



**2856 Eberlein Ave
Klamath Falls, OR 97603
541-883-4719**

**2019-2020
Student-Parent Handbook**

Dear Klamath Learning Center Families,

Welcome to Klamath Learning Center where we believe that ALL students are able to complete their education in some form and become productive members of the community. Here at Klamath Learning Center we strive to do what is in the best interest of your student. We will give them the opportunity to attain the education needed to move into the next phase of their life whether it is trade school, military, college or even Job Corps.

Our goal is to see each of our students move toward their dreams but we cannot do this without you supporting your student to attend every day, stay positive, and be open to new opportunities. If there is a way we can help support this we are happy to help. Please don't be surprised if we ask you to come in to meet with us so we can all have the same information to help your student succeed.

Please don't hesitate to call if you have questions, concerns or need help with your student's success. We look forward to working with you this year and celebrating many successes.

Professionally,

Toby R. Flackus

School Administrator



POLICY OF NON-DISCRIMINATION

Klamath Learning Center and the Klamath Falls City School District does not allow discrimination based on an individual's race, color, religion, gender, sexual orientation, national origin, disability, parental or marital status or because of the race, color, religion, sex, national origin, disability, parental or marital status or age of any other persons with whom a student associates. For more information contact School Administrator, Toby Flackus at 541.883.4719, District Disabilities/Grievance Officer, Heidi Schultz at 541.883.4745, or the Superintendent of KFCs, Dr. Paul Hillyer at 541.883.4700.

ADA and 504 COMPLIANCE NOTICE

Section 504 states:

"No otherwise qualified individual with a disability in the United States...shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The Americans with Disabilities Act requires...all programs and services to be accessible to persons with disabilities. Receipt of federal financial assistance is no longer a factor.

Klamath Falls City Schools is Dedicated to Protecting Children

Oregon law requires all school employees to report immediately any suspected incident of child abuse or neglect to the local office of Service to Children and Families or to a law enforcement agency. The purpose of the law is to facilitate "the use of protective social services to prevent further abuse, safeguard and enhance the welfare of abused children, and preserve family life when consistent with the protection of the child by stabilizing the family and improving parental capacity."

Employees that fail to report suspected abuse or neglect are subject to fines and/or loss of licensure. Our staffs are not legally permitted to discuss abuse reports. Harassment of employees relating to abuse reporting is strictly prohibited. If you have any questions or concerns regarding

child abuse and neglect reporting, please contact the Klamath Falls Services to Children and Families Office at 541.883.5570. If you have a disability that causes you to need this publication in an alternate format, please contact Heidi Schultz at 541.883.4745.

Title 1C Migrant

To qualify for this program a student/family must have moved within the past three years from one district boundary to another to enable the student's parent or guardian to obtain temporary/seasonal work in agriculture, fishing, or timber. A migrant student remains eligible for three years after the last qualifying move. Migrant education provides support in academic areas of weakness. Also available are accident-only insurance, summer school and other support services for the family.

District Philosophy

It is the intent of the Klamath Falls City Schools to provide a challenging, high-quality program, which meets the goal of excellence in education for all of our students. In order to do so, it must be supported by the following areas:

Student Needs

To assure that goals for the State of Oregon are also district goals: that all students will have the opportunity to learn to function effectively within life roles as an individual, a learner, a producer, a citizen, a consumer, and a family member.

Curriculum

We use an on-line curriculum called Odysseyware. The computer delivers the curriculum and our Highly Qualified Teachers support the students by tutoring, grading assignments, and creating alternative assignments when needed.

Staff Development

To insure quality staff and quality teaching, each staff member has special needs and undiscovered talent to develop. The excellence we desire requires that we provide staff training in not only basic teaching skills but also techniques of management with an awareness of the implications for addressing the educational future. By doing so, each staff member can grow and increase capability for inspired performance.

School and Community Relations

To have a commitment to effective communication with the various public services and work in unison to make sure all are well informed.

KFCS STRATEGIC PLAN

Mission

100% Graduation is Our Expectation

Vision

Dedicated to helping all students do their best work
and become their best selves

Aims

1. Student Excellence
2. Collaborative Excellence
3. Operational Excellence

**Klamath Learning Center
2856 Eberlein Ave
Klamath Falls, OR 97603
Phone 541.883.4719
Fax 541.885.4281**

Board of Education

Mr. Bill Jennings, Chair

Mr. Mychal Amos, Vice Chair

Ms. Lori Theros

Ms. Trina Perez

Ms. Dawn Albright

Mr. Michael Moore

Ms. Carol Usher

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mgmoorekf@gmail.com

carol.usher.rn@gmail.com

Administration

Klamath Falls City Schools

1336 Avalon Street

Klamath Falls, OR 97603

Dr. Paul Hillyer, Superintendent

Ms. Renee Blakely, Director of Human Resources

Ms. Heidi Schultz, Director of Special Services

Mr. Gerard Collins, Director of Federal Programs

Mr. Daymond Monteith, Director of Operations

Mr. Wayne Huggins, Director of Maintenance

Mr. Eugene Griffith, Director of Transportation

Mr. David Bates, Director of Food Service

541.883.4700

541.883.4702

541.883.4745

541.883.4744

541.883.4703

541.883.4705

541.883.4716

541.883.4758

Klamath Learning Center Staff

Toby Flackus, School Administrator

| | |
|------------------------|----------------------------------|
| Pam Shannon | A.M. Diploma Teacher |
| Sue Walker | P.M. Diploma Teacher |
| Steve Caldwell | GED Prep Teacher |
| Brent Nichols | Home School Coordinator |
| Amy Susee | JDH Teacher |
| Johanna Morris | Resource Specialist |
| TBD | Resource Specialist (JDH) |
| | |
| Kassidy Rubio | Head Secretary |
| Susan Holzgang | Registrar |
| | |
| Brenda Hall | Para-Professional |
| Jeanette Rubio | Para-Professional |
| Ronald McNamara | Para-Professional (JDH) |
| | |
| Richard Renslow | Computer Tech |
| Jim Spoon | Custodian |

Klamath Learning Center

Calendar of Events 2019-2020

| | |
|-----------------------|--------------------------------------|
| August 19-21 | New Teacher In-Service |
| August 26-August 30 | All Certified Staff In-Service |
| August 19-September 3 | Registration |
| September 2 | Labor Day |
| September 3 | All Classes Start |
| October 10-11 | Conferences |
| November 1 | Teacher Prep - No School |
| November 11 | Veteran's Day - No School |
| November 25-29 | Thanksgiving Break - No School |
| December 23-January 3 | Winter Break - No School |
| January 6 | Classes Resume |
| January 20 | Martin Luther King Day - No School |
| January 24 | Teacher Prep - No School |
| February 5-6 | Conferences |
| February 7 | District Wide In-Service - No School |
| February 17 | Presidents' Day - No School |
| March 23-27 | Spring Break |
| April 3 | Teacher Prep - No School |
| May 25 | Memorial Day - No School |
| June 6 | KLC Graduation Ceremony |
| June 11 | Last Day for Students |
| June 12 | Last Day for Teachers |

Daily Schedule

Monday, Tuesday, Thursday, Friday
8:00am-12:00pm and 12:00pm-4:00pm

Wednesday
9:00am-12:00pm and 12:00pm-4:00pm

School Information

Closed Campus

All students are expected to remain at the school for their assigned time. At breaks students are to stay in front of their classroom building and NOT leave campus for any reason. Leaving campus is counted as truancy.

Change of Address or Phone Number

It is vitally important that we have current addresses, phone numbers, places of parent employment and emergency phone numbers for all of our pupils. Please contact the school office if any of this information changes during the school year. Also, make contact with the office if you do not receive the newsletter or other announcements that are mailed periodically.

Conferences

There are two conference times scheduled during the school year. The first takes place on October 11th and 12th. The second conference time will be on February 6th and 7th. Appointments will be made for conferences at any other time a concern arises. Please feel free to call the school office for an appointment.

Care of School Property by Students

It is each student's responsibility to show respect for all school property. Students who willfully destroy district property through vandalism/malicious mischief or arson, who commit larceny or who create a hazard to the safety of other people on district property may be suspended in accordance with state law and the Board's policy on student suspensions and referred to law enforcement authorities.

School Pictures

This year we are working to get school picture arranged for our students. We will let you all know through text or e-mail when the dates and retake dates will be.

Visitors and Guests

Parents are always welcome and encouraged to visit school. It is advisable to call ahead so you can be assured of visiting a class or activity in which you have a particular interest. *All visitors must check in at the main office (Building #2) and be issued a visitors tag.* We do not allow visiting students to attend school with our pupils. It is disruptive to the learning situation to have other students in a classroom who do not attend the school.

Parking and dropping students off for school

If a student drives they need to park outside the gate.

If you are dropping your students off for school, please DO NOT pull through the gates and drop them in front of the building (unless you have made special arrangements). This is a safety issue in that students often walk to school and come from all directions to get to the building. We have been warned that this is a safety violation.

Lunches

Lunches are provided to students at no cost. In the winter we have a warm lunch and in the fall/spring we typically have sandwiches.

School Closure

Occasionally the weather in Klamath County requires us to take some special action as to school closures, delayed starts and early dismissal. The following is our plan to let you know when school will not be held as regularly scheduled.

If it is necessary to close school due to bad weather, announcements will be made over the local TV and radio stations listed below after 6:00 a.m.

If it is necessary to dismiss school early due to bad weather, announcements will be made on the same local TV and radio stations periodically throughout the day as soon as a decision is made.

Please do not telephone the stations, the school, or the school district office. Arrangements have been made with the stations to broadcast the information to you.

KLAD Radio 960, KAGO Radio 1150, KFLS 1450, KOTI TV Channel 2, KDKF TV Channel 31 (Cable Channel 12), School Reach (KFCS district-wide calling system), Klamath Falls City Schools website_

Accident Insurance

Accident insurance is available to all pupils enrolled at KLC. Information will be distributed on the student's first day of school or during registration. This policy will meet the requirements of our district-mandated athletic insurance requirement. Please study the materials carefully; this is a limited policy providing assistance in the case of injury. All accidents must be reported immediately.

Claim forms are issued from the school office. Inquiries concerning the plan should be directed to the agent at 541.882.5507.

Video Camera Surveillance System

Students and parents should be aware that video cameras are installed in various locations throughout the school and parking areas to reduce theft and to provide additional security in order to promote the health, welfare and safety of our students and staff. Portable video cameras will also be used if deemed necessary by security. Video recordings may become a part of a student(s) educational record.

Emergency Drills

KLC will conduct monthly evacuation drills. At least one fire drill will be held within the first 10 days of the school year. At least two drills on earthquakes and two drills on safety threats shall be conducted each year. Refer to board policy EBCB.

Student Appearance

- ⇒ Hats, gloves or bandanas are not to be worn by students during school hours and must remain in the student's pocket (not able to be seen) until dismissal at the end of the day.
- ⇒ Clothes which are disruptive to the learning process, are obscene, advertise drugs, alcohol or tobacco are not allowed. Students cannot wear anything that can be used as a weapon, or is potentially dangerous.
- ⇒ Clothing which bears profane or inflammatory language or images is not allowed.

Discipline Policy

Despite our efforts, it is a reality that a small percentage of students present a discipline problem in the school. Schools typically have prescribed methods of dealing with some problems and KLC is no exception. We believe it is important that students and parents alike become aware of our policies and we would like to specifically address some of these areas.

Student Code of Conduct

Unexcused Absences or Tardies

Truancy may result if the parent does not excuse the student within a day of his/her return to school.

Insubordination/Insolence/Fighting

Insubordination means disobeying teachers or staff members; not following instructions in regard to conduct; or in any way by actions or words, showing a defiant attitude. Insolence is being contemptuous or vulgar in behavior or language. Fighting will not be tolerated. All three could result in suspension.

Vandalism/Theft

Destruction of school property or theft against school, teachers, or students may result in suspension and the proper law authorities may become involved.

Classroom Disruptions

Students who are disruptive to the learning environment will be disciplined. As students enter new classes throughout the year, teachers will explain inappropriate behavior and students will be expected to refrain from such behavior. Should disruption occur in the classroom, the offending student could expect to meet with Mr. Flackus before continuing in the class. In cases when the behavior becomes a greater problem, a parent meet could occur to discuss educational options.

Fighting/Threatening/Verbal and/or Physical Assault

Students who fight with, threaten and/or verbally and/or physically assault other students may be suspended. If this behavior continues, suspensions for greater lengths of time will occur. If attempts at solving the problems - counseling, suspensions and parent involvement are unsuccessful and the fighting continues, a recommendation to the school board for expulsion will be made. Students in possession of any item, which may be construed as a weapon, will be subject to disciplinary action, which may include suspension or expulsion from school.

Interrogations

When law enforcement officials find it necessary to question students during the school day or during periods of extra-curricular activities, when possible:

1. The principal (or a designee of the principal) will call the parent prior to the interrogation and give the parents 20 minutes to come to the school. If the parent cannot be reached by telephone and/or does not wish to be present at the interrogation, the principal or his designee (if parent is not in the interrogation) will be present during the interrogation.
2. Under certain circumstances, a school administrator, in cooperation with law enforcement personnel, may elect not to call the students' parents prior to the interrogation.
3. In the event the law enforcement officials desire to remove the student from school, a determined effort will be made to notify the parents of such action, before the student departs the school. In suspected child abuse cases, Department of Human Services (DHS) and law enforcement

officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting the parents. The principal or his/her designee should request to be present during the interview, and consult with DHS personnel to determine the best procedure to notify the student's parents regarding the interview. If custody or arrest is involved, the principal will request that law enforcement officials observe all procedural safeguards prescribed by law.

An administrator shall not let a police officer or official from DHS take a student from a school building without a court order, an arrest, protective custody of DHS, or permission of the parent or guardian.

Interrogation is the questioning of a pre-arrest suspect. Interview is the gathering of facts and information regarding a crime or infraction. Interviewing of students by law enforcement personnel is allowable without having to call parents.

Suspension (Up to ten school days):

This will be used when a student's behavior at school significantly disrupts the school process or safety of others. When a school official has reasonable cause to believe a student has committed an act making the student subject to suspension, the official may temporarily exclude the student from school. The parent of the student will be notified of the alleged conduct and may request a hearing before the school official to present evidence on the student's behalf.

Expulsion

A principal, after reviewing available information, may recommend to the hearings officer, designated by this Board to expel students, that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.