Secretary	TBA
Treasurer	TBA
Representative	TBA

#### Class of 2019 (10<sup>th</sup>)

President	TBA
Vice Pres	TBA
Secretary	TBA
Treasurer	TBA

#### Class of 2020 (9<sup>th</sup>)

President	TBA
Vice Pres	TBA
Secretary	TBA

#### Class of 2021 (8<sup>th</sup>)

President	TBA
Vice Pres	TBA
Treasurer	TBA

#### Class of 2022 (7<sup>th</sup>)

President	TBA
Vice President	TBA
Secretary	TBA
Rep	TBA

SCHOOL SONG

*Give a cheer so bold for the Black  
and Gold  
For the Raiders of Lost River High  
For the Glory of the School I Love  
Our Praises we shout to the sky  
On to Victory for the Raiders will be  
As the Black and Gold go by  
For the Raiders here give a mighty  
cheer  
To the Honor of Lost River High,  
HEY!!  
R-A-I-D-E-R-S Lost River Raiders*

### SCHOOL COLORS

*Black and Gold*



### MASCOT

### THE RAIDERS

### CLUB MEETINGS

With advisor approval, club officers may schedule monthly meetings. These must be pre-approved by the administration.

### BOOSTER CLUB

The Lost River Booster Club is an organization of parents whose purpose is to support activities and athletic programs and to create a better understanding between the school and the community. Meetings, programs, and projects are designed to meet this purpose. Meetings are the 2<sup>nd</sup> Monday of each month at 6:00 in the staff lounge at Lost River. Please come and join us.

### BOOSTER CLUB OFFICERS

<b>President</b>	Darla Parkers
<b>Vice President</b>	Cindi O'Grady

### Site Council

Lost River's site council is a team comprised of parent, teacher, classified, and administration representatives. The team meets monthly to discuss school improvement.

Current parent representatives are Martin Aguirre, Tom Taylor, and Amie McCauliffe. If you are interested in serving on the council please contact the Lost River office.

**LOST RIVER STAFF DIRECTORY**  
**(541) 798-5666 | FAX (541) 798-5072**

**OFFICE STAFF**

**Principal:** **Jamie Ongman**  
**Secretary:** Monica Addington

**Vice Principal:** Angela Wallin  
**Attendance Secretary:** Linda Barrows

**School Website:** <http://www.kcsd.k12.or.us/SectionIndex.asp?SectionID=77>

**TEACHING STAFF**

**Agriculture**  
**Business/Yearbook**  
**Language Arts/Leadership**  
 Language Arts/Robotics  
 Mathematics  
 Mathematics  
 Spanish/ELL

**Ms. Megan Biggs**  
**Ivan Hernandez**  
**Mrs. Goergia O'Brien**  
 Mrs. Laurie Ross  
 Miss Jody Beake  
 Mr. Seth Matthews  
 Miss Xochitl Espinoza

Physical Education/Health  
 Resource  
**Science**  
 Science  
 Social Studies  
 Social Studies

Mr. Kyle Petrik  
 Mrs. Connie Cisneros  
**Mrs. Jessica Suchorski**  
 Mr. Mark Ferrara  
 Ms. Kjerstin Spark-Stahl  
 Mr. Jeff Salvati

**EDUCATIONAL ASSISTANTS**

Miss. Isabel Lemus-Hernandez, **Mr. Mike Ongman**, Mrs. Jennifer Johnson, **Ms. Kassidy Rubio**, Miss Elidia Perez, Mrs. Jeanette Rubio

**CUSTODIAL**

Head Custodian     Mr. Rodney Ingram  
 Custodial             **Rick Zupan**  
 Sweeper                **TBA**

**CAFETERIA**

Head Cook     **Lorna Wimmer**  
 Asst. Cook     Ms. Kathy Eittreim

**TRANSPORTATION**

Bus Driver     Mrs. Davida Croy  
 Bus Driver     Mr. George Walling  
 Bus Driver     Mrs. Kelly Gallup  
 Bus Driver     **Jakob Torgersen**

**ADDING/DROPPING COURSES**

Students in grades 9-12 have an option to drop and add courses at the beginning of each semester. Requests for schedule changes will not be granted after the first two weeks of the semester. Changes prior to the end of the second week of the semester will be granted after considering the following:

- a. Appropriate placement;
- b. Schedule openings;
- c. Building procedures; and
- d. Supervision of students.

High school students must be enrolled in seven courses. Exceptions to the number of courses required can be made for, but are not limited to, physician prescriptions or concurrent enrollment at OIT or KCC. Exceptions must be approved by administration.

### **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 Lost River 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.

### **ADVANCE MAKE-UP**

Principals may see fit to excuse students from school when circumstances are justifiable. In cases where an absence is anticipated for reasons other than illness, the following procedure should be followed:

- A student should discuss planned absences with **the** principal.
- If approval is obtained, the student shall then go to his/her teachers for upcoming assignments and the due date for the completed work.

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

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

### **AREA REGULATIONS**

During breaks and/or lunch, students may use the front lawn area for social and informal activities. Other areas of the campus, which are off limits unless supervised by a Lost River staff, include the football stadium, baseball/softball diamonds, parking areas, gym, and areas beside or behind the school. Students observed in an off limit area may be given detention or suspension.

### **ATHLETIC/ACTIVITY ACADEMIC ELIGIBILITY**

In addition to meeting the OSAA academic standards, athletes participating in KCSD athletics must maintain at least a 2.00 point average (GPA) and be passing five (5) classes. KCSD grading periods are listed below; grades will be checked after each grading period.

- End of the first six week grading period
- End of the second six week grading period
- End of the first semester (determines eligibility for next semester)
- End of fourth six week grading period
- End of fifth six week grading period
- End of second semester (determines eligibility for next semester)

NOTE: Students who are participating in athletics and/or activities and who are not passing classes can be removed from practices and/or games and/or competitions until grades have improved to a passing level by the coach and/or principal.

Students must be in attendance in their assigned classes all day in order to be considered eligible to practice, travel, or compete in all athletics or activities. Any exceptions must receive prior administrative approval. This includes doctor/dentist appointments. Preapproval must be done 24-hours in advance of the absence.

Being more than 10 minutes late to school/class is defined as being absent.

**Athletic Behavior:** Students ejected from any athletic contest will be subject to OSAA sanctions that can/will include a monetary fine and suspension from future contests and possible practices. The fines must be paid prior to resuming competition. Any athlete being ejected twice in one year will be removed from further competition for the entire school year from all sports. However, if an administrative appeal is filed that sanction may be waived.

### **ATHLETIC PARTICIPATION FEE**

In order for the district maintain an interscholastic athletic program, high school students will be assessed a \$100.00 fee to participate in district-funded and approved sports programs. The maximum for any one family is \$400 in a school year. Participation fee deadlines are:

- Fall Sports
- Winter Sports
- Spring Sports

An athlete **WILL NOT** be able to play or practice after the above date until this fee is paid or if student owes previous athletic/school fees. If a student is eliminated from the activity program or removes himself/herself from participation prior to the first contest, he/she shall receive a full refund. Prorated refunds occur when the student is forced to leave the activity because of conditions beyond their control. No refund will be made after one-half of the contests have been played.

Before a student is allowed to practice for any sport, the student/athlete must have on file all required paperwork for KCSD and Lost River. This will include, but might not be limited to:

- Current physical
- Current participation form
  - **Proof of Health Insurance**
- Current Impact test

### **ATHLETIC UNIFORM POLICY**

All uniforms and athletic gear must be turned in and inventoried by the head coach and approved by the athletic director prior to starting another sport.

### **ATTENDANCE: ABSENCES, TARDIES, TRUANCY**

Lost River 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.

Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statements regarding attendance and tardies.

#### • **Absences and Scheduled Events**

The office must receive all school-related student activity lists from the teacher one day prior to the scheduled event. Activity and athletic team rosters will be provided and periodically updated through the attendance office.

#### • **Student Responsibilities:**

Students must obtain an admit slip from the office for all excused or unexcused absences before school begins on the day he/she returns. The parent/guardian must send a note or call the school to provide a reason for the absence. It is the decision of the administration whether the student will receive an excused or unexcused absence.

Students who arrive after school has begun must sign in with the attendance office.

Students who must leave school before the end of the school day (i.e., illness, medical, dental, court, or other special appointments or emergencies) must sign out in the office BEFORE leaving the school grounds. NOTE: A parent contact is required before a student may legally leave the campus once he/she has arrived at school.

The student is responsible for requesting make-up work from teachers and completing the work in a timely manner.

- **Unexcused absences/Truancy**

A student who is absent from school or any class without permission will be considered truant and may be subject to disciplinary action, referral to the Klamath County Youth Attendance Team, and/or issued a citation in accordance with state law.

Policy in the *KCSD Student Rights and Responsibilities Handbook* states that "absences totaling more than twelve (12) days in a semester period could be considered irregular attendance and may result in failure to earn credit."

- **Follow-up procedures will include:**

A letter of notice will be mailed to parents and student on accruing five (5) total absences during a semester period.

A letter of notice will be mailed and a parent-administrative conference can be required upon the accrual of nine (9) total absences to discuss absences, student performance, and the possibility of failure to earn credit.

The classroom teacher will keep attendance daily, reporting all absences to the attendance secretary.

- **Tardies**

To attain rigor and excellence within our school, all students must be in-class on time and ready to participate. At Lost River, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem. Tardies are cumulative throughout the semester. Students will be assigned a lunch detention for each tardy. If they receive the tardy before lunch time they will serve it on the day they received it. If it is received in the afternoon they will be assigned detention for the following day.

**Arriving later than 10 minutes into a class period constitutes an absence.**

### **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 each six week period and 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
- Nomination and/or 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* for the complete policy statement.



### **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.
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 THE TABLES.
6. Unbecoming cafeteria behavior will result in loss of cafeteria privileges and/or work assignments.

### **CAFETERIA PRICES**

Currently KCS D is able to provide Lost River students one (1) basic breakfast and lunch per student FREE of charge. Return visits to the salad bar will also be free to students.

If a student wishes to have an additional main item of the meal, milk and/or juice, the student will be charged for this item. In order to have these items, the student MUST HAVE a positive balance on their meal account. NO STUDENT IS ALLOWED TO CHARGE a food item.

### **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 may 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:

- 1<sup>st</sup> offense – Phone/device may be confiscated and given to office. Student may retrieve at end of school day.
- 2<sup>nd</sup> offense – Phone/device may be confiscated and given to the office. Student may retrieve at end of the school day.

- 3<sup>rd</sup> offense – Phone/device may be confiscated and given to the office. Parent or guardian must retrieve.
- 4<sup>th</sup> 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 disciplinary action, up to out-of-school suspension. The parents will be notified by phone or by mail.
- A written record will be kept on file in the vice-principal's office.
- A repeat violation in the same class may result in a failing grade for the semester, removal from course, and other disciplinary action.

### **CHECK OUT PROCEDURES**

Students who are transferring to another school or who are withdrawing either temporarily or permanently should bring a written request from their parents or guardian to the principal, stating the reasons for leaving. No student will be dropped from attendance rolls until official notice is received by his/her parents or the student is absent for more than ten consecutive days.

### **CLOSED CAMPUS**

Areas of the campus which are considered closed and off limits during the school day include: the football stadium, ball diamonds, tennis courts, 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.

## **COMPLAINTS**

Any complaint against a school employee must be done in writing. Complaint forms are available at the Lost River High School office. No complaint will be investigated unless the complaint form is filled out completely and signed by the party making the complaint.

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

## **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.

Lost River 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.

## **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 contracts with Lutheran Community Services for onsite mental health services.

## **CREDITS / GRADES**

Credit toward graduation is granted to students in grades 9-12 for each class in which the student successfully completes the minimum attendance and course work requirements. The student will receive one-half (1/2) unit of credit at the end of the semester for each class successfully completed. Incomplete grades will automatically revert to an "F" grade if the required coursework is not corrected within two weeks following the grading period.

The general guidelines for grades are as follows, but some classes will have modified grading based on the course content:

Grades:

A = 90 - 100%	D = 60 - 69%
B = 80 - 89%	F = 59% or less
C = 70 - 79%	

## **Pass/Fail**

The mark of "P" shall be the equivalent of the letter grade "C" or better. In general, this means a passing score greater than 70%. Courses graded on the Pass/Fail system shall award the mark of "F" if a student does not achieve the equivalent score for the letter grade of "C."

Other than the exceptions listed below, required credits for graduation in English, math, science, social studies, health, physical education, and arts/languages/CTE shall be given a letter grade and are not eligible for the mark of "P".

Exceptions: Core classes transcribed by other accredited institutions with the mark of "P" shall be transcribed in the same way.

Core credit awarded through "credit by proficiency" and through mastery of the "essential skills" shall be awarded the mark of "P" or "CE" unless the awarding panel determines otherwise.

## **CREDIT BY EXAM**

Klamath County School District will offer credit and/or competencies earned by examination. Students wishing to earn credit by examination for a particular course should contact their building administrator or counselor.

## **CREDIT - JUNIOR HIGH STUDENTS TAKING CLASSES FOR HIGH SCHOOL CREDIT**

Junior high students who take high school courses have the option of taking the class for high school credit. If they choose to take it for high school credit, then it becomes part of their permanent record. Junior high students need to make a decision regarding credit prior to the end of the official grading period. As in other areas, these students have until the last four weeks of each semester to decide whether they wish to receive credit.

## **DANCES AND SOCIAL EVENTS**

All activities must be cleared with the proper advisor and administrator in advance of any planning or announcement. Adult chaperons 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 Lost River students must secure a guest pass from the office one week prior to the dance. Administrator approval will be required.
2. No one 21 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**

Please refer to the *KCSD 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 Lost River Junior/Senior 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.

The major objective of discipline in the school is to teach the following fundamental concepts for living which is expressed in the school poster:

At Lost River Junior/Senior High School students will be

**Respectful – Responsible - Safe**

And be a positive representative of our school at all times.

Lost River Junior/Senior 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 *KCSD Student Rights and Responsibilities Handbook* for the complete policy statement.

### **• Detention**

Detention for students may be assigned during 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 and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities

directed or sponsored by the district. Refer to *KCSD Student Rights and Responsibilities Handbook* for the complete policy statement.

- **Suspension Make-up Work**

Students will be allowed to make up schoolwork upon their return from the suspension if that work reflects achievement over a greater period of time than the length of the suspension.

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

Assignments provided for the student during the suspension period shall be due on the date 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.

### **DISCRIMINATION/HARASSMENT**

#### **Non-Discrimination Policy**

It is the policy of Klamath County School District and Lost River 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 Lost River School or the superintendent of the county schools. Refer to the *KCSD Student Rights and Responsibilities Handbook* for complete policy statement.

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

### **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, or which tends to disrupt the educational process, or be lewd or suggestive shall not meet the standard of the school.

Hats, hoods, bandanas, or any other head coverings are not to be worn inside the school building. In addition, totally bare shoulders, bare backs and bare midriffs or middle areas are not to be exposed.

Certain items are specifically NOT TO BE WORN at school; they include, but are not limited to the following:

Halter tops, tops with spaghetti straps, crop tops, shorts and miniskirts (shorter than mid-thigh), sagging baggy pants, long belts, gang colors, alcohol/tobacco/drug clothing and hats as well as any written word that may be offensive to others. In addition, all clothing that allows undergarments to be seen will not be permitted.

**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.**

Backpacks are not to be worn or taken to class. They are to remain in lockers at all times during the school day. Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statement.

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

Klamath County School District is committed to providing an alcohol/drug-free learning environment. Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statements.

- **Alcohol**

Any student drinking, under the influence of alcohol, or possessing an alcoholic beverage while on the school grounds, including the parking areas or during any school sponsored activity on or off campus will be immediately suspended with the possible recommendation for expulsion. Citations and/or referral to law enforcement and/or diversion treatment programs may be issued. Breathalyzers may be used at school and school related activities as determined by administration. Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statements.

- **Controlled Substance**

Any student who is found with illegal drugs in his/her school locker or in his/her possession or under the influence of illegal drugs on the school grounds, including the parking areas or during any school sponsored activity, on or off campus will be immediately suspended with the possible recommendation for

expulsion from school. Citations and/or referral to law enforcement and/or diversion treatment programs may be issued. Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statements.

- **Tobacco**

Patrons – Patrons are prohibited from using tobacco products in the building, on school grounds, or in school vehicles 24 hours per day.

Students – Students are prohibited from possessing or using tobacco products at school, while traveling in school vehicles, during school activities, and on school grounds 24 hours a day, regardless of age.

Any student found possessing or using tobacco on campus, at activities, or while adjacent to the campus may receive a MIP citation, suspension from school, and/or referral to law enforcement and/or diversion treatment programs. Expulsion will be considered for those who violate the tobacco policy three or more times. Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statement.

**EARLY GRADUATION POLICY**

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and his/her parents/guardians will consult with high school administration to develop a graduation plan.

In order to pursue this opportunity, students shall state their intention in writing, accompanied by a written plan stating how the student proposes to meet the necessary requirements for early graduation to the superintendent no later than October 15 of their junior year. In the event the October 15 date cannot be met, a letter of explanation outlining the circumstances that prevented complying with the October 15 deadline shall be sent to and approved by the superintendent. Transfer students and special circumstances may be reviewed and approved by the superintendent.

**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.

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

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

	<b>KAGO</b>	<b>KFLS</b>	<b>KKJK</b>
AM Radio	1150	1450	960 (Spanish)
FM Radio	99.5	96.5	92.5
	<b>KISS</b>	<b>KYFS</b>	<b>KKRK</b>
FM Radio	102.9	106.9	102.10
	<b>KOTI</b>	<b>KDKF</b>	<b>KTVL</b>
Television Antenna	Ch. 2	Ch. 31	Ch. 10
Cable	Ch. 2	Ch. 13	Ch. 10

Frequent announcements will be made. 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. Most parents have made arrangements with a neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

**EMERGENCY DRILLS -- FIRE AND EARTHQUAKE**

Instruction on fire and earthquake dangers and drills for students in grades K-8 shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for grades K-12. At least two drills on earthquakes for students in grades K-8 will be conducted each year.

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.

### **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.

### **EXEMPTION FROM COMPULSORY ATTENDANCE**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time
2. Employed part-time and enrolled in school part-time; or
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semiannual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **FEES**

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

- 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. Some general fees are listed below:

- Student **Athletic** Card \$10.00
- Yearbook TBA
- Activity Participation Fee See below
- High School Athletic Participation \$100.00 (per sport)

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

*\* A student who loses either their PE or regular locker lock will be assessed an \$8 fee for replacement. Private locks cannot be used at school.*

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

### **Activity Participation FEE**

Students who participate in activities will be assessed a fee based on the total activities they are involved with. Activities include FFA, FBLA, and ROBOTICS. The fee for 1-year participation will be:

- 1 Activity                     \$25
- 2 Activities                  \$40
- 3 Activities                  \$60
- Family Max Fee             \$150

**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 suspended. This includes all behaviors as students are coming to school, riding the bus, and eating in the cafeteria or anywhere on the school premises. This includes during school hours and at school events as well. Fighting will result in suspension. Please refer to the *KCSD 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 Lost River rules and policies are in place and enforced.

**GANG ACTIVITY**

The presence of gangs and gang-like activities can cause a substantial disruption with school and school activities. "Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbols, sign or other items which are evidence of membership or affiliation in any gang.
2. Shall commit any act, or use any speech, either verbal or nonverbal (gestures, graffiti, writing, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of gang or gang activity including, but not limited to:
  - a. Soliciting others for membership in gangs
  - b. Requesting any person to pay protection or otherwise intimidating or threatening anyone
  - c. Committing any other illegal act or other violation of school district policies
  - d. Inciting other students to act with physical violence upon any other person.
4. Students may be suspended and/or recommended for expulsion for these types of conduct.

**GRADE REDUCTION / CREDIT DENIAL**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **GRADUATION REQUIREMENTS**

In order to graduate from **Klamath County School District**, a student must successfully complete 24 units of credit. The state of Oregon requires all students to complete a certain series of courses. A student in the regular high school program is required to complete the following courses: Language Arts (4 units); Mathematics (3 units); Science (3 units); U.S. History (1 unit); Global Studies (1 unit); Government (.5 unit); Economics (.5 unit); Physical Education (1 unit); Health Education (1 unit); Career Development (.5 unit); Applied Arts, Fine Arts, or Foreign Language (3 unit); and Electives (5.5 units) for a total of 24 units.

In addition to the credit requirement, students must demonstrate proficiency in the following essential skills to receive a diploma: Reading, Writing, and Math. Means and standards for demonstrating proficiency are set by the Oregon Department of Education with a list published at the beginning of each academic school year. Assessments which meet the criteria for Essential Skills include Smarter Balanced, PSAT/SAT, Compass, WorkKeys, and work samples. For more details, contact the school counselor.

### **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, including harassment through electronic means, i.e. text messaging, which is known as cyberbullying. "Sexting", is the transmitting of sexual images or dialogue via cell phones or the internet and is in most instances an illegal activity. If a student receives a "sexting" message they should not forward it to anyone and should notify

school administrators or the school resource officer immediately. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. The district will take any report of cyberbullying/sexting seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult or humiliate. The use of Facebook or another social network site is prohibited at school and is covered under this policy.

### **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 at 541-851-8740.

### **HONORS DIPLOMA**

The intent of the KCS D Honors Diploma is to ensure a course of academic study that prepares the student for university admission and college success. Required components include:

- 3.5 GPA for the first seven semesters.
- Minimum of 28 total credits.
- Minimum of 24 graded credits.
- Four Credits of:
  - English
  - Science
  - Math (or through the equivalent of Math 111 or 112).
- Two credits of World Language.
- Eight or more credits in Advanced, Honors, AP, or College Level classes as determined by the school.

For the Graduating Class of 2017 and beyond, Valedictorians and Salutatorians shall be based on the highest GPA of seniors who will earn an Honors Diploma.



In the event that no student will earn an Honors Diploma, Valedictorians and Salutatorians will be determined on GPA only.

### **HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest.

Whatever the task, the experience is intended to be complimentary to the classroom process and is a vital part of the class grade. Students who are absent for a period of two or more days must allow the teacher 24 hours to prepare make-up work.

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

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

### **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.)

### **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 wishing to select and check out books, to return or renew books, or to check on over-due books are encouraged to do so at break, before and after school.

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.

Students must maintain proper decorum at all times. Talking loudly or eating in the library is prohibited. No food or drink is allowed in 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 Lost River 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. Students may be liable for suspension if they are in another student's locker at any time. **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 **7:30 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 teachers directions when they are issued. The school is not responsible for lost or stolen property.

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

### **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 Lost River 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 complete the STUDENT INFORMATION FORM.
- All faculty members will be invited to make comments on eligible members.
- Student discipline records, including referrals, will be reviewed by the faculty council.
- The Student Information Form will be reviewed by the faculty council.
- 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 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.

### **PASS / NO PASS COURSES**

It is policy that Klamath County School District students (grades 9-12) have the option to receive a Pass/No Pass for up to one (1) elective credit per year. A student could accumulate a total of four (4) credits of Pass/No Pass during his/her four (4) years of high school. The Pass/No Pass applies to elective classes only, or to classes that the student does not need as a required class and wishes to take as an elective class. Pass/No Pass will be given for semester

grades only. A Pass/No Pass may affect the cumulative grade point average (GPA)

1. Students opting for the Pass/No Pass must make their requests known in writing to a counselor as soon as possible, but not later than four (4) weeks before the end of the semester.
2. The request must be signed by the student's parent/guardian, teacher, counselor, and principal in order to be implemented.
3. The final determination will be made by the principal. Once the Pass/No Pass form has been completed and approved, the decision is irreversible
4. For students to receive or be eligible for Pass/No Pass, they must have:
  - a. Demonstrated appropriate attendance
  - b. Demonstrated appropriate citizenship; and
  - c. Demonstrated appropriate efforts in achieving the course objective.

### **PERSONALLY IDENTIFIABLE INFORMATION**

Please refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statement.

### **PHYSICAL EXAMS AND CONCUSSION TESTING FOR ATHLETICS**

Students must have a current physical examination performed by a physician prior to practice and competition in athletics. The exam cannot be more than two years old. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the school and will be kept on file and reviewed by the coach prior to the start of any sport season. Students shall not participate without a record of passing a physical examination on file with the school. Any new student to Lost River must have a current physical within the past 2 years to be eligible to participate. An OSAA Physical Form must be used and submitted. This form can be found in the office.

The student must also have a valid concussion baseline test. A concussion test is good for two years. This test will be administered by a Lost River staff and must occur before they can begin practices.

### **POSITIVE BEHAVIOR INVENTIONS SUPPORT**

Lost River Jr/Sr High School is a PBIS school and therefore will make every effort to make sure that students are being **Respectful – Responsible – Safe**.

#### **Universal Expectations**

- Follow directions quickly and cooperatively.
- Keep hands, feet, and objects to self.
- Walk at all times.
- Take proper care of property.
- Use appropriate and kind language.
- Be on time and be prepared.
- Use an “inside” voice.
- Be helpful.
- Follow dress code.
- Follow rules.

#### **Guidelines for Success**

- **Respectful** - Cooperating and recognizing the rights of others
- **Responsible** - Meeting expectations by making appropriate choices
- **Safe** - Keeping yourself and others free from harm

### **PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

A student shall be placed or promoted from one grade to the next on the basis of academic, social, physical, and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

### **PUBLIC DISPLAY OF AFFECTION**

During the school year, adherence to accepted student display of affection policy will be enforced by the entire staff. 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 Lost River 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.

#### **Procedures**

- Fill out a Secondary Registration Form
- Provide a copy of the students birth certificate
- Provide a copy of immunization records
- Receive a schedule of classes from counseling
- A lock and locker assigned to the student
- Pay fees
- If you are driving to school all cars that you may drive need to have a parking permit visible in the window.

### **REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress and absences shall be issued to parents at least 6 times a year. Weekly grade check forms are available from the office. Student/parent need to request these forms. The student will take the forms around on Friday to each of their classes to have teachers complete.

### **SEXUAL HARASSMENT**

Lost River 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.

### **TELEPHONE USE**

Students will not be called from class for telephone calls unless an emergency exists. Messages will be taken or the student advised to return the call between classes. Students should refrain from asking to use the office phone unless an emergency arises.

### **TEN -MINUTE RULE**

All students are expected to remain in the classroom/office for the first 10 minutes of every class. This means no student should be out of class during the first 10 minutes. An emergency is the only exception.

### **USE OF FACILITY**

Requests to use school facilities must be made through individual school administration. A building use request must be completed, and approval must be given prior to use. The Klamath County School District and Lost River 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.

Parking 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 reasonable 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 complete policy statement.

### **VISITORS**

Student visitors are prohibited. All parent visitors are to report directly to the main office. Refer to the *KCSD Student Rights and Responsibilities Handbook* for the complete policy statement.

### **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.