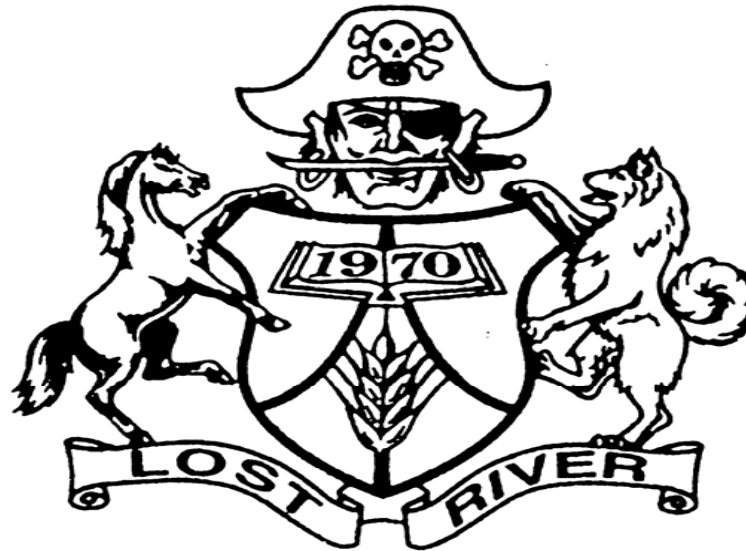


# Lost River Junior/Senior High School

2008



2009

HOME OF THE RAIDERS

*Lost River...Learning For A Lifetime*

**Student/Parent Handbook**

**KCSD ATHLETIC HANDBOOK**

**KCSD STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOKS**

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>

# **WELCOME TO LOST RIVER JUNIOR/SENIOR HIGH SCHOOL**

On behalf of our staff at Lost River Junior/Senior High School, I extend a warm welcome to all new and returning students. We are looking forward to a positive and rewarding school year. We have an outstanding staff and student body that will accomplish great things.

Success at Lost River Junior/Senior High School depends on you. Putting forth your best effort in the classroom and the various activities available through Lost River Junior/Senior High School will allow you to succeed. Get involved, have fun, and expand your horizons.

The information that follows should assist you in understanding what is expected of you while attending Lost River Junior/Senior High School. If you or your parents have questions or concerns, please call the school at 798-5666. Always remember to be Respectful, Responsible, and Safe.

Sincerely,  
Mr. William Don Starkweather  
Principal

## **KLAMATH COUNTY SCHOOL DISTRICT SCHOOL BOARD AND ADMINISTRATION**

### **Board of Directors**

Mr. Steve Lowell	Mr. Gary Weldon
Mrs. Lori Baley	Mr. Chris Volk
Mr. John Rademacher	

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

Superintendent	Mr. Greg Thede
Director of Curriculum	Mr. Doug Smith
Director of Personnel	Mr. Paul Poetsch

The purpose of this student handbook/calendar is to bring together in one place for ready reference the various and routine policies and procedures of Lost River Junior/Senior High School. Students are encouraged to study the contents of the student handbook/calendar in order to become familiar with all facets of our school. Knowing the contents of this handbook should enable everyone to follow uniformly the policies of our school.

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

**LOST RIVER STAFF DIRECTORY**  
**(541) 798-5666; (541) 723-3001; FAX (541) 798-5072**

**ADMINISTRATIVE STAFF**

**Principal:** Mr. William Don Starkweather    **Vice Principal/Athletic Director:** Mr. Allen Boyle    **Counselor:** Mrs. Jamie Carlson  
**Secretary:** Mrs. Rosiland Larsen    **Attendance Secretary:** Mrs. Chris Struve

**TEACHING STAFF**

Language Arts	Mrs. Lynne LeBlanc	Health/Jr High Leadership	Mrs. Diane Ongman
Language Arts	Ms. Claire Horton	Physical Education	Mr. Kyle Petrik
Language Arts/Social Studies	Mrs. Angela Wallin	Vocational Agriculture/Tech	Mr. Jason Miller
Mathematics	Ms. Jody Beake	Business	Mr. Frank Drew
Mathematics	Mr. Greg Hulsey	ESL	Mrs. Traci Reed
Mathematics	Mr. Seth Matthews	Resource	Mr. Larry Ross
Science	Mrs. Traci Baumgardner	Music	TBA
Science	Mr. Mike Millsap	Spanish	TBA
Social Studies	Mr. Gary Dalton	Communications	Mrs. Cari Johnson
Social Studies/Government	Mr. Doug Matheson		

**EDUCATIONAL ASSISTANTS**

Mrs. Jennifer Johnson	Mrs. Laura Litzenberg
Mrs. Desiree Kloss	Mrs. JoAnne O'Connor
Mrs. Carla Thompaon	

**CUSTODIAL**

Head Custodian    TBA  
Custodial    Mr. John Ricketts  
Sweeper    Mr. Mark Winther

**CAFETERIA**

Head Cook    Mrs. Linda Barrows  
Asst. Cook    Mrs. Ellen Fontenot  
Asst. Cook    Mrs. Lori Humphrey

**TRANSPORTATION**

Bus Driver    Mrs. Davida Croy  
Bus Driver    Mr. Carl Croy  
Bus Driver    Mrs. Lori Moore  
Bus Driver    Mrs. Denise Paulsen

**STUDENT BODY OFFICERS 2007-2008**

President.....MaCayla Claver  
Vice-President.....Rosalina Venegas  
Secretary.....Abigail Venegas  
Student Representative.....Kristin Cerri

**CLASS OFFICERS**

**Class of 2009**

President.....Octaviano Chavarin  
Vice-President.....Caitlin Burch  
Secretary.....Hesston Gallup

**Class of 2010**

President.....Ryan Grantom  
Vice-President.....Abigail Venegas  
Secretary.....Kaitlyn Gresser

**Class of 2011**

President.....Larissa Stillinger  
Vice-President.....Briana O'Connor  
Secretary.....Jerry Gregory

**Class of 2012**

President.....Javier Ruiz  
Vice-President.....Mayra Vasquez  
Secretary.....Francis Rojina

**Class of 2013**

President.....Gabriel Lievanos  
Vice President.....Kyle Staudenmayer  
Secretary.....Tanner Stradley

**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 with the Administration. Meetings may be schedule during study hall or at other times if approved.

**BOOSTER CLUB**

The Lost River Booster Club is an organization of parents with a purpose 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. Monthly meetings are held on the first Monday of each month.

**BOOSTER CLUB OFFICERS**

President.....Sylvia Cox  
Vice President.....Lori Baley  
Secretaries.....Doug Cox  
Treasurer.....Shannon Cheyne

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## **ADDING/DELETING 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.

## **ADMISSION**

A student seeking enrollment in the district must meet all academic, age, immunization, tuition 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 (798-5666) for admission requirements.

## **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 must obtain permission from the principal and the superintendent to attend school.

## **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. Advance Approval and Advance Planning: A student should discuss planned absences with his/her principal. If approval is obtained, the student shall then go to his/her teachers for advance assignments and learn the due date for the completed work. Refer to KCSD "Rights and Responsibilities" handbook for complete policy statement.

## 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. Refer to the Klamath County School District "Student Rights and Responsibilities" handbook for the complete policy statement.

## AREA REGULATIONS

During breaks 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 teacher, include the football stadium, ball diamonds, parking areas, gym, barn area, or areas beside or behind the school. Students observed in an off limit area may be given detention or suspension.

## ATHLETIC/ACTIVITY ELIGIBILITY—

An eligible student must maintain at least a 2.00 grade point average (GPA) and have no failing grades during any grading period or at the end of each semester. An individual's grades will be checked every week. Additionally, students must pass five classes each semester to meet OSAA eligibility requirements. The policy statement is printed in the Raider Athletic Handbook for reference.

All schools within KCSD will make grade checks every three weeks during the school year. If a student has received an "F" in any class they will be ineligible to participate in the next weeks contest/s. They may practice with the team but may not play in a contest. After school tutorial will be available Tuesday – Thursday but is not mandatory. If a student remains ineligible for three consecutive weeks, an athletic/activities eligibility committee will convene to determine further eligibility. Effort, attitude, missing assignments, and improvement in the failed class will be some of the criteria used to determine further participation. If the committee does not approve a student, his/her participation will be terminated for the season. The committee will include the principal, athletic director, a head coach, and two classroom teachers.

Students receiving discipline referrals will be subject to discipline by an individual coach/advisor on the first and second referral. If a student receives a third referral for behavior violations he/she may be removed from that sport or activity for the remainder of the season.

Students must be in attendance **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, senior pictures etc. This needs to be done 24hrs. in advance of the exception.**

Students ejected from any athletic contest will be subject to OSAA sanctions regarding missed games. 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. However, if an administrative appeal is filed that sanction may be waived.

## **ATHLETIC PARTICIPATION FEE**

In order that the district maintain an interscholastic athletic program, junior high school students will be assessed a \$50.00 fee and high school students will be assessed a \$75.00 fee to participate in district-funded and approved sports programs. Participation fee deadlines are:

Fall Sports: September 10

Winter Sports: December 3

Spring Sports: April 1

**No student will 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.

## **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. Any senior athlete wanting to purchase a jersey must pay replacement cost before receiving the jersey.

## **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. Oregon State Law recognizes Lost River High School's attendance policy in ORS 339. This attendance policy makes an important distinction between excused and unexcused absences. Unexcused absences from school are simply not acceptable. Students and

parents should expect, therefore, that every absence may adversely affect the student's learning.

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 activity 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.

## **Student Responsibilities:**

1. Students must obtain an admit slip from the office for all excused or unexcused absences before school begins on the day he/she returns.
2. **On the day returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence.**
3. Students who arrive after school has begun must sign in with the attendance office.
4. 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 with the attendance office. NOTE: A parent contact is required before a student may legally leave the campus once he/she has arrived at school.



5. Students will be held responsible for class work missed during all excused and unexcused absences. Students must request make-up work from teachers and complete it in a timely manner.

### **Non-Attendance Follow-up**

Klamath County School District has revised its follow-up procedures for Irregular or Non-Attendance circumstances in accordance with existing state law and district policy. Existing policy in the "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:**

1. A letter of notice mailed to parents and student on five (5) total absences accrued during a semester period.
2. A letter of notice mailed and a parent-administrative conference to be held upon the accrual of nine (9) total absences to discuss absences, student performance, and the possibility of failure to earn credit.
3. The classroom teacher will keep attendance daily, reporting all absences except -school activities (field trips, team trips) to the attendance secretary.

### **Tardies/Tardy Sweeps**

In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem. Tardies are cumulative throughout the semester. The first two tardies are letters sent to the parent with no consequence. Upon receiving the third tardy the student writes a letter to the

parent/guardian explaining why they are receiving the tardies and how they will correct the problem. The next tardies have an additional consequence attached to them as decided by a school administrator. This may be a supervised detention or out of school suspensions. All of this is in a continual effort to provide a better learning environment for all Lost River students.

#### **Tardy Sweeps:**

When the bell rings, teachers having classes will close their doors and begin teaching immediately. Each hallway will have designated staff members dealing with any students who are late (in the halls, restrooms, etc.). Tardy students will be escorted to the office to sign in that they have been tardy. The tardy student will be escorted back to his/her classroom. The escorting staff member will insure that the student does not disrupt the class and will signal to the teacher that all necessary paperwork has been completed.

To attain rigor and excellence within our school, all students must be in-class on time and ready to participate.

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

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

### **Truancy**

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

## **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 schools administrators no later than October.

Students will be recognized for academic achievements as follows:

1. End of each six weeks reporting 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

2. Selection to National Honor Society
3. Individual honors in various subjects
4. Athletic Recognition

### **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.

Eligible members must submit two letters of recommendation to the chapter advisor.

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.

The submitted letters of recommendation will be reviewed by the faculty council.

Candidates meeting all four areas of scholarship, leadership, service and character will be inducted into the chapter.

## **BULLETIN BOARDS**

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

## **BUS RULES**

Buses are furnished for the convenience of students living considerable distances 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 home or 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 KCSB "Student Rights and Responsibilities Handbook" for the complete policy statement.

## **CAFETERIA**

In order to keep the cafeteria clean and attractive the following rules must be observed:

1. Keep the cafeteria line orderly. Be considerate of others and not crowd.
2. Return all trays and dishes to the counter.
3. If you spill it or drop it, pick it up.
4. **DO NOT SIT ON THE TABLES.**
5. Unbecoming cafeteria behavior will result in loss of cafeteria privileges and/or work assignments.
6. Students will be allowed a **MAXIMUM** of five charges **ONLY**.

## **CELL PHONE POLICY**

Students may have cell phones with them or in their locker, however, phones are not to be seen or heard in any classrooms at any time. If they are seen or heard, the teacher will ask for the phone and turn it into the office. If a student refuses to comply

with a staff directive, he or she will be disciplined for defiance. Students can have their phones out before and after school, during break, and during their lunch.

The following consequences will be in effect for students whose phones are confiscated:

- 1<sup>st</sup> warning – Phone will be confiscated and given back at the end of the day.
- 2<sup>nd</sup> warning – Phone will be confiscated and only returned to a parent or guardian.
- 3<sup>rd</sup> warning – Phone will be confiscated and only returned to a parent or guardian. There may also be additional disciplinary consequences.

## **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 officially dropped from class attendance rolls until official notice is received by his/her parents. This official notice may be done by having the student personally take the Student Withdrawal Form to his/her teachers for signatures or this form may be transmitted by the Counseling office.

Signatures must be received from the following: Assistant Principal, Classroom Teachers, Librarian, Athletic Director, Attendance Secretary, and Counselor. The completed form must be returned to the school office. Upon the signature of the counselor, the student will be officially withdrawn from school.

## CLASS STANDINGS

High school students will be placed in classes determined by the number of credits 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. The principal will approve any exceptions. The guidelines are as follows:

<u>CLASS</u>	<u>CREDITS</u>
Freshman	0-3.5
Sophomore	4-10.5
Junior	11-17.5
Senior	18 or more

## CLOSED CAMPUS

During the a.m. break or lunch time students may use the forum, gym, student lounge, or front lawn areas for social and informal activities. Other areas of the campus which are off limits unless supervised by a teacher include: the football stadium, ball diamonds, tennis courts, parking areas, barn area, 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. **Students may not bring lunch to other students from off campus.** The campus is closed at 3:30pm to all students not being supervised in an approved activity or program.

## CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as band, choir, 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.

## COMMUNICABLE DISEASES

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

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

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- **Any** rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever.
- Skin lesions that are “weepy” (fluid or pus-filled);
- Colored drainage from eyes;
- Brown/green drainage from nose with fever of greater than 100.5;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care that the school staff can safely provide.

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

## **COMPLAINTS**

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, 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.

## **CREDITS / GRADES**

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. Incomplete grades will automatically revert to an "F" grade if it is not removed within two weeks following the grading 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.

### **CREDIT - JUNIOR HIGH SCHOOL 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 on which they choose 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 such activities must be cleared with the proper advisors and administrators in advance. Adult chaperons must be provided as well as staff members. Dances must close at eleven unless cleared through the principal.

1. Students who wish to bring a guest must secure a guest pass from the office prior to the dance. Guest passes will be issued to high school students only.
2. **No one is permitted to leave the dance and return.**

3. Students who fail to conform to acceptable behavioral standards will be removed from the dance.
4. Before dances may be placed on the activity calendar, advisors and the administration must clear them.
5. A club or class sponsoring the dance must arrange for:
  - A. Change box from the office by Thursday before the dance.
  - B. Ticket sellers, hand stampers, faculty, and chaperons to collect passes.
  - C. Clean-up committee.
6. Appropriate dress, as established by the handbook must be complied with by all students.
7. Students must be in school all day or have administrative approval in order to attend.
8. Anyone 21 or older may not attend without the Principal's approval.

## **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**

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 Lost River Junior/Senior High 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 which is expressed in the school poster:

At Lost River  
Junior/Senior High School  
We 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, 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. With this in mind Lost River will be using detention before and after school and Saturday school for students who display inappropriate behavior.

## **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 before, during, or after school. It is the student and parent's responsibility to ensure students are at detention on time. If students miss detention, they will be assigned to a three-hour Saturday school. Parents are responsible for providing transportation. Students are expected to bring sufficient materials to study during this time.

## **Saturday School**

Saturday school is for those students who did not change their behavior or for infractions that normally would cause suspension. Saturday school will be from 8:30 a.m. to 11:30 a.m. A week-day session may be scheduled from 3:05 p.m. to 6:05 p.m. Students must bring sufficient schoolwork for the entire time or they will leave. Students who do not attend or are asked to leave Saturday school are subject to further consequences.

Students and parents who choose suspension instead of Saturday school relinquish the opportunity for submitting academic work for credit.

## **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's "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 that the student returns to school from the suspension.



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

## **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's "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's "Student Rights and Responsibilities" handbook for complete policy statement.

Principal---798-5666      Superintendent---883-5000

## **DRESS AND GROOMING**

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, bandana's, 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 (shorter than mid thigh), sagging baggy pants, long belts, gang colors, alcohol/drug shirts and hats. In addition, all clothing that allows undergarments to be seen are not permitted.**

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**

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. 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 for the remainder of the current semester or the upcoming semester. Refer to the KCSO “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 for the remainder of the current semester and/or the upcoming semester. Refer to the KCSO “Student Rights and Responsibilities” handbook for the complete policy statements.

## **Tobacco**

Patrons – 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 between the hours of 6:00 a.m. to 4:30 p.m. A smoking area has been designated for adults. Please check with the office for its location.

## **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 will receive a MIP citation and suspension from school. Further tobacco violations will result in additional citations, referral to counseling and/or suspension. Expulsion will be considered for those who violate the tobacco policy three or more times. Refer to KCSO “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 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.

## EMERGENCY SCHOOL CLOSURES

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

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

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

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

	<b>KAGO</b>	<b>KFLS</b>	<b>KKJK</b>
<b>AM Radio</b>	1150	1450	960 (Hispanic)
	<b>KAGO</b>	<b>KFLS</b>	<b>KLAD</b>
<b>FM Radio</b>	99.5	96.5	92.5
<b>FM Radio</b>	<b>KISS/KYSF</b>	<b>KKRB</b>	
	102.9	106.9	
	102.10		
<b>Television</b>	<b>KOTI</b>	<b>KDKF</b>	<b>KTVL</b>
Antenna	Channel 2	Channel 31	Channel 10
Cable	Channel 2	Channel 13	Channel 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. 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. A student activity card for admission to all school activities can be purchased for \$12.00. 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 the regular school budget allocations.

Student Body Card	12.00
Vocational Agriculture	12.00
Shop Card	12.00
Yearbook	40.00
Activity Participation Fee	25.00
Parking Permit	2.00
High School Athletic Participation	75.00 (per sport)
Junior High Athletic Participation	50.00 (per sport)

Cafeteria prices will be made available to students either at the cafeteria or in the school office. Reduced lunch applications can be obtained upon request in the office.

1. No diplomas will be issued until all accounts have been paid.
2. A receipt for payment of fees will be given to each student.
3. Absolutely no claims for payment will be recognized without a receipt shown to prove payment.

## **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 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 and adhere to Lost River's No "F" Policy.

All students must ride the bus 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 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 Klamath County School District's "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 same day. If the event is scheduled for a Saturday or non-student day, attendance must be on the last 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 you are to be in the stands watching the event.**

## **GANG ACTIVITIES**

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in a gang.
2. Commit any act, use any speech, either verbal or non-verbal (gestures, handshakes, graffiti, writing, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance in the interests of any gang or gang activity including, but not limited to:
  - a. soliciting others for membership in any gangs;

- b. requesting any person to pay protection or otherwise intimidating or threatening any person;
- c. committing any other illegal act or violation of school district policies; or
- d. inciting other students to act with physical violence upon any other person or encouraging other students to violate school district policy.

Refer to the KCS D “Student Rights and Responsibilities” handbook for the complete policy statement.

### **GRADE CLASSIFICATION**

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 need to be approved by the principal. The guidelines are as follows:

Freshman	0 – 3.5	Junior	11 – 17.5
Sophomore	4 – 10.5	Senior	18 or more

An incomplete will automatically refer to an “F” grade if it is not removed within 2 weeks following the grading period.

### **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 high school in the district, a student must successfully complete 25 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 (2 units); Science (2 units); U.S. History (1 unit); Global Studies (1 unit); Government (1 unit); Economics (1/2 unit); Personal Finance (1/2 unit); Physical Education (1 unit); Health Education (1 unit); Career Development (1/2 unit); Applied Arts, Fine Arts, or Foreign Language (1 unit); and Electives (9 1/2 units) for a total of 25 units.

\* Starting with the class of 2010 Mathematics credits will go from 2 to 3 credits.

### **GYM**

There will be no food or drink allowed in the gym during school hours. All footwear must be athletic tennis shoes.

### **HALL PASSES**

Any student who is out of class for any reason during the class period **MUST HAVE A DISTRICT APPROVED HALL PASS**. If you have to go ANYWHERE including the office or restrooms, you **MUST HAVE PERMISSION AND A HALL PASS** from the teacher who is responsible for you during that period.

## **HEALTH SERVICES**

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

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

## **HOMEWORK**

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**

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

submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

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

## **IMMUNIZATION**

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

## **INSTRUCTION: INFECTION AND DISEASE, HIV/HBV/AIDS**

Instruction will be provided at all grade levels in HIV+, AIDS, and HEPATITIS B epidemic prevention techniques. Refer to KCSD "Student Rights and Responsibilities" handbook for 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).

### **LEAVING CAMPUS**

A student shall not be released from school at times other than regular dismissal hours except with administrative permission or according to school sign-out procedures. The office will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. Notes provided by students will not be approved without a specific reason provided by the parent. The school administration reserves the right to deny a student permission to leave campus. Students will not be allowed to leave campus in vehicles of other students without parent or administrative approval.

### **LIBRARY**

The library is open to students and teachers from 7:45 a.m. to 3:15 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 out loud or eating in the library is prohibited. **NO FOOD OR DRINK ALLOWED IN THE LIBRARY.**

The library will be open to all students during lunch EXCEPT when classes are using the library or when supervision is not available.

### **LOCKERS**

**Each student will be issued a lock and locker at the beginning of the year.** A student should 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 for its replacement.

### **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.

### **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 3:45 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 name is written into all books as they are issued. The school is not responsible for lost or stolen property.

### **LUNCH / BREAKFAST PROGRAM**

The school participates in the National School Lunch and A School Breakfast, and Federal Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the school office.

### **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 assignments; the student 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 KCS D "Rights and Responsibilities" handbook for complete policy statement.

### **MEDICATIONS**

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

### **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:

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 newsletter, "Back to School" nights and parent/booster club meetings provide opportunities for learning more about the district and school;
3. Become a school volunteer. For further information contact the principal;
4. 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.

1. 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.
2. Pass/No Pass will be given for semester grades only.
3. A Pass/No Pass may affect the cumulative grade point average (GPA).

4. 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. The request must be signed by the student's parent/guardian, teacher, counselor, and principal in order to be implemented. The final determination will be made by the principal. Once the Pass/No Pass form has been completed and approved, the decision is irreversible.
5. 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 Klamath County School District's Student Rights and Responsibilities handbook for the complete policy statement.

#### **PHYSICAL EXAMS**

Students in grades 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 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.

#### **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 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.

## **RADIOS, WALKMANS, LASER POINTERS, ETC.**

The use of personal (head phones) radios are allowed before school; break; lunch; and after school only. All other tape recorders, blasters, or other electronic devices on school grounds will NOT be allowed. Bringing such items to school is discouraged as they can interfere with the educational process, and they are vulnerable to theft. Students may not take cell phones, walkmans or listening devices to the classroom. Teachers may confiscate the devices until the end of the day. **With each confiscation, the parent must pick up the device from school.** All laser pointers are subject to confiscation. Refer to KCSD "Students Rights and Responsibilities" for complete policy statement.

## **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.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

## **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 school will report the student's progress to the student and parent when the student's performance is below average or below the expected level. Weekly grade check forms are available from the office. Parents need to request these forms. Students will take the forms around on Friday to each of their classes. Weekly grade checks will not be handed out at the three week progress check or at the end of the six week grading period.

## **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.

## **STUDENT LOUNGE**

A lounge area has been provided for your convenience to quietly converse with friends. Please be sensitive to adjoining classrooms by keeping noise down to an acceptable level and do your part by cleaning up after yourself. No food is allowed in the lounge area or adjacent hallways.

## **STUDENT – HIV/HBV/AIDS**

As a general rule, an infected student is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and board policy. The district recognizes that a student/parent has no obligation to report an HIV+ condition or AIDS diagnosis to the school.

If the school is informed, the school is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student/parent wishes to divulge such information and continues attending school, the school will meet with the infected individual or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

## **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. The pay phone located in front of the school building is for use after school hours.

## **TWENTY-MINUTE RULE**

All students will remain in the classroom/office for the first 20 minutes of every class. This means no student, including office aides, will be out of class during the first 20 minutes. An emergency is the only exception and an adult will pick up the student from the classroom.

## **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 the 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 an administrator.** Students are to use the parking lot solely for the parking of vehicles.

### **Parking Regulations:**

1. Students will obtain a parking permit in 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.
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. Students may not be in their vehicles without permission from the administration.
11. To drive a vehicle on campus, an Oregon Operators License and appropriate insurance is required.
12. 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.

#### **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 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 Responsibility" 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.

## **LOST RIVER JR/SR HIGH SCHOOL STUDENT HANDBOOK**

**I, \_\_\_\_\_, have been advised of the contents of the Student Handbook by the administration and staff and understand that it is my responsibility to review the document in detail and to share the handbook with my parents or guardians.**

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**Date**

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**Signature**