

# Gilchrist Junior/Senior High School

2018



2019

## Parent/Student Handbook KCSD Student Rights and Responsibilities Handbook

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

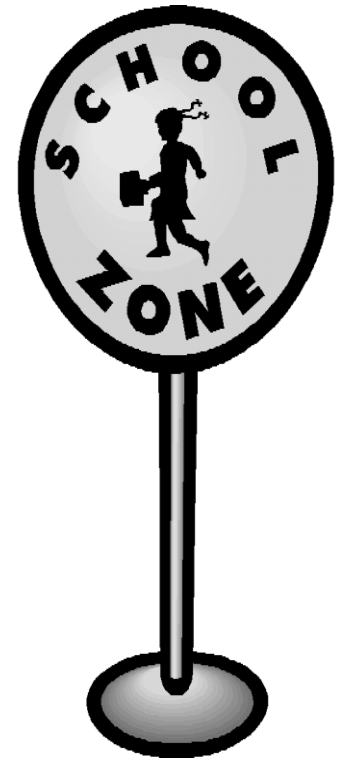
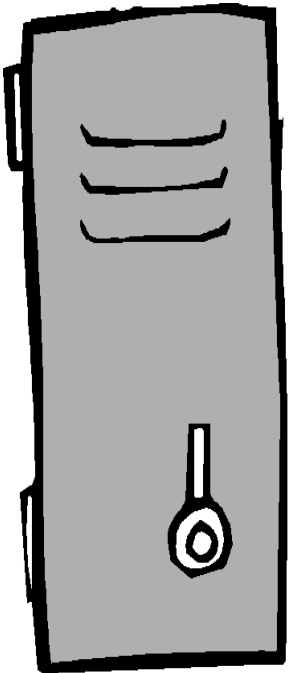
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# WELCOME BACK TO SCHOOL!

We want to welcome you to Gilchrist Junior/Senior High School, Home of the Grizzlies. In order to make your school year more pleasant and successful, you are encouraged to study the contents of the handbook and become more familiar with all facets of our school. The staff wishes each of you a positive and successful year!

**Gilchrist School reserves the right to make revisions to this handbook when deemed necessary.**



## 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 Material contained herein may therefore be superseded by such board policy, administrative regulation, or negotiated agreement.**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  
Robert Moore  
Denise Kandra  
Jill O'Donnell  
John Rademacher

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

## **Administration**

Glen Szymoniak  
Steve Prock  
Melanie Mobley

Superintendent  
Principal  
Vice Principal

541-883-5000  
541-433-2295  
541-433-9403

## **Secretarial Staff**

Tanna King  
Rosanna Egger

High School Secretary  
Elementary Secretary

541-433-2295  
541-433-9403

## **Academic Advisor**

Darla Brandon

541-433-2295

## **Athletic Director**

James Anding

541-433-2295

## *School Staff*

### **Elementary Teachers**

Dana Link	Pre-School/Paraprofessional
Vali Jaeger	Kindergarten
Ali Tibbits	First Grade
Claudine Schlecht	Second Grade
Kari Leedom	Third Grade
Jaquelynn Parsley	Fourth Grade
Holly Sarich	Fifth Grade
Jason Dornhecker	Sixth Grade
Mary Iovino	Special Education
James Anding	Physical Education

### **Secondary Teachers**

James Anding	Physical Education
Brian Wachs	Career Technical Education
Amberlee Solito	PE/Health/AVID/Leadership
Darla Brandon	Social Studies/AVID/Guidance
Jerri Rimel	Special Education/Alternative Ed
Elizabeth Panel	Business/Language Arts
Heather Whittle	Science/AVID
Heidii Fettinger	Language Arts/Math
Karenlynn Lessard	Spanish
Devin Harris	Math

### **Cafeteria Staff**

Marie Schwartz	Cook Manager
Donna Phipps	Assistant Cook

### **Instructional Support Staff**

Peggy Crisp	Library Manager
Quovet Londborg	Paraprofessional
Sarah Heater	Paraprofessional
Open	Paraprofessional
Tonya Karlowicz	Interventionist

### **Custodial Staff**

Rod Ingram	Head Custodian/Maintenance
April Ganieany	Assistant Custodian
Terry Journey	Sweeper
Laura Allen	Sweeper

### **Bus Drivers/Transportation**

Vaughn Hergenrader	Driver
Del Hildebrand	Driver

### **Student Activities**

FBLA	Elizabeth Panel
Honor Society	Heather Whittle
Leadership	Amberlee Solito
Yearbook	Devin Harris
Varsity Football	Rick West
Varsity Volleyball	Candice Roseberry
Wrestling	Rick West
Varsity Boys Basketball	Jason Dornhecker
Varsity Girls Basketball	Jason Dornhecker
Track	James Anding

### **SCHOOL COLORS**

*Forest Green & Gold*

### **MASCOT**

*Grizzlies*

### **SCHOOL SONG**

*We're from Gilchrist High School  
And we hold our banners high.  
We will fight for Gilchrist High School.  
Fight until we die, until we die.  
For we love our alma mater,  
And loyal ones are we,  
When the battles done,  
And the victories won,  
We're the one and only Grizzlies.*

### **STUDENT BODY OFFICERS**

President: Madison Mefford  
Vice President: Kendra Spurlock  
Treasurer: Katie McDaniel  
Secretary: Larkin Ackley  
Public Information: Daniel Barstad

### **CLASS ADVISORS**

7<sup>th</sup> Grade: Heidii Fettinger  
8<sup>th</sup> Grade: Brian Wachs  
Freshmen: Devin Harris  
Sophomore: Heather Whittle  
Junior: Amberlee Solito  
Senior: Darla Brandon/Elizabeth Panel

Participation in school events, sports, clubs, and class activities will be one of the finest investments of time for any student. By participating, students learn to manage their time, energies, and discover that involvement requires a solid academic performance. We encourage you to participate, but not to join more than your time will permit.

## ABSENCES & SCHEDULED EVENTS

When returning to school after an absence, all students, regardless of status or age, must bring a note, or parent/guardian call within 2 days. The note must be signed by a parent/guardian and include a reason for the absence. Absences not cleared within 2 days will be considered unexcused. Absence from school or class will be excused under the following circumstances:

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. Field trips and school-approved activities
5. Medical or dental appointments. (Confirmation of appointments may be required);
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

The office must receive all school related activities lists from the teacher one day prior to the scheduled event. The office will duplicate the list and distribute to the staff. Activity and athletic team rosters will be provided and periodically updated through the attendance office.

## ACADEMIC & SOCIAL STANDARDS

The philosophy of Junior/Senior High School is based upon a concept of cooperative partnership among students, parents and the school. In order to make schooling work for large numbers of children in a public setting, each partner must understand his or her responsibilities or roles. In the following statements, we attempt to clarify these cooperative roles.

### The Role of the Student

Abilities may differ widely among students; nevertheless, they are expected to produce their best work. The student has the primary responsibility for his/her schoolwork and performance. All students will be expected to do the following:

1. Be active participants in the learning process (teachers can't make you learn);
2. Obey the rules of the school. The number one rule being: **All students are expected to behave in an acceptable manner at all times, treat their fellow students, faculty, staff, and visitors with respect and have pride in themselves and their school;**
3. Be in attendance when school is in session;
4. Be punctual for classes (punctuality conveys respect, courtesy, and organization – tardies disrupt the teaching and learning process – arriving on time and fulfilling obligations punctually are essential for employability);
5. Do homework regularly;
6. Complete work on time; and
7. Do work carefully, neatly, and accurately.



### **Courtesy**

Courtesy in social interaction is expected of all within the school community. Disrespect and discourtesy are intolerable, regardless of the particulars of a situation. Such things as abusive language or inappropriate gestures are unacceptable. Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for the complete policy statement.

### **The Role of the Parents/Guardians**

The parents/guardians share the responsibility with the student for his/ her success or failure in meeting the academic and social standards of the school by overseeing the efforts of the students outside the school setting. It is expected that they will cooperate with the school in its work, helping the students learn and grow productively. Doing homework is an essential element of education. Parents should ask specifically about homework. **Parents are encouraged to take an active role in their students's school. If you have school related concerns, you are asked to contact the building administration.**

### **The Role of the School**

Gilchrist Junior/Senior High School is endeavoring to provide an atmosphere conducive to the learning process by establishing fair and consistent expectations for pupils in the areas of academic accomplishments and student behavior. The administration and teachers will maintain and regularly review and update these standards. Teachers will work to make learning stimulating, interesting, and motivating. The school authorities welcome community feedback relating to standards and will define for students, parents, and the community what the standards are and what the consequences will be when the standards are not met. Teachers and administrators will inform specific students and parents when standards are not being maintained.

### **ADDING/DROPPING PROCEDURES**

As part of secondary progress, students at the secondary level have an option to delete and add courses at the beginning of each semester. It is the building principal's decision as to when to allow students to change classes. However, the following are guidelines for all buildings:

1. Parents will be notified of all deletions and additions.
2. Students will be allowed to delete or add during the first two (2) weeks of each semester. The buildings will decide the time frame and ensure it is in their student handbook and course catalog and communicated to students through newsletters and announcements.
3. Students requesting a deletion after the published time frame can be required to stay in the class assigned.
4. Students will also receive the appropriate grade for the semester if it is past the deletion time frame.
5. It will always be the principal's discretion to make decisions about individual students on a case-by-case basis, keeping in mind:
  - A. Placement;
  - B. Schedule openings;
  - C. Building procedures; and
  - D. Supervision of students.

### **ALTERNATIVE EDUCATION**

At least two alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. Refer to the Klamath County

School District's "Student Rights and Responsibilities" handbook for complete policy statement.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standards in the classroom. Treat all speakers or performers with respect. Assemblies are a privilege and will be scheduled according to administrative approval. A student who does not abide by the district's Students Code of Conduct during an assembly shall be subject to disciplinary action.

## **ATTENDANCE POLICY**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for complete policy statements.

## **Tardies**

Students who are tardy for class will be assigned a lunch detention. Arriving later than 10 minutes into a class period constitutes an unexcused absence.

## **10 minute rule**

All students will remain in the classroom for the first and last ten minutes of every class. This means no student will be out of class during the first and last ten minutes. If there is an emergency, students will be contacted by the office.

## **AWARDS AND HONORS**

In the event any student is to be recognized orally or in writing for his/her achievement(s) by a designated school official, that student has the right to request that he/she not receive said recognition for achievements. He/she must make this request in writing to a school

counselor or administrator prior to October 1 of the current school year.

Students will be recognized for academic achievement as follows:

1. At the end of the semester, the names of the students with a grade average of 4.0 are placed on the Principal's Honor Roll. Students with a grade average of 3.5 - 3.99 are placed on the Grand Honor Roll. Students who earn a grade average of 3.00 - 3.49 will be on the Honor Roll.
2. Selection to National Honor Society.
3. Honors Nights (individual subject, honors dinner, honors assembly).
4. Academic Award Letter
5. Athletic Award Letter/Recognition

## **BUILDING AND AREA REGULATIONS**

### **Building**

Students are not permitted in the building after school or on weekends, except under supervision of a faculty member. Each activity group is responsible for cleaning the areas used by the group. Locker rooms must remain neat and clean at all times. Large activities should have assigned cleanup groups.

### **Gym, Classrooms, Activity Areas**

The custodial staff asks your help in keeping Gilchrist School neat and clean; specifically, pickup after yourself. Do not deposit materials on classroom floors. Pick up towels in the locker room areas, etc.

## **Posters**

All posters and signs to be posted on corridors, walls, or lockers must be approved by leadership advisor or the administration.

## **Booster Club**

The Gilchrist Booster Club is an organization of parents, the purpose of which is to support activity/athletic programs and to create a better understanding between the school and the community. Meetings, programs, and projects are designed toward this end. Monthly meeting dates and times will be announced.

## **Bulletin Boards**

Bulletin board use is restricted to school-related business. Any public or private use of bulletin boards must be approved by the leadership advisor or the administration.

## **Bulletins: Daily, Weekly, Monthly**

Items for placement in the next day's bulletin need to be submitted by 3:30 p.m. the day preceding. Student initiated items must be signed by a staff member. The bulletin will be read by your first period teacher or it will be read over the intercom each morning.

## **Bus Rules**

Students will not be allowed to leave the bus other than at home or school without a parent note and an official bus pass from the school office. Students who are not part of a normal bus route may NOT ride without a parent note and office bus pass. If busses are overcrowded, students who do not regularly ride the bus may be denied a ride. Upon arrival to school, students are under school

supervision, and are not to leave school property. Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for the complete policy statement.

## **Cafeteria**

The cafeteria is operated by the school district to provide nourishing and inexpensive breakfast and lunches. Many people must be served in a short period of time and meals are consumed in a confined area. Therefore, student cooperation is essential to provide this service and the following guidelines are for this purpose:

1. "Cutting in" or other discourteous conduct in the serving lines must be avoided.
2. Spilled or dropped food sometimes is unavoidable, but when it happens it is the student's responsibility to report it to the kitchen staff and see that it is cleaned up.
3. Food purchased in the cafeteria must be consumed there. Permission to eat cafeteria lunches in other areas of the campus may be approved by the administration.
4. Trays and silverware are to be returned to the window thus labeled.
5. All cartons, wrappers, napkins and other debris are to be removed from the tables and trays then deposited in the garbage can.
6. Do not sit on tables.
7. Unbecoming cafeteria behavior will result in loss of cafeteria privileges and/or work assignments.
8. Students are not allowed to share food with other students.

## **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 reason for leaving.

Students checking out will be responsible for taking a check-out sheet to all of his/her teachers, turn in all book, pay all fees and fines, clean out locker, and return the check-out sheet to the office.

Records will be sent to the new school when an official request is received.

### **CITIZENSHIP GRADES**

Each teacher will issue a citizenship grade for each class. The citizenship grades are recorded as follows:

S ... Satisfactory

N ... Needs Improvement

U ... Unsatisfactory

### **CLASS STANDINGS**

High school students will be placed in classes determined by the number of credits that they have earned at the end of a school year. Changes in grade level will be made prior to the first semester and will be maintained for the entire school year. Any exceptions will be approved by the principal. The guidelines are as follows:

<b><u>CLASS</u></b>	<b><u>CREDIT</u></b>
Freshman	0-3.5
Sophomore	4-10.5
Junior	11-17.5
Seniors	18 or more

### **CLOSED CAMPUS**

Gilchrist School will retain an open campus policy for 9-12 lunch time only, reserving the right to close campus if this privilege is abused.

During lunch time students may use the front lawn areas for social and informal activities. Other areas of the campus that are off limits, unless supervised by a staff member, include: the football stadium and areas behind the building. Students are not permitted to loiter in the parking areas. Students observed in the off limit areas or loitering in the parking areas may be given detention or suspension, and/or loss of off-campus privileges.

Students in grades 9 – 12 may use the downtown areas for lunch but must observe the following:

1. Students may not be in their vehicle or any one else's vehicle during the lunchtime break. Students may not leave in their vehicle or in anyone else's vehicle without parent permission and following the appropriate sign-out procedure through the office. Students failing to follow the rule will be subject to disciplinary action.
2. Students are expected to abide by all school rules, including not using tobacco, alcohol, or drugs.
3. Litter must be patrolled by students. If it becomes a problem, privileges will be lost. This includes litter in and around the school campus and routes to the mall.
4. Problems at businesses or with neighbors will result in restrictions to campus. Students are not to enter private property during lunch break.
5. During high school lunch, students are not to be at any home other than their own. Students are not permitted to cross Mountain View Drive or leave the Gilchrist Mall area during lunch. Private properties including the movie theater building, gas station lot, Gilchrist Mall lawn are off-limits to students.

As a basic rule students are to proceed directly to and from the Gilchrist Store/Deli at lunch. Students returning late to school from lunch may lose this privilege for the remainder of the school year

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the athletic 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.

Each student has the opportunity to join his/her choice of many clubs and activities open every year. It is possible for student's to request any new club or activity if enough students are interested, if a faculty sponsor and facilities can be provided and if the activity meets district guidelines. Information is available from the athletic director and the administration.

## **COMPLAINTS**

The Klamath County School District's "Student Rights and Responsibilities" handbook lists a four level grievance procedure which the county school board has adopted to resolve grievances.

Whenever a concern may arise, please contact your teacher or administrator in order to receive assistance with your concerns.

## **COMPUTERS**

Access to school computers is authorized to students in grades K – 12 with parent approval and under the supervision of staff. When accessing files and data all copyright laws, applicable provisions of use or license agreements must be followed. The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for complete policy statements.

## **CONFERENCES**

Conferences are scheduled twice each year. One conference is scheduled in the fall and one conference is scheduled 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 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 School encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor 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**

### **Academic Management**

Students are encouraged to talk with the school counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 7-12 and their parents shall be notified annually about the recommended courses for students. Students interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their academic manager so that they may take the courses that will best prepare them for future work. The academic manager can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

## **Personal Counseling**

A counselor is available at Gilchrist School. The KCSD office or the school office maybe able to assist with locating a counselor that is able to help with students with personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## **Credits and Grading**

Credit is granted for each class in which the student successfully completes the minimum attendance and course work. The student will receive one-half (1/2) unit of credit at the end of the semester for each class successfully completed. An Incomplete will automatically revert to an "F" grade if it is not removed within two weeks following the grade period.

### **GRADES**

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F= 0-59%

## **Credit by Exam**

Klamath County School District will offer credit and/or competencies earned by examination. Those courses for which credit by examination may be earned will be determined by the superintendent or his designee. Examinations for these courses will be provided by the district curriculum department and will be given the second week of each semester.

Credit by examination is to be considered a process for ascertaining student competency and awarding credit for a

particular course offered at the high school without the student having to enroll or participate in the course.

All students must file an application with the school counseling/guidance department at least three (3) days prior to the date of examination. The application must include approval indicated by a signature of a parent or guardian. All applications must receive the approval of the building principal and the district curriculum director. Students may attempt the examinations only twice and these attempts may not occur within the same semester. Students may not attempt credit by examination for a course in which they are enrolled. A student may not attempt credit by examination for a sequential course below the level at which the student has or is enrolled or below the general level of expectation for students. A credit earned (CE) will be given only if the examination is passed. No student may earn more than four (4) credits through credit by examination that will count toward graduation.

The district curriculum director and the building principal shall administer this program. They will work with building department chairpersons and individual teachers to assist with:

1. Developing examinations either written or based on observable indicators of competence which shall clearly demonstrate learner outcomes of the course being challenged.
2. Determining standards of performance or examinations which will be accepted as evidence of satisfactory completion of course requirements.
3. Determining when an appropriate examination has been devised to measure course completion equivalency and when the test shall be used.
4. Establishing examination dates and locations.
5. Publishing credit by examination procedures and courses for which credit by examination may be attempted.

6. Reviewing student requests for credit by examination where guidelines are not sufficient.
7. Scoring examinations.

When a student successfully passes an examination for a course by the process of credit by examination, he/she shall be given credit for the course. The enrollment requirement of the course, if any, shall be waived. Credit (CE), but no grade for the course will be noted on his/her transcript and the course will count toward graduation requirements, both in units and in required course enrollment.

## **DANCES AND SOCIAL EVENTS**

### **Homecoming**

Gilchrist High School students, Gilchrist alumni and guests of Gilchrist students who have graduated from high school or are attending high school may attend this dance. All guests must be under 21 years of age and have a prearranged guest pass signed by the administration by the Thursday prior to the dance.

### **Prom**

Only Gilchrist High School Juniors and Seniors, guests in grades 9-12, and alumni guests may attend this dance. All guests must be under 21 years of age and have a prearranged guest pass signed by the administration by the Thursday prior to the dance.

### **School Year Dances**

Only Gilchrist High School students in grades 9-12 may attend these dances. Middle School dances may be attended by Gilchrist Middle School students only.

## **Regulations**

1. All dances must be cleared through the principal or the vice-principal and the class advisor.
2. Two staff chaperones and two parent chaperones must be provided.
3. High School Dances must close at midnight. Middle School Dance will be during the school day.
4. Students who wish to bring a guest must secure a pass from the office prior to the dance. Guest passes will be issued to high school students only and must be signed by the administration.
5. Students must be at the dance within the first hour or they cannot attend.
6. No one is permitted to leave the dance and return.
7. Students who fail to conform to acceptable behavior standards will be removed from the dance.
8. Before dances can be placed on the activity calendar they must be cleared by the activities director.
9. The club or class sponsoring the dance must arrange for:
  - 1) a change box from the office by Thursday before the dance;
  - 2) ticket sellers, hand stampers, faculty and parent chaperones; and
  - 3) clean up committee.
10. Students who have been suspended on the day of an activity, will not be permitted to attend the activity.
11. Music will be approved by the advisor before being permitted to play for a dance.

## **DIRECTORY INFORMATION**

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

## **DISCIPLINE**

### **Discipline/Consequence Plan**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for complete policy statements.

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 that we provide a safe environment.

Discipline is administered at Gilchrist School in conjunction with the parent 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 schools is to teach the following fundamental concepts for living.

1. Respect for the rights, dignity, and safety of all individuals within the school and community.
2. Respect for law and observance of school district policies and local school regulations.
3. Respect for public and private property rights.

Gilchrist School also must recognize the needs of the community, the difference between seventh and eighth grade students and high school age students. The following is the consequence and management plan to ensure we operate a well managed school that provides for safety and expresses to our student their responsibility for appropriate behavior.

### **Consequences/Follow Up**

Refer to the Klamath County School Districts "Student Rights and Responsibilities" handbook for complete policy statements.

### **Parent Involvement**

A parent/guardian will be notified of disciplinary actions by telephone, personal contact, or letter. A conference may be held with the student, his/her parent, appropriate school officials, and other individuals involved.

### **Discipline Referral System**

Students referred to the administration for violation of the Student Code of Conduct can expect to be dealt with in a fair manner.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, community service, suspension, expulsion, loss of privileges, including driving privileges and activity participation privileges, and removal to an alternative education program. Disciplinary measures are applied depending on the nature and seriousness of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. Please refer to The Klamath County School District's "Student Rights and Responsibilities" handbook for the complete policy statements.

### **Expulsion**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.



## **In-School Suspension**

In-school suspension may take the place of out-of-school suspension if deemed necessary by the administration for minor violations.

## **Suspension**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## **Discrimination/Harassment**

It is the policy of Klamath County School District, Gilchrist Junior/ Senior High School and the State Board of Education that there will be no discrimination or harassment on Klamath County School District's grounds on the basis of race, color, sex, marital status, religion, national origin, age, or handicap in any educational programs, activity, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Principal of Gilchrist High School or the Superintendent of county schools. Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for the complete policy statement.

Principal 541-433-2295

Superintendent 541-851-5000

## **Threats**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten,

harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated. Students in violation of the districts threats policy will be subject to discipline, including expulsion, under the Student Code of Conduct, and may be subject to civil or criminal liability.

## **DRESS AND GROOMING**

The way students dress for school affects their attitude and performance. All clothing should be clean, neat and in good condition. All articles of clothing should reflect the values at Gilchrist School. Students who participate in voluntary co-curricular activities shall conform to the guidelines governing the various activities.

### ***Acceptable:***

- All shirts/blouses/dresses/tops must cover the chest and cleavage modestly. They must also cover the abdomen and back, when arms are down to the side.
- Sheer shirts/blouses/dresses are acceptable when the clothing under them complies with the dress code.
- Clothing must cover all underwear, including sports bras.
- Shorts, dresses and skirts must be at an appropriate length with out exposing the legs above the fingertip length.
- Hoods may be worn to school but must be removed in the school building.
- Students wearing uniforms (i.e., for sports or related activities) must comply with the dress code during the school day.

### ***Unacceptable:***

Any clothing, which is destructive of, or distracting from the educational atmosphere on campus is not acceptable. Gilchrist School does not allow clothing that indicates or promotes organizations, groups or gangs whose message is violent, destructive or offensive. Clothing that promotes sex, violence,

alcohol, tobacco or other drugs, satanism, or uses racist or suggestive language is NOT acceptable.

Examples of unacceptable clothing include—but are not limited to the following:

- No spaghetti straps (1 inch minimum required for width of straps)
- No bare midriffs
- No backless or strapless tops
- No tops with oversized armholes
- No low-cut tops
- No belt or wallet chains
- No sagging pants or shorts and pajama pants
- No oversized shirts or T-shirts longer than fingertip length when arms are down at the side of thighs.
- No metal spiked belts or spiked accessories including facial piercing and safety pins
- No short shorts or frayed hems – shorts need to be hemmed and no shorter than fingertip length
- No skirts/dresses/shorts shorter than fingertip length
- No bandanas or other gang-affiliated clothing
- No trench coats
- No sunglasses unless a medical note is filed with the administration

### **Sanctions:**

Students who violate the dress code will be counseled about proper dress and/or grooming and are expected to make the appropriate change in their clothing. They will also be issued a warning on the initial violation. The student's parents/guardians will be notified. After the initial warning, and for cases in which the student is uncooperative, Repeat offenders may be suspended out of school. Out-of-school suspensions require a parent conference with an administrator.

## **DRINKING AND VENDING MACHINES**

Beverage vending machines are not to be used during class hours.

Students may purchase drinks only:

- \* Before School
- \* During Break
- \* After Lunch is served
- \* After School

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

### **Tobacco**

Patrons are prohibited from using tobacco products in the building and in school vehicles 24 hours per day. They are also prohibited from using tobacco products on school grounds at all times.

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## **EMERGENCY SCHOOL CLOSURES**

In the event that bad weather causes school closure or a delayed opening, the KCSD website and the radio stations listed below will begin announcing this information at approximately 6:00 a.m. or as soon as a decision is reached. Schools will be open unless closure or a delayed opening is announced by the District. Please do not call your school, the administration office or the school bus garage. Those lines must remain clear for other calls related to the closure or delayed opening.

The following radio and television stations will carry the information:

Radio Stations: KICE KQAK KSJJ  
Television Stations: Channel 21/5 KTVZ Bend  
Channel 2/7 KOTI Klamath Falls  
Channel 10 KTVL Klamath Falls

**PLEASE DO NOT TELEPHONE THE STATIONS.** Frequent announcements will be made. School closure results in automatic cancellation of the school activities program unless information to the contrary is specifically released. Be sure your child knows where to go if an emergency is declared and schools are closed early. Most parents have made arrangements with a neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

### **EMERGENCY DRILL/FIRE & EARTHQUAKE**

Refer to the Klamath County School District’s “Student Rights and Responsibilities” handbook.

#### **Drills**

Planned drills will be done periodically for all grades K-12. Types of drills include Lockout, Lockdown, Evacuation, Shelter, and Reunification. These drills are conducted with the assistance of the school district, local law enforcement and local emergency services.

### **EXCUSING FROM A PARTICULAR CURRICULUM PROGRAM EXEMPTION**

Refer to the Klamath County School District’s “Student Rights and Responsibilities” handbook.

### **EXCUSING 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 or enrollment 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 semi-annual 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.

### **EXPANDED OPTIONS - COLLEGE**

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 1st, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-

secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than March 1st of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

## **EXTRA CURRICULAR ACTIVITIES**

### **Klamath County School District Academic Standard for Athletics & Activities**

An eligible student must maintain at least a 2.00 grade point average (GPA) and be passing all classes. Grades will be checked each reporting period. Students failing to achieve a 2.00 GPA and/or pass all classes will be placed on probation for one week.

Grades will be checked at the end of the one-week probationary period. If the deficiency causing the probation is corrected, no other action will be taken. If at the end of the one-week probation, the deficiency still exists, the student will be declared ineligible for the following week. The student will continue to practice but will not be permitted to compete in any contest during this period. Grades will be checked at the conclusion of this one-week period. If the deficiency is corrected, the student is declared eligible.

If at the end of the second week, the deficiency still remains, the student will be declared ineligible. The student will continue to practice but will not be permitted to compete in any contest during this period. Grades will be checked at the conclusion of this one-week period. If the deficiency is corrected, the student is declared eligible.

If at the end of the third week, the deficiency still remains, the student is declared ineligible for the remainder of the season for any activity. However, the Academic Eligibility Committee may elect to permit this student to remain on the squad for an indefinite

period of time with the student being required to obtain weekly grade checks. Achievement of a 2.00 GPA will restore the student's eligibility.

## **GILCHRIST HIGH SCHOOL ATHLETIC/ACTIVITIES CODE**

The following athletic policy will be in effect for the school year at Gilchrist High School. All sports at all levels will follow these rules. Every athlete will be given a copy of these rules prior to the beginning of the season. Parents will also be given a copy and the rules will be discussed with them at a meeting prior to the first inter-school competition.

### **General Rules and Comments**

1. An athlete must have a completed physical and insurance card on file with the coach prior to the first official practice. The physical exam policy is that students will have physicals in grades seven, nine and eleven.
2. An athlete must comply with the current OSAA policy regarding scholastic achievement in order to participate in a sport. An eligible student is one who is enrolled in school, attending regularly and passing in subject's equivalent to at least five (5) credits of work - one (1) credit equals one-half (1/2) unit - and who during the immediately preceding semester was enrolled in school, attending regularly and passed subjects equivalent to at least five (5) credits of work. Additionally, students must be on-track to graduate as per OSAA guidelines and satisfy additional KCSO eligibility requirements (described above).
3. If an athlete's behavior is such that they are receiving a "U" (unsatisfactory citizenship) in any of their classes during a grading period, a face-to-face warning will be given to the athlete and a referral will be sent to the coach. If the

behavior does not change, the athlete will be suspended from any games, matches or meet competition until the unsatisfactory citizenship changes.

4. An athlete must be in school a full day in order to practice or play in a game. Any modification must be prearranged with the coach and the principal's office. Athletes will not be allowed to ride the bus to an event if they have missed school unless it is approved by the coach.
5. An athlete who is dropped from a sport for disciplinary reasons may not participate in an organized off-season program for another sport. An athlete who quits one sport after the first ten (10) scheduled practice sessions cannot go out for another sport, or an organized off-season program during the same season.
6. The next sports season begins when the last regular season contest of the previous season is over.
7. No athlete may begin working out for another sport while his current season is still in progress, without the consent of the coach.
8. Any other violations of conduct which are unbecoming of an athlete at Gilchrist High School and which are not specifically covered in this policy will be acted upon by the coach, athletic director, and administration.

## **GILCHRIST SCHOOL MINIMUM ATHLETIC RULES AND POLICIES**

All coaches and athletes will comply with the Klamath County School District's Rules and regulations, Oregon School Activities Association rules and regulations, all rule book requirements, Oregon and Federal statutes, and the following Gilchrist School Athletic Rules and Policies.

### **Participant Rules**

1. All students involved in athletics are representing their school at all times. Therefore, their conduct, appearance,

and mannerisms must be of the highest standards. We at Gilchrist School ensure excellent sportsmanship and fair play regardless of the pressures involved or the actions of the opposition or spectators.

2. If an athlete is home ill the same day as a contest he/she will not be allowed to participate in the contest, but if the athlete has a medical appointment on the day of the contest he/she may participate provided that the medical need does not affect their health or safety. All prearranged absences from school must be cleared by classroom teachers, the respective coaches, and the principal.
3. All athletes shall purchase a Student Body Card.
4. All athletes will dress in a manner that represents themselves, their team, and school in the highest possible tradition. Athletes may wear the game uniform to the contest provided there are no alterations (hats for example).
5. No athlete, once they have become injured, may participate again in any sport until released by a **doctor**. This release will be given immediately to the Athletic Director for attachment to their physical examination card.
6. Every athlete will have a completed physical examination signed by a doctor before he/she can participate on any organized athletic team. Athletes will have private carrier insurance or will purchase school insurance before they can participate or play in any contests. **The physical examination card and Athletic Participation form must be thoroughly completed before the athlete can practice or participate.**
6. On all away trips involving both boys and girls, seating will be determined by the coaches.
7. At no time will athletes be permitted in the weight room without a coach present or designated adult.
9. Each coach will outline uniform usage in their own team rules. All practice and game uniform and equipment will be issued by number. Under **NO** circumstances will uniforms be worn in P. E. classes or for personal use.

10. Remember future athletes idolize current athletes; therefore, our program and team members must operate at the highest possible level.
  11. Remember that we are guests at other schools for away contests and all locker rooms will be neat and in good order upon departure. Coaches will note conditions of away locker rooms for any abnormal situations that will be reported immediately to the host school. Any discrepancies in visiting teams will be reported to the Gilchrist Athletic Director.
  12. All student athletes may have the opportunity to try out for athletic teams at Gilchrist. Athletes that choose to quit a sport within the first two weeks (10 practices) may do so without administrative action and without applying the reinstatement procedure.
  13. A chenille award letter will be presented to each varsity player high letter achiever once during their high school career. A sport insert will be presented to each varsity letter award recipient. An award certificate will be given to each athlete that qualifies in each sport. Special recognition certificates will be awarded to deserving athletes for each sport.
  14. Profanity by athletes or coaches will not be tolerated. There is no place for profanity in athletics. Remember that any Gilchrist staff member can report athletic violations that will result in administrative action.
  15. Early in the sports season there will be scheduled a parents-coaches workshop involving all 6-12 coaches. The purpose of this workshop is to establish sound community relations involving the many aspects of our athletic programs and to distribute team rules that may be less permissive than the rules contained in the handbook.
  16. The rules and policies contained herein are minimum for all athletic activity programs. Additional rules and policy requirements by any coach for their program must be approved by the Athletic Director before the first practice of any sport or activity.
  17. Seniors will be allowed to participate on a junior varsity team if circumstances warrant it.
  18. Any athlete that quits or is terminated from any sport, will have a three-week minimum waiting period enforced before reinstatement procedures commence. If this athletic violation occurs in spring sports, the three-week waiting period will begin on the first practice date for the next sport participated in the following year.
  19. No athletes will be allowed to stay overnight without parent supervision and coaches permission following or preceding athletic trips, at any level of competition.
  20. Travel to and from contests will be arranged and provided for by the Klamath County School District and Gilchrist Middle School and High School Participants and coaches will ride to and from contests on this provided transportation.
- Exceptions:
- a. Parents or legal guardians may request directly of the head coach, at contest sites, permission for their children to ride home with them.
  - b. Any other type of alternate travel request must be in writing and approved prior to the trip. This request will detail the exception to the transportation rule and will name the driver the student will be riding with on the return trip. This driver must be a licensed driver and be at least 21 years of age. Liability for the safety and welfare of students exercising the exceptions to the transportation provided by the district becomes the responsibility of the parent or guardian of the student and/or driver of the vehicle.
21. An athlete shall not possess, use, transmit or be under the influence of any alcoholic beverage, intoxicant of any kind, illegal drugs, or tobacco; nor shall the athlete have in his/her possession any device, container, or apparatus

associated with the use of the above. Return to the team in good standing is the choice of the athlete and they will be required to complete all the disciplinary consequences as outlined in the Klamath County School District's High School Athletic Handbook.

22. In order to earn a Tri-Athlete sweatshirt an athlete must compete in three separate sports seasons. The athlete must complete the season in good standing. Any athlete disciplined for violating the drug, alcohol or tobacco policy during any season will not be eligible for this award. Cheerleading may account for one season.
23. Any athlete that is ejected from a contest will pay the OSAA fine of (minimum \$50.00) and will not compete until the fine is paid.

**FEES**

A student body card for admission to all school activities can be purchased for \$15.00. Should a student not possess his/her activity card, adult prices shall be charged for admission. Other fees may be charged in those elective classes where expenses are not covered in regular school budget allocations.

Cafeteria:	NC
Student Body Card	15.00
Student Activity Fee	25.00
PE Uniform	20.00
Assembly Fee	3.00
High School Athletic Participation	100.00*
	*400 family cap

1. A yearbook annual fee shall be determined on a yearly basis.
2. No diplomas will be issued until all accounts have been paid.
3. A receipt for payment of fees will be given to each student
4. Textbooks are issued each semester and the book numbers

recorded. The library books are checked out during the school year. Any damaged or lost books will result in a charge.

5. Absolutely no claims for payment will be recognized unless receipt is shown to prove payment.
6. Contact the Head Coach or the Athletic Director for hardship fee waiver for athletic participation.

**FIELD TRIPS**

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

**FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund raising drives. Permission must be granted from the administration prior to involvement in such activities.

**GRADE REDUCTION/CREDIT DENIAL**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## GRADUATION REQUIREMENTS

In order to earn a diploma from Gilchrist, students must, in addition to meeting **Essential Skills requirements (see below)**, accumulate a minimum of 24 credits in grades 9-12. One unit of credit is earned by successfully completing a year's work in one course.

### State and Local Credit Requirements

<b>4 Credits</b>	Language Arts (LA)
<b>3 Credits</b>	Math Starting with Algebra I or higher
<b>3 Credits</b>	Science
<b>1 Credit</b>	Health
<b>1 Credit</b>	Physical Education
<b>1 Credit</b>	Global Studies/Geography
<b>.5 Credit</b>	Economics
<b>.5 Credit</b>	Government
<b>1 Credit</b>	US History
<b>.5 Credit</b>	Career Education
	<ul style="list-style-type: none"><li>• Develop an education plan and build an education profile</li><li>• Demonstrate extended application through a collection of evidence</li><li>• Demonstrate career-related knowledge and skills</li></ul>

- Personal Management
- Teamwork
- Communication
- Problem Solving
- Employment Foundations
- Career Development

- Participate in career related learning experiences as related to the education plan.

**3 Credit** Applied/Fine Arts or Second Language: Includes courses in Career and Technical Education, Second Language, The Arts.

**5.5 Credit** Electives

## 24 CREDITS REQUIRED FOR GRADUATION

**Note:** Most four year colleges require additional science, math, and foreign languages. Please check with the counselor or the college your student wishes to attend for specifics concerning admission.

### Essential Skills Requirements:

Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.

### Graduation Exercises

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

Accordingly, appropriate graduation programs will be planned by high school principals on the date or dates selected by the board.



The district's valedictorian(s), salutatorian(s) or others at the discretion of the building principal or designee may be permitted to speak as part of the districts planned graduation program. All such speeches will be reviewed and approved in advance by the building principal or designee.

All students who are in good standing and have successfully completed the requirements for a senior high school diploma, or a senior high school modified diploma, may participate in graduation exercises.

### **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 guidance personnel 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 that 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.

### **HALL PASSES**

Students that are out of class for any reason during the class period must have a hall pass. Students who are out of class, including the office or restroom, must have teacher permission and a hall pass from their supervising teacher for that period.

When in the hallway while classes are in session, students are not allowed to be on cell phone, or disturb classrooms with their actions. Disruptive behavior may result in discipline consequences as described in the Behavior Expectations.

### **Health Services**

School health services are provided by registered nurses in Klamath County School District to support students with complex, chronic health needs; to support health education for students and staff; and to provide school health services that comply with national, state and local mandates. The KCSD nurses believe that each student's health has a direct 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 KCSD Health Services at 541-851-8740.

### **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.

## **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.

## **INSURANCE**

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

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

## **LEAVING CAMPUS**

Any student wishing to leave school before the end of the school day **MUST** check out in the main office before leaving. **ANY STUDENT WHO LEAVES CAMPUS FOR ANY REASON WITHOUT PRIOR PERMISSION IS TRUANT.** Permission may be given through a written note or a parent call. Any student who is ill must seek permission to leave school from the main office. A parent, guardian or surrogate approved by the administration must give approval for an ill student to leave the school.

## **LIBRARY**

The library is open to students and teachers Monday through Friday. Hours will be posted and announced.

Students wishing to select and check out books, or renew books or to check on overdue books are encouraged to do so during library hours.

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.

Talking out loud or eating in the library is prohibited. Students must maintain proper decorum at all times.

## **LOCKERS**

One locker per year is assigned as you enter school. Help with locker problems must go through the secretary to the custodian. Many times students misunderstand locker ownership. Lockers are school district owned. As the temporary inhabitant of the locker, you have certain rights, which are outlined in the "Student Rights and Responsibilities" handbook. Remember, your locker may be searched at any time.

We wish lockers were safe from theft, but they are not. If you have anything of value, either leave it at home, or if that is impossible, the office will keep it in the safe for you. Neither P.E. nor

hallway lockers are a safe place for valuables. The school does not assume responsibility for items in lockers.

## **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 name is written into all books as they are issued.

**DO NOT CARRY LARGE SUMS OF MONEY TO SCHOOL.** Should you FIND any private or school property, take it directly to the office. In the event that you have LOST property, check in the main office immediately to make a report of the loss, or claim that which may belong to you.

## **LUNCH/BREAKFAST PROGRAM**

The school participates in the National School Lunch and School Breakfast and Federal Commodity Programs and offers free meals for all students.

## **MEDIA ACCESS TO STUDENTS**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## **PARENT INVOLVEMENT**

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

1. 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;
2. Keep informed on district activities and issues. The school newsletter published monthly, "Back to School" nights, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal; and
4. Participate in district parent organizations. The activities are varied, ranging from classroom activities to the building's site council, with its emphasis on instructional improvement.

## **PERSONALLY IDENTIFIABLE INFORMATION**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## **P.E. ACTIVITIES**

If there are medical reasons to have your child excused from certain activities, please notify the office in writing as to the circumstances. If this is only a three-day period, a parent note will

suffice. If it is for an extended period of time, it will be necessary to have a note from your doctor.

## **P.E. CLOTHING**

P.E. uniforms are required, they cost \$20.00 and can be used more than one year. Uniforms can be purchased at the time of registration or on the first day of school. Uniforms may not be altered from the original design and must to worn as the manufacturer intended.

## **PHYSICAL EXAMS**

Students in grades 6, 7, 9, and 11 must have a physical examination performed by a physician prior to practice and competition in athletics. 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 Athletic Director/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.

## **POLICY HANDBOOK**

The Klamath County School District's policy handbook is located on the school district's web page at [www.kcsd.k12.or.us](http://www.kcsd.k12.or.us).

## **PROMOTION, RETENTION, & 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 policies will be concentrated on by the entire staff. Students are permitted only to hold hands during the school day or activity functions. Parents will be notified for students violating this policy.

## **CELL PHONES/ELECTRONIC DEVICES**

Bringing cell phone/electronic devices to school is discouraged as they can interfere with the educational process, and they are vulnerable to theft. The school is not responsible for lost or stolen cell phones or electronic devices.

Students may have cell phones with them or in their locker; however, phones are not to be seen or heard in any classroom or hallway during instructional time. Students can have their phones out in the hallway/cafeteria, before and after school, during passing time, breakfast and lunch periods. If student's phone are seen or heard in the classroom, the teacher will issue cell phone citation, ask for the phone, and turn it into the office.

Students in violation of cell phone policy are subject to the following consequence:

Citation will be issued – lunch detention (20 minutes); phone will be confiscated, turned into office. Student can pick up phone at the end of the day from office.

If found in violation and the student becomes uncooperative or disrespect to staff, a citation will be issued along with a major referral. The phone will be confiscated along with a lunch detention (30 minutes), and the phone will be returned to the student only after parent notification. In some cases, parents may be required to pick up the phone at the end of the day.

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress and absences shall be issued to parents at least 6 times a year. At the end of the first three weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

Parents and students will be issued passwords and may view their grades online through the parent/student viewer. Please contact the office for password information and instructions.

## **SCHEDULE CHANGES**

Students need to use caution when selecting courses. Questions concerning appropriate classes for grade level should be directed to the counselor. Students will not be permitted to change classes once the semester has started unless approved by parents and the administration. Class changes will be made only during the first two weeks of each semester.

## **SKIP DAY**

Gilchrist High School does not recognize or sanction senior skip day. Students participating in a skip day will be considered truant with grade penalties and other consequences applied.

## **SPECIAL PROGRAMS**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## **STUDENT GOVERNMENT/LEADERSHIP**

Our student government is not, and never should be, considered just another "school activity." Directed by the elected officers of all branches of school government, the students share in the management of their school. The key to its effectiveness lies in effective leadership and participation in school affairs by the student body at large. To be eligible for a student body or class office students must be a good citizen and in good academic standing with a 2.0 GPA. Students that fall below a 2.0 GPA or violate school policy may be removed from office.

## **SUBSTITUTE TEACHERS**

When a substitute teacher is in the classroom, students are expected to follow their teacher's class rules with exemplary behavior. Continual misconduct may lead to suspensions and possible expulsion.

## **TELEPHONE USE**

School phones are for staff and office personnel only. Students who must use a telephone must get permission from the office before using the office telephones. Students who are ill and need to go home must call home from the office to get permission to leave. Secretaries are not to accept telephone messages for students from

ANYONE BUT PARENTS OR GUARDIANS. We expect parents to restrict their messages to family emergencies or unusual circumstances. Parents should communicate with their student before and after school and not rely on school office personnel to deliver their messages. Messages from employers will not be delivered.

## **TO AND FROM SCHOOL**

Difficulties between students can occur when they are coming to school and going home. While legally the school has jurisdiction, it is a difficult situation to supervise or control. Only close cooperation and clear communication between home and school can alleviate such problems. School opens at 7:45 a.m. and the school asks that students go directly home when dismissed. Parent cooperation in enforcing this rule will do much toward minimizing problems. **Students who are not involved in after school activities are to leave the school grounds at dismissal time.**

## **TRANSPORTATION OF STUDENTS**

Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook.

## **VEHICLES**

Students will not be permitted to drive cars on school days during the noon hour or during any period of the day without the express permission from the parent and principal. No passengers are allowed unless written permission is given by parents of both parties. All cars are to be parked in the parking lot. Students who use cars as a means of transportation to school are requested not to arrive before 7:45 a.m. Students are not to loiter in the cars during break and lunch times. To drive a vehicle on to campus, an Oregon operator's license and appropriate insurance is required. Refer to the Klamath County School District's "Students Rights and Responsibilities" handbook for the complete policy statement.

## **Parking Regulations**

1. Lock cars
2. Refrain from driving around school area
3. Report any accident
4. Park only in designated parking area
5. Do not be in cars or lot during school hours
6. No unnecessary tire spinning, noise
7. Observe all driving regulations as dictated by law.
8. Do not block others from being able to leave.
9. Students may not be in their vehicles without permission from the administration
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.

## **VISITORS**

Students not enrolled at Gilchrist School and those attending (or who would normally be attending) another school will not be permitted to visit in the school without administrative approval. Refer to the Klamath County School District's "Student Rights and Responsibilities" handbook for a complete policy statement.