



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

**2018-2019
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 Corp.

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
Assistant Principal

Tonie Kellom
Director of Alternative Education



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 Assistant Principal, 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	541.882.2355
Mr. Mychal Amos, Vice Chair	541.331.7324
Ms. Lori Theros	541.690.2514
Ms. Trina Perez	541.885.4863
Ms. Denise Norton	541.591.6204
Mr. Michael Moore	541.883.7713
Mr. Donald Ambers	541.891.8609

Administration

**Klamath Falls City Schools
1336 Avalon Street
Klamath Falls, OR 97603**

Dr. Paul Hillyer, Superintendent	541.883.4700
Ms. Shelly Hunt, Director of Personnel	541.883.4702
Ms. Heidi Schultz, Director of Special Services	541.883.4745
Mr. Gerard Collins, Director of Federal Programs	541.883.4744
Ms. Tonie Kellom, Director of Alternative Education	541.883.4719
Mr. Daymond Monteith, Director of Operations	541.883.4703
Mr. Wayne Huggins, Director of Maintenance	541.883.4705
Mr. Eugene Griffith, Director of Transportation	541.883.4716
Mr. David Bates, Director of Food Service	541.883.4758

Klamath Learning Center Staff

Tonie Kellom, Director of Alternative Education
Toby Flackus, Assistant Principal

Pam Shannon	A.M. Diploma Teacher
Sue Walker	P.M. Diploma Teacher
Steve Caldwell	GED Prep Teacher
TBD	JDH Teacher
Johanna Morris	Resource Specialist
Don Houck	Resource Specialist (JDH)
Bibiana Flores	Head Secretary
Susan Holzgang	Registrar
Brenda Hall	Para-Professional
Barbara Keeney	Para-Professional
Ronald McNamara	Para-Professional (JDH)
Richard Renslow	Computer Tech
Jim Spoon	Custodian

Klamath Learning Center

Calendar of Events 2018-2019

August 20-22	New Teacher In-Service
August 23-August 29	All Certified Staff In-Service
August 20-September 4	Registration
September 3	Labor Day
September 4	All Classes Start
October 11-12	Conferences
November 2	Teacher Prep - No School
November 12	Veteran's Day - No School
November 19-23	Thanksgiving Break - No School
December 17-January 1	Winter Break - No School
January 2	Classes Resume
January 21	Martin Luther King Day - No School
January 25	Teacher Prep - No School
February 6-7	Conferences
February 8	District Wide In-Service - No School
February 18	Presidents' Day - No School
March 25-29	Spring Break
April 5	Teacher Prep - No School
May 27	Memorial Day - No School
June 13	Last Day for Students
June 15	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.

Klamath Learning Center Behavior Matrix

This chart is a guideline for many discipline situations. The administrator may use discretion when imposing consequences. Serious infractions on the first offence may result in the maximum penalty. Any repeated behavior may be treated as defiance of authority. Definitions of behaviors are found in the Klamath Falls City School Code of Conduct Rights and Responsibilities.

Behavior	Developing Problem; OR Low Level Intent	Continuing Problem; OR More Serious Situation	Unresponsive to Corrections; AND/OR a Severe Situation
<i>Always Minor Offenses</i>			
<i>Dress Code</i>	Written warning, Parent contact	Change of clothing, Parent contact	Suspend up to ____ day(s), Parent contact
<i>Horseplay</i>	Warning, Reteach, Parent Contact	Parent Contact, Suspension up to ____ days	Parent Contact, Suspension up to ____ days
<i>Inappropriate Location</i>	Warning,	Parent contact	
<i>Class work</i>	Warning, Possible parent contact	Parent contact	
<i>PDA</i>	Written warning, Possible parent contact	Parent contact	Parent contact, Suspension up to ____ days
<i>Left without Permission</i>	Parent Contact	Parent Contact, Possible suspension up to ____ days	Treat as Defiance of Authority
<i>Tardies</i>	Warning, Parent Contact	Parent Contact	Warning, Parent Contact, Suspension up to ____ day(s)
<i>Electronic Devices</i>	Confiscate for period, Written warning, Parent contact	Confiscate for day, Parent contact, Phone picked up by parent	Confiscate for day, Parent contact, Phone picked up by parent Suspend up to _____ day(s)

Minors That Can Move to Majors

Language		Written warning, Parent contact, Suspend up to ____ day(s)	Parent contact, Suspend up to ____ days, Behavior contract	Suspend up to ____ days, Treat as Defiance of Authority
Disruption				
	Major (i.e. pulling fire alarm)	Parent Contact, Suspend up to ____ days, Police contact possible	Parent contact, Suspend up to ____ days, Behavior contract, Police contact possible	Parent contact, Suspend up to ____ days, Possible expulsion
Harassment, Intimidation, Bullying, Cyber- bullying, Threat of Violence	Minor (i.e. name calling)	Written warning, Parent contact, Suspend up to ____ day(s)	Suspend up to ____ days, Behavior contract	Suspend up to ____ days
	Major (i.e. hate crimes, death threats, repetitive patterns)	Suspend up to ____ days, Police contact, Possible expulsion hearing	Suspend up to ____ days, Police contact, Move for expulsion hearing	
Physical Contact		Warning, Reteach, Parent Contact	Parent Contact	Parent Contact, Suspension up to ____ day(s)
Lying		Warning, Parent Contact	Parent Contact, Suspend up to ____ day(s)	
Missing Detention		Parent Contact	Parent Contact, Saturday School Assigned, Suspension up to ____ day(s)	
Noncompliance/Disrespect/Defiance of Authority		Written warning, Parent contact, Suspend up to ____ day(s)	Parent contact; Suspend up to ____ days, Behavior contract	Suspend up to ____ days, Possible expulsion hearing
Property Damage		Warning, Detentions Parent Contact, Suspend up to	Detentions Parent Contact, Suspend up	Suspend up to ____ days, Pay and/or repair damage, Police

		____ day(s)	to ____ day(s)	contact, Possible expulsion hearing or change of placement
Technology Violations	Minor	Disable account for ____ day(s), Supervise access, Parent contact, Behavior contract	Disable account for ____ days, Supervise access, Parent contact, Behavior contract, Suspend up to ____ day(s)	Treat as Defiance of Authority
	Major	Loss of computer privileges up to ____ days, Parent contact, Suspend up to ____ day(s)	Suspend up to ____ days, Possible expulsion hearing	
Theft (Depending on the value of property stolen, consequences could go directly to 3 rd offense)		Suspend up to ____ day(s), Possible police contact	Suspend up to ____ days, Police contact	Suspend up to ____ days, Police contact, Possible expulsion hearing or change of placement
Gang Behaviors		Written warning, Parent contact, Possible police contact	Suspend up to ____ days, Contact police	Treat as Defiance of Authority
Always Majors				
Sexual Harassment		Written warning, Parent contact, Conference	Suspend up to ____ day(s)	Suspend up to ____ days, Police contact, Possible expulsion hearing
Sexual Misconduct (uninvited) / Indecent Exposure		Suspend up to ____ days, Parent contact, Possible police contact and expulsion hearing	Suspend up to ____ days, Parent contact, Police contact, Expulsion hearing	
Forgery		Parent contact, Suspend up to ____ day(s)	Suspend up to ____ days, Parent contact	Suspend up to ____ days, Parent contact, Behavior contract

Tobacco (smoking or chewing)		Confiscate, Suspend up to ____ day(s), Parent contact	Confiscate, Suspend up to ____ days, Parent contact	Confiscate, Suspend up to ____ days, Parent contact
Vandalism (Depending on damage done, consequences could go directly to 3 rd offence)		Pay and/or repair damage, Contact parent, Possible police contact, Possible suspension	Suspend up to ____ days, Pay and/or repair damage, Possible police contact	Suspend up to ____ days, Pay and/or repair damage, Police contact, Possible expulsion hearing or change of placement
Weapons - Possession - Threat - Use - Use object as	Dangerous, deadly, firearm, or destructive device	Confiscate, Suspend up to ____ days, Expulsion hearing		
	All other weapons	Confiscate, Contact parents, Possible police contact, Suspend up to ____ day(s), Possible expulsion hearing	Confiscate, Contact parents, Police contact, Suspend up to ____ days, Possible expulsion hearing	Confiscate, Police contact, Contact parents, Suspend up to ____ days, Expulsion hearing
Fighting (Mutual Combat)		Suspend up to ____ days, Possible police contact	Suspend up to ____ days, Police contact, Possible expulsion or change of placement	Suspend up to ____ days, Police contact, Possible expulsion or change of placement
Assault (unprovoked)		Suspend up to ____ days, Police Contact	Suspend up to ____ days, Police Contact, Possible expulsion hearing	
Drugs & Alcohol	Using or Possessing	Suspend for ____ days, Student contract, Police contact	Suspend for ____ days, Police contact, Possible expulsion or change of placement	Suspend for ____ days, Police contact, Possible expulsion or change of placement
	Supplying or Selling	Suspend up to ____ days, Police contact, Possible expulsion or change of placement		