



Ponderosa Middle School
A Great Place to Be Your Best all the Time!

2019 – 2020

Student – Parent Handbook

Dear Students, Parents, and Guardians,

Welcome to Ponderosa Middle School! The faculty, staff, and I are excited to have your child joining us for an exciting year of teaching and learning.

Middle school is an exciting and frightening time for students. They move away from the comfort of elementary school and begin the journey of becoming more independent at the middle school level. Ponderosa welcomes the opportunity to support your child during this time!

The expectations placed on students in Oregon and across the nation are higher now than at any point in history. We are prepared to support our students in these expectations. One way we are prepared to meet this is by using AVID (Advancement Via Individual Determination) strategies which focus on strong instructional practices. We also have clubs and activities after school that allow your child to continue to grow. Please contact the main office if you would like more information on these great opportunities.

The schedule this year will be similar to last year. Our daily schedule will be from 8:15 a.m. - 3:16 p.m. on Monday, Tuesday, Thursday, and Friday. The Wednesday schedule will be 9:15 a.m. - 3:16 p.m. We again will have “late start” this year every Wednesday. Success Working Wednesday’s will continue this year. This is one Wednesday a month and is designed to provide students time to make-up assignments (including tests) or do enrichment if they are completely caught up, create short term goals to improve grades and learning, and monitor their grades using the Student Information System (SIS).

School success begins with every student attending school on time, every day. If students are absent, they are missing out on valuable learning time and instruction. If you can schedule appointments outside of the school day whenever possible, we can limit the amount of class time your child loses. If your child does have to miss school, please call the attendance office at 541.883.4740.

We work extremely hard to ensure that every student feels safe while at school. Students should never feel threatened, bullied, or put down especially at school. If your child ever feels this way, please contact the school counselor or an administrator immediately. Working together, we can address these concerns and get them resolved.

I look forward to getting to know all of you in the upcoming year. On behalf of the faculty and staff, I would also like to thank you for collaborating with us to support your child’s education. This is going to be a great year to be a Bobcat!!

Brett Lemieux - Principal

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**Ponderosa Middle School
Mission Statement**

It is the belief of the staff, patrons, and students of Ponderosa Middle School that our primary purpose is to maximize the intellectual, social, and emotional growth of our adolescent student.

- Characteristics of Ponderosa Middle School
- A safe environment in which to learn
- A place where each child knows at least one adult well enough to go to in times of need
- A place to help children develop constructive friendships
- Opportunity to be involved in activities
- Enjoyable and meaningful experiences for both staff and students
- Preparation for high school and beyond
- Frequent reporting to parents
- Encourage parents to be involved
- Staff knowledgeable about and committed to adolescents
- Balanced curriculum based on the needs of adolescents
- Varied instructional strategies
- Technology classes
- Good attendance is a priority



Policy of Non-Discrimination

Ponderosa Middle School 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 Principal, Brett Lemieux, at 541.883.4740, District Disabilities/Grievance Officer, Heidi Schultz, at 541.883.4745, or the Superintendent of KFCSS, 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 staff 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.

Talented and Gifted Program (TAG)

Klamath Falls City Schools’ TAG program is designed to assist students capable of high performance. Eligible students are provided with accelerated and enrichment activities based on their individual needs. For more information on Ponderosa’s TAG program, please contact Principal Brett Lemieux at lemieuxb@kfalls.k12.or.us. You may also contact Brett Lemieux at 541.883.4740.

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

To have a commitment to a planned program which ensures the opportunity of students not only to attain that which has been established as the essential learning skills and common curriculum goals in the State of Oregon but also to proceed beyond those standards to develop their individual potential.

Finances

To insure the funds necessary to complete the task, we must carefully fulfill our fiscal responsibilities.

Plant Facilities

To assure that the appropriate physical facilities are available for instructional and support-program activities, we must budget prudently and expect efficiency in the expenditure of all funds.

Staff Development

To ensure 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.

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

District Office Staff List
1336 Avalon Street
Klamath Falls, OR 97603
(541) 883-4700

Board of Education

Ms. Lori Theros	541.690.2514
Ms. Trina Perez.....	541.885.4863
Mr. Bill Jennings.....	541.882.2355
Ms. Carol Usher.....	541.281.0415
Mr. Michael Moore.....	541.892.1886
Mr. Mychal Amos.....	541.331.7324
Ms. Dawn Albright	541.591.3998

Administration

Dr. Paul Hillyer, Superintendent.....	541.883.4700
Ms. Renee Blakely, Director of Human Resources	541.883.4702
Ms. Heidi Schultz, Director of Special Services	541.883.4745
Mr. Gerard Collins, Director of Federal Programs	541.883.4744
Mr. Daymond Monteith, Director of Operations	541.883.4703
Mr. Wayne Huggins, Director of Maintenance.....	541.883.4705
TBA, Director of Transportation	541.883.4716
Mr. David Bates, Director of Food Service	541.883.4758

Ponderosa Staff Listing 2019-2020

Administration

Brett Lemieux, Principal
Louis Dix, Assistant Principal
Mitch Mueller, Dean of Students
Britt Clark, Counselor

Teachers and Assignments

Brett Aakre	Chorus	Lainee Meis	Art
Alyssa Ballard	6 th Grade Instructor	Ryan Millsap	Science
Matt Buchan	Mathematics	Evan Mortenson	6 th Grade Instructor
Erin Bucher	Science	John Najjar	6 th Grade Instructor
Triann Coker	Language Arts	Betsy Neuman	6 th Grade Instructor
Suzanne Delaney	Health/Physical Education	Mike Overstreet	Social Studies
Christina Epperly	6 th Grade Instructor	Susan Pruna	ELD
Brent Glidden	Language Arts	Trevor Pyke	Language Arts
Shari Glidden	6 th Grade Instructor	Francisco Rico	Mathematics/RTI
Stacia Hanson	Social Studies	Trevor Rokosky	Social Studies
Lindsay James	Science	Bree Ruiz	6 th Grade Instructor
Adam Kallstrom	Mathematics	Wendy Savage	Orchestra
Calandra Kallstrom	Language Arts	Kendra Schroeder	Special Education
Drew Langley	Band	Dena Solyst	Special Education
Kurt Lonner	Health	Karen Strickland	6 th Grade Instructor
Michael Luce	Pondo Academy	Joel Woodley	Physical Education
David McNelly	Special Education	Leah Wahl	Mathematics

Support Staff and Assignments

Secretarial Staff

Dawn English
Principal's Secretary
Heidi Young
Asst. Principal's Secretary
Cindy Smith
Counselor's Secretary
Cara Boyette
Dean of Student's Secretary

Custodial Staff

Delbert Horton
Head Custodian
Cody Baird
TBA
Night Shift Custodian
Richard Griffin
Night Sweeper

Cafeteria Staff

Jannette Harris
Cafeteria Manager
Laura McNeilly
Assistant Cook
Teresa Olsen
Assistant Cook
Jacquie Peterson
Assistant Cook
Donnel Stroh
Assistant Cook
Allysa Tuter
Assistant Cook

Para-Professional Staff

TBA
Title VI
Tammy Havener
Nurses Assistant
Maria Salcedo
Migrant
Heather Warrior
Special Ed/Support Ed
Maya Escarenas
Special Ed/PRC
Claire Peterson
Special Ed/Support Ed
Carolyn Acevedo
Special Ed/Support Ed
Christine Morris
Special Ed/PRC
Amanda Darcy
Special Ed/Supported Ed
Dominique Schroeder
Special Ed/Supported Ed
Pat Ritter
Library
Lisa Haas
Substitute Caller
Toni Albert
Time Out Room
Gina Engelgau
Support Ed/PRC
Liz Yarbrough
Turning Lane
Rose Bybee
Special Ed/Supported Ed

Calendar of Events 2019-2020

August

August 19 through August 21	New Teacher In-Service
August 26 through August 30	Certified Staff In-Service
August 26	Building tours and schedule pickup for students 8:00 a.m. – 3:00 p.m.
August 29	Building tours and schedule pickup for students 8:00 a.m. – 3:00 p.m.

September

September 02	Labor Day
September 03	6 th grade start school
September 04	7 th /8 th grade start school
September 12	Back to School, Open House 6:00 p.m.
September 13	School Pictures

October

October 10, 11	Conferences
October 18	School Picture Retake Day
October 22	Ponderosa/KU Orchestra Concert @ Ponderosa 7:00 p.m.
October 24	Choir Concert @ Ponderosa 7:00 p.m.
October 29	Band Concert @ Ponderosa 7:00 p.m.

November

November 01	Teacher Prep – No school for students
November 06	North Medford Jazz Festival
November 11	Veteran’s Day – No school
November 19	All-City Jazz Festival @ Mills 7:00 p.m.
November 25 through November 29	Thanksgiving break

December

December	Choir/Orchestra Concert @ Ponderosa 7:00 p.m.
December 17	Band Concert @ Ponderosa 7:00 p.m.
December 23 through January 03	Winter Break

January

January 06	Classes Resume
January 20	Martin Luther King Day – No school
January 24	Teacher Prep – No school for students

February

February 05, 06	Conferences
February 07	Certified In-Service – No School
February 17	Presidents’ Day – No school

March

March 10	All City Choral Festival @ KU 7:00 p.m.
March 17	Band Concert @ Ponderosa 7:00 p.m.
March 19	Choir/Orchestra Concert @ Ponderosa 7:00 p.m.
March 23 through March 27	Spring Break

April

April 03	Teacher Prep – No school for students
April 14	Basin Jazz Festival @ Mills, 7:00 p.m.

May

May 04	All –City Band Festival @ KU 7:00 p.m.
May 11	All-City String Festival @ KU 7:00 p.m.
May 25	Memorial Day – No school

June

June 02	Band Concert @ Ponderosa 7:00 p.m.
June 04	Choir/Orchestra Concert @ Ponderosa 7:00 p.m.
June 05	8 th grade Goodbye Dance
June 11	Last day for students
June 12	Last day for teachers

If you have a special need or disability that requires accommodation to access a program or activity, please contact the principal at 883.4740.

Monday, Tuesday, Thursday and Friday Schedule

Period	Start	End
1	8:15	9:04
BIC/Advisory	9:08	9:28
2	9:32	10:21
3	10:25	11:14
4	11:18	12:07

6 th grade Lunch 11:20 to 12:00	A Lunch 12:07 to 12:37 5A Class 12:41 to 1:30	5B Class 12:11 to 1:00 B Lunch 1:00 to 1:30
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6	1:34	2:23
7	2:27	3:16

Wednesday Late Start Schedule

Period	Start	End
1	9:15	9:54
BIC/Advisory	9:58	10:28
2	10:32	11:11
3	11:15	11:54

6 th grade Lunch 11:10 to 11:50	A Lunch 11:54 to 12:24 4A Class 12:28 to 1:07	4B Class 11:58 to 12:37 B Lunch 12:37 to 1:07
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5	1:11	1:50
6	1:54	2:33
7	2:37	3:16

Wednesday Success Late Start Schedule

Period	Start	End
BIC/Advisory	9:15	10:13
1	10:17	10:52
2	10:56	11:31
3	11:35	12:10

6 th grade Lunch 11:10 to 11:50	A Lunch 12:10 to 12:40 4A Class 12:44 to 1:19	4B Class 12:14 to 12:49 B Lunch 12:49 to 1:19
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5	1:23	1:58
6	2:02	2:37
7	2:41	3:16

Progress Reports, Grades and Report Cards

Report cards are distributed at the end of the grading period four times a year. It is our intention to keep all parents informed of their child's progress at the midterm point of each grade period. By contacting the office, more information can always be obtained with additional progress reports or by parent/teacher conferences.

1st Quarter Progress Report	October 04, 2019
1st Quarter Ends	November 01, 2019
2nd Quarter Progress Report	December 13, 2019
2nd Quarter/1st Semester Ends	January 24, 2020
3rd Quarter Progress Reports	February 28, 2020
3rd Quarter Ends	April 03, 2020
4th Quarter Progress Reports	May 08, 2020
4th Quarter/2nd Semester Ends	June 12, 2020

1. Parents will be informed at least annually of their student's progress to meet or exceed grade level academic content standards, including but not limited to:
 - a) Information on progress in each subject area, including major goals used to determine the information;
 - b) Specific evidence of student progress on the continuum of knowledge and skills (academic content standards) of a subject area, upon request from a parent;
 - c) Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Grades and/or assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately; refer to board policy IK.

General Information

Registration

Registration forms are available on our website and must be completed each year. The registration link is <http://www.kfalls.k12.or.us/registration.asp>. If, during the school year, there are changes (i.e. address, phone numbers, emergency contacts, etc.) please notify the school as soon as they occur.

Homework Expectation

Students are expected to complete assigned homework each evening. This will vary depending on the class and, in some cases, students may find they are able to get all work done during the class period.

Tardy Policy

Students are expected to be in class before the bell rings with required materials.

1st Warning, 2nd Teacher assigned discipline, 3rd Teacher assigned discipline, 4th Teacher assigned discipline, 5th Teacher assigned discipline, 6th Office discipline referral.

Backpack Expectation

Students are permitted to wear a drawstring backpack during the school day. Drawstring backpacks are to be worn or stored underneath the desk during instructional time. Any other type of backpack (fanny pack, roll pack, tote purse, etc.) will need to remain in the locker during the instructional day.

Gifts and Solicitations

Students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Closed Campus

All students are expected to remain at the school, either in the building or on the grounds, from the time of arrival to the time of dismissal at the end of the school day. Students may leave during the school day only with a parent or by other prior arrangements made by a parent.

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.

Freedom of Expression

Freedom of expression, as defined by board policy, will be guaranteed to teachers to create a classroom atmosphere that allows students the opportunity to raise questions dealing with critical issues. The teacher is responsible for exercising judgment in selecting issues of educational value for discussion.

Conferences

There are two conference times scheduled during the school year. The first takes place on October 10th and 11th. The second conference time will be on February 5th and 6th. In addition, we will hold a Back-to-School Open House on September 12, 2019, so you can meet your child’s teachers and learn about the classes. Appointments can be made for conferences at any other time a concern arises. Please feel free to call the school office for an appointment.

Grand Honor Roll and Honor Roll

A student who earns a grade point average (GPA) of 3.5 for a nine-week grading period is a member of the Honor Roll for that grading period. Students who earn a 3.75 GPA are members of the Grand Honor Roll.

Newsletters

A newsletter will be mailed out in August. With this newsletter we hope to keep the students and parents informed of current happenings at Ponderosa. We will post a newsletter to our website once a month with current happenings at Ponderosa.

Textbooks

Students are expected to take good care of textbooks. These books are loaned to the student by our school district and the student must assume full responsibility for the care of these books. Loss of books due to theft or other circumstances will not be accepted as an excuse for nonpayment. The student must pay for any lost book before another will be issued to him/her. If the book is found and returned, a refund will be made. If a book is damaged, the student will be required to pay a damage charge depending upon the condition of the book when it was issued. A student’s obligation to take care of book repayment costs will remain with the student from year- to- year.

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.

Lockers and Personal Items

Each 7th and 8th grade student will be assigned a locker and combination lock. These are to be used for coats, books and necessary school supplies. In order to secure each student’s belongings, certain rules must be followed:

1. There can be NO locker sharing. Each student must use only the locker that he/she is assigned and students are advised not to tell anyone else their combination.
2. Lockers are assigned to the student but remain the property of the school district. If necessary, school officials may go into a locker to remove unsafe or illegal objects or to recover stolen property. Students will be held accountable for whatever is in their locker.
3. Items considered dangerous or distracting will be taken away and returned only to parents. Students are requested to leave such things at home.

Fees for the 2019-2020 School Year

The Klamath Falls City School District has waived athletic (regular or sports club sports) and music participation fees for this year so all students may participate in these important activities. Additionally there are no fees for private school or home school students to participate in sports or music at Ponderosa.

School Planner (required 6 th /7 th /8 th)	\$3.00
Hall Lock rental fee (required 7 th / 8 th)	\$4.00
PE Lock rental fee (required 6 th /7 th /8 th).....	\$4.00
PE Uniform (required 6 th /7 th /8 th).....	\$16.00
Student Activity Sticker (optional)	\$10.00
Yearbook (optional).....	\$25.00

School Pictures

School pictures will be on September 13, 2019. Information will be distributed to students prior to that date regarding prices of the packages available. Pictures will be taken of all students but payments must be made to the photographer at the time photos are taken, if packets are being purchased. Retakes will be taken on October 18, 2019.

Posters and Signs

An administrator must approve all posters and signs before being displayed in a designated area unless special permission is granted to display elsewhere.

Sharpies and Permanent Markers

Ponderosa does not allow sharpies or permanent markers in school.

Field Trips and Special Events

Local trips that involve the entire grade level may not require a parent signature. Parents will be notified of such events. All out of town trips and any event that would require a child to miss some or all of their classes, will require a parent signature.

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 and be issued a visitor's tag. We do not allow visiting students to attend school with our pupils. It is disruptive to the learning situation to have children in a classroom who do not attend the school.

Cafeteria

Our Food and Nutrition Department offers a variety of meals that meet the ever-changing needs of our students. We only use the strictest USDA standards to maintain the highest nutritional integrity and quality of our meals for our Klamath Falls City Schools' students.

Ponderosa Middle School offers breakfast (as program permits) at no charge to any student who wishes to eat and a variety of lunch entrees and side dishes, which includes a fresh fruit & vegetable bar. We also offer a "healthy choice snack bar" which has a variety of healthy offerings including, handmade sandwiches, nonfat soft serve frozen yogurt, 100% fruit juices, no fat or low fat milk and water. Ala Carte items are only sold as "cash only".

Monthly menus are posted on the web site at <http://www.kfalls.k12.or.us/departments/foodService/foodService.asp>.

Klamath Falls City Schools has adopted the "offer versus serve" option for breakfast and lunch. Under this option students may refuse one food item of three items offered at breakfast and up to two food items of five offered at lunch.

Pricing

Student Breakfast at no charge
Student Lunch at no charge
Adult price is ala carte pricing
Extra milk .55 cents

Dietary Needs

If your child has a special medical need that requires special foods, please contact the Food & Nutrition Office at 541.883.4758. Request a Special Medical Need Form, which will need to be filled out by the proper health professional. After the form has been completed and returned, the process of identifying and obtaining substitute food items for your child can begin. Please note that we are required by the State of Oregon to obtain a current form filled out by the proper medical professional before accommodations of any menu or food changes can be made for your child. Two copies must be kept, one at the serving kitchen and one at the Food & Nutrition main office. Our school nurse may also need to be notified of any nutritional needs so that she may assist us with your child's medical needs at school.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer."

School Closure

The decision for closures is made by the school district administration after consultation with the weather, highway, emergency and/or transportation personnel. If the district decides not to open school or to dismiss school early, announcements will be made periodically

throughout the day beginning at approximately 6:00 a.m. or whenever the decision is made for closure. Emergency closures will be listed on the district website and parents will be contacted by phone using our parent notification system. In addition, the stations listed below will carry these announcements:

RADIO STATIONS		
KAGO	KFLS/KKRB	KLAD
1150 AM	1450 AM	960 AM
99.5 FM	106.9 FM	92.5 FM

TELEVISION STATIONS		
KOTI	KDKF	KTVL
Antenna – Channel 2	Antenna – Channel 31	Antenna – Channel 10
Cable – Channel 2	Cable – Channel 13	Cable – Channel 4

Please do not telephone the stations, the school, or the school district office. Refer to Board Policy EBCD.

Accident Insurance

Accident insurance is available to all pupils enrolled at Ponderosa. Information will be distributed on the student's first day of school. 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.

Media Center

Ponderosa has a library/media center for the use of the students and staff. Materials may be checked out for one to two weeks. Special arrangements must be made with library staff for a different checkout period. Students may check out as many as three books at a time for recreational reading. Up to seven or eight books may be checked out at one time for research and report purposes. Renewals may be made by bringing the materials back to the center and renewing them. There is no overdue charge for materials not returned on time; however, student checkout privileges will be suspended until the materials are returned or arrangements have been made between the school staff and the parent.

Materials checked out of the media center are the responsibility of the borrower. It is strongly recommended that the borrowers refrain from loaning the materials to others as the borrower remains responsible until the materials are checked back in to the media center. Any borrower whose materials are returned damaged (pencil, pen, crayon, ripped pages, etc.) will be billed for that damage at the discretion of library staff. Any patron whose materials are lost or damaged beyond repair will be billed for the replacement cost of the materials. Reminders will be given to the patron for overdue books.

Emergency Drills

Ponderosa 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 locker 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.

These policies apply during all extra-curricular activities.

Counseling

The guidance and counseling program at Ponderosa is an essential and integral part of the total education process. This program complements the classroom instruction. It is an organized effort by the school to provide learning experiences to help students develop values and attitudes toward responsible individual behavior that are essential in a free society. Concern for the student as a person is our best approach to more effective academic learning. The staff believes that teachers and counselors are co-workers for

more effective education. The complexity of the teacher's role is increasing and every means for supporting and providing specialized assistance must be made. It is the guidance and counseling department's intent to provide sequential activities to assist students, teachers and parents in the following areas:

1. Students
 - a) Developing decision-making skills
 - b) Counseling continued
 - c) Obtaining information about self
 - d) Understanding opportunities and alternatives in the educational program
 - e) Setting career and educational goals
 - f) Accepting increasing responsibilities for one's actions
 - g) Developing skills in interpersonal relations
 - h) Utilizing school and community resources
2. Teachers
 - a) Increase staff interaction related to guidance and counseling needs of students
3. Parents
 - a) Increase parental involvement with their students in school-related matters

Parent/staff conferences can be an effective tool in the counseling process and will be utilized. Every effort will be made to provide the experiences and assistance needed in order for each student to continue his/her emotional and social development. Ms. Clark, our counselor, is willing to assist you whenever possible. Please call 541.883.4740 to arrange a meeting.

Extra-Curricular Participation Policy

Activities Program

Ponderosa offers a variety of activities and extra-curricular activities in which all students are encouraged to participate.

Activities

Students will be able to participate in activities involving student leadership, school assemblies and music performances for both choral and instrumental groups.

Extra-Curricular Activities

Students will be able to participate in Cross Country, Track, Jazz Band, club groups, as well as school dances.

Dances and reward parties are for Ponderosa students who attend school four or more periods per day and are in “good standing”. Only Ponderosa students may attend these dances unless prior approval is granted by building administration.

Dance Procedures

Students attending a school-sponsored dance at Ponderosa will be expected to adhere to the following rules:

Dress appropriately

Act appropriately. Students with behaviors will be asked to leave.

Come to the dance to see others, be seen by others, visit/socialize and, of course dance.

ONLY Ponderosa students may attend these dances unless prior approval is granted by building administration.

Once you come to the dance, you may not leave until it is over or a parent/guardian comes to pick you up.

Air Quality Index

Klamath Falls City Schools takes pride in having exciting, competitive extra-curricular activities for our students. While it is important to build competitive programs, the health and safety of our students must come first. Because our district is in a region where wildfire smoke can impact the air quality levels, it is incumbent for the district to take precautions. Refer to board policy EBAD.

Academics

“No Failure” policy for all extra-curricular activities. The activities director will run a mid-season grade check. If, at the time of the grade check, a student is failing one or more classes, he/she will be placed on a one-week probationary period immediately.

1. During the probationary period, the student may continue to participate in all extra-curricular activities that may occur that week.
2. On Thursday of the probationary week, the athletic director will check on grades with teachers to determine eligibility.
 - a) If there are F's on the report, the student becomes ineligible for one more week.
 - b) If the student is not passing all classes, he/she will be ineligible to participate in any events/games; however, practices/rehearsals are allowed.
 - c) The student will be allowed only one probationary period per sport season or extra-curricular activity.

Citizenship

Student behavior is expected to be excellent for all students. Students serving suspensions are prohibited from attending school functions during the suspension period.

Attendance

In order to participate in any extra-curricular activities, a student must be in attendance at school for a minimum of four periods the day of the event.

We will expect our students to be good representatives of Ponderosa while attending or participating in extra-curricular activities. All of the normal rules of student conduct will apply. In addition, some special regulations will apply to those attending games, concerts and dances.

1. Appropriate dress is required.
2. Once a student has left the activity, he/she will not be readmitted.
3. Any student who abuses activity privileges may be excluded from future events.
4. All school policies, including those regulations relating to alcohol, tobacco, drugs and weapons, are in effect.

Student Code of Conduct

Unexcused Absences or Tardies

Detention 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.

Conduct at Student Assemblies

Attendance at assemblies is a privilege. Student behavior should be polite and courteous at all times. Students who display inappropriate behavior or noises will be asked to leave the program and may be restricted from attending future events.

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 receive a detention. In cases when the behavior becomes a greater problem, a referral to the dean of students or assistant principal, parent contact and further disciplinary action can be expected.

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 student's 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.

Behavior Correction Methods

It is necessary to employ a variety of methods in dealing with student behavior problems. This is especially important when it is our fundamental purpose to have the student realize the problem, accept the responsibility and understand the consequences. We believe, if a student is to grow and learn from problems they experience, a cooperative non-threatening environment must exist. Some of the methods used in dealing with student behavior are:

Counseling (Individual and/or Group)

Assists student in clarifying problems and solutions.

Detention

Used to cover minor discipline problems.

Parent/School Conference

Used to notify parent of a problem and/or to develop a cooperative plan.

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.



Ponderosa Middle School **Discipline Policy**

**On the following pages are the
Ponderosa Middle School Discipline Policy**

**These documents address the expectations we have for students and their rights. Please read this carefully and discuss it with
your child.**

August 2019

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 Ponderosa 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.

It is the intention of the staff at Ponderosa Middle School to provide every student with a safe, caring and comfortable learning environment. In order to maintain this environment we have developed certain behavioral expectations so that learning may take place. Positive Behavioral Interventions and Supports (PBIS) strategies that reinforce positive social behaviors are an important part of a student's educational experience. The staff will teach behavioral expectations and we will acknowledge students for following those expectations rather than waiting for misbehavior to occur before responding. The expectations are simple and apply to everyone.

Be Safe Be Respectful Be Responsible

If students follow these basic expectations; Be Safe, Be Respectful and Be Responsible, the environment at Ponderosa will allow all students to learn.

Ponderosa uses the PBIS system that includes proactive strategies to create a positive school environment. At the beginning of the year, teachers deliver mini lessons the first week of school and then throughout the school year to reinforce the behaviors we expect. These lessons cover our expectations for student behavior throughout the school building and school day.

Positive Behavior Supports

Reward Activities

At various times throughout the year, students who have met requirements for behavior, attendance or academics are rewarded with a special activity.

ACE Card

Each staff member will have ACE cards to hand out to students who display positive behavior traits.

GT Bucks

Cards given out by guest teachers (substitutes) in our building to students who have been helpful to the guest teacher. The GT buck allows a pass to the front of the lunch line or snack bar. It can also be used as two ACE cards.

Great News Cards

Staff will send "Great News" postcards to parents/guardians of students who display positive behavior traits.

Ponderosa Middle School 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 Schools' 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
Always Minor Offenses			
Dress Code	Written warning, Change of clothing, Parent contact	Detention, Change of clothing, Parent contact	Suspend up to ____ day(s), Parent contact
Horseplay	Warning, Reteach, Detention, Parent Contact	Detention, Parent Contact, Suspension up to ____day(s)	Parent Contact, Suspension up to ____ day(s)
Inappropriate Location	Warning, Detention, Possible parent contact	Detention, Parent contact	
Class work	Warning, Detention, Possible parent contact	Detention, Parent contact	
PDA	Written warning, Detention, Possible parent contact	Detention, Parent contact	Detention, Parent contact, Suspension up to ____ day(s)
Left without Permission	Detention, Parent Contact	Detention, Parent Contact, Possible suspension up to ____ day(s)	Treat as Defiance of Authority
Tardies	Warning, Detention, Parent Contact	Detention, Parent Contact	Warning, Detention, Parent Contact, Suspension up to ____ day(s)
Electronic Devices	Confiscate for period, Written warning, Parent contact	Confiscate for day, Detention, Parent contact, Phone picked up by parent	Confiscate for day, Detention, Parent contact, Phone picked up by parent Suspend up to ____ day(s)
Minors That Can Move to Majors			
Language	Written warning, Detention, Parent contact, Suspend up to ____ day(s)	Detention, Parent contact, Suspend up to ____ day(s), Behavior contract	Suspend up to ____ day(s), Treat as Defiance of Authority
Disruption	Minor (i.e. throwing food)	Warning, Detention, Parent contact	Detention, Parent contact
	Major (i.e. pulling fire alarm)	Detention, Parent Contact, Suspend up to ____ day(s), Police contact possible	Parent contact, Suspend up to ____ day(s), Behavior contract, Police contact possible
Harassment, Intimidation, Bullying, Cyber-bullying, Threat of Violence	Minor (i.e. name calling)	Written warning, Detention, Parent contact, Suspend up to ____ day(s)	Detention, Suspend up to ____ day(s), Behavior contract
	Major (i.e. hate crimes, death threats, repetitive patterns)	Suspend up to ____ day(s), Police contact, Possible expulsion hearing	Suspend up to ____ day(s), Police contact, Move for expulsion hearing
Physical Contact	Warning, Reteach, Detention, Parent Contact	Detention, Parent Contact	Parent Contact, Suspension up to ____ day(s)

Lying		Warning, Detention, Parent Contact	Detentions Parent Contact, Suspend up to ____ day(s)	
Missing Detention		Detention, Parent Contact	Detention, Parent Contact, Saturday School Assigned, Suspension up to ____ day(s)	
Noncompliance/Disrespect/Defiance of Authority		Written warning, Detention, Parent contact, Suspend up to ____ day(s)	Parent contact; Detention, Suspend up to ____ day(s), Behavior contract	Suspend up to ____ day(s), Possible expulsion hearing
Property Damage		Warning, Detentions Parent Contact, Suspend up to ____ day(s)	Detentions Parent Contact, Suspend up to ____ day(s)	Suspend up to ____ day(s), Pay and/or repair damage, Police 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 ____ day(s), Supervise access, Parent contact, Behavior contract, Suspend up to ____ day(s)	Treat as Defiance of Authority
	Major	Loss of computer privileges up to ____ day(s), Parent contact, Suspend up to ____ day(s)	Loss of computer privileges indefinitely, Suspend up to ____ day(s), Possible expulsion hearing	
Theft (Depending on the value of property stolen, consequences could go directly to 3rd offense)		Detention, Suspend up to ____ day(s), Possible police contact	Suspend up to ____ day(s), Police contact	Suspend up to ____ day(s), Police contact, Possible expulsion hearing or change of placement
Gang Behaviors		Written warning, Parent contact, Possible police contact	Suspend up to ____ day(s), Contact police	Treat as Defiance of Authority
Always Majors				
Sexual Harassment		Written warning, Detention, Parent contact, Conference	Suspend up to ____ day(s)	Suspend up to ____ day(s), Police contact, Possible expulsion hearing
Sexual Misconduct (uninvited) / Indecent Exposure		Suspend up to ____ day(s), Parent contact, Possible police contact, Possible expulsion hearing	Suspend up to ____ day(s), Parent contact, Police contact, Expulsion hearing	
Forgery		Detention, Parent contact, Suspend up to ____ day(s)	Suspend up to ____ day(s), Parent contact	Suspend up to ____ day(s), Parent contact, Behavior contract
Tobacco (smoking or chewing)		Confiscate, Suspend up to ____ day(s), Parent contact	Confiscate, Suspend up to ____ day(s), Parent contact	Confiscate, Suspend up to ____ day(s), Parent contact
Vandalism (Depending on damage done, consequences could go directly to 3rd offence)		Pay and/or repair damage, Contact parent, Possible police contact, Possible suspension	Suspend up to ____ day(s), Pay and/or repair damage, Possible police contact	Suspend up to ____ day(s), Pay and/or repair damage, Police contact, Possible expulsion hearing or change of placement
Weapons Possession Threat	Dangerous, deadly, firearm, or destructive device	Confiscate, Suspend up to ____ day(s), Expulsion hearing		

Use Use object as	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 ____ day(s), Possible expulsion hearing	Confiscate, Police contact, Contact parents, Suspend up to ____ day(s), Expulsion hearing
Fighting (Mutual Combat)		Suspend up to ____ day(s), Possible police contact	Suspend up to ____ day(s), Police contact, Possible expulsion or change of placement	Suspend up to ____ day(s), Police contact, Possible expulsion or change of placement
Assault (unprovoked)		Suspend up to ____ day(s), Police Contact	Suspend up to ____ day(s), Police Contact, Possible expulsion hearing	
Drugs & Alcohol	Using or Possessing	Suspend for ____ day(s), Student contract, Police contact	Suspend for ____ day(s), Police contact, Possible expulsion or change of placement	Suspend for ____ day(s), Police contact, Possible expulsion or change of placement
	Supplying or Selling	Suspend up to ____ day(s), Police contact, Possible expulsion or change of placement		