



**Klamath Falls  
City Schools**

***100% Graduation is Our Expectation!***

*Nuestra expectativa es el 100% de graduación!*

# **Elementary Parent / Student Handbook 2017-18**

1336 Avalon Street, Klamath Falls, OR 97603 (541) 883-4744

This document is available electronically at

<http://www.kfalls.k12.or.us/parents.asp>

and

<http://www.kfalls.k12.or.us/resources.asp>

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## **WELCOME**

Our District Mission is “100% graduation is our expectation!”

We have four elementary schools, grades K-5, serving approximately 2,000 students. The District operates under an established Strategic Plan, which includes our Mission Statement (above), Guiding Principles, Values and Strategic Directions (goals), developed by a committee of district educators and community members. The District is dedicated to a school improvement process designed for continuous improvement of student performance. All schools have functioning school improvement plans in place, and the District has shown consistent improvement in assessment tests since the PDSA-CAP planning process was initiated.

The District has made a significant financial commitment to technology with networking and classroom Internet connections in all schools. We continue to add computers to our schools each year, with labs and classroom stations throughout the District.

The District prides itself in providing a safe school, learning environment for our students.

This handbook provides you with vital information concerning the policies and practices that affect your child’s experiences in the Klamath Falls City Schools. Please become familiar with the contents of this handbook and take time to discuss it with your child. A more detailed explanation of any topic presented in this handbook may be obtained from your building principal or you may call the Elementary Curriculum Office at (541) 883-4744.

## ***KLAMATH FALLS CITY SCHOOLS’ BOARD OF DIRECTORS***

Mr. Donald Ambers    Mr. Michael Moore  
Mr. Mychal Amos    Mr. Jeremy Player  
Mr. Bill Jennings    Mrs. Lori Theros  
Mrs. Trina Perez

School Board meetings are the second Monday of each month at 6:00 p.m. Meetings are open to the public and we encourage you to join us.

## ***DISTRICT DIRECTORY***

Superintendent: Dr. Paul Hillyer (541) 883-4700

<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>ADDRESS</b>	<b>PHONE</b>
Conger Elementary	Julie Bainbridge	1700 California Ave	(541) 883-4772
Mills Elementary	Fred Bartels	520 E Main St	(541) 883-4754
Pelican Elementary	Michelle McCabe	501 McLean St	(541) 883-4765
Roosevelt Elementary	Joel Sauter	1125 N Eldorado Blvd	(541) 883-4750

## 2017-2018 SCHOOL CALENDAR

### September

- 4 .....Labor Day – NO SCHOOL
- 5 .....First Day of School
- 14 .....Ponderosa Middle School Open House at 6:00 p.m.
- 19 .....Mills Elementary Open House at 6:00 p.m.
- 19 .....Roosevelt Elementary Open House at 6:00 p.m.
- 20 .....Klamath Union High School Open House at 5:00 p.m.
- 21 .....Conger Elementary Open House at 6:00 p.m.
- 21 .....Pelican Elementary Open House at 5:30 p.m.

### October

- 5-6 .....Parent/Teacher Conferences/Report Cards 12:00-8 p.m. K-5 dismiss at 11:30 a.m.
- 6 .....Term 1 progress reports sent home

### November

- 3 .....Teacher Grade Prep Day – NO SCHOOL
- 10 .....Veterans' Day Observance - NO SCHOOL
- 20-22 .....NO SCHOOL
- 23 .....Thanksgiving – NO SCHOOL
- 24 .....NO SCHOOL

### December

- 8 .....Term 2 progress reports sent home
- Dec 18 – Jan 1.....Winter Break – NO SCHOOL

### January

- 2 .....School Resumes
- 15 .....Martin Luther King Day – NO SCHOOL
- 26 .....Teacher Grade Prep Day – NO SCHOOL

### February

- 2 .....Term 2 report cards sent home
- 14-15 .....Parent/Teacher Conferences/Report Cards 12:00-8 p.m. K-5 dismiss at 11:30 a.m.
- 16 .....NO SCHOOL
- 19 .....Presidents' Day – NO SCHOOL

### March

- 2 .....Term 3 progress reports sent home
- 26-30 .....Spring Break – NO SCHOOL

### April

- 6 .....Teacher Grade Prep Day – NO SCHOOL

### May

- 28 .....Memorial Day – NO SCHOOL

### June

- 14 .....Last Day for Students
- 15 .....Last Day for Teachers/Teacher Preparation Day
- 15 .....End-of-year report cards mailed home

## ***ACADEMIC SPECTRUM***

Our city schools have established a very challenging academic curriculum. The curriculum is aligned to the Oregon grade level State Standards, which includes the Common Core State Standards for English Language Arts and Mathematics. Our students have the opportunity to experience the entire scope of discipline, which includes computer technology, art appreciation, drug education, guidance and counseling, and vocal music, as well as character education. We also begin to explore physical maturation in our intermediate grades. Coupled with nurses and other medical lectures, our faculty does a wonderful job in addressing the physiological and emotional aspects of early adolescence.

As we hope you are aware, every aspect of your child's education is something we are excited to share with you and we hope that during conferences, open house, class notes, and your visits, you will always feel an active role in your child's education (Policy AE).

## ***PARENTS AS PARTNERS***

Klamath Falls City Schools is working to establish a district-wide parent advisory council for the 2017-2018 school year. This council will consist of one district coordinator as well as parent advisory council representatives for each building. Meetings will be held twice annually (January and June) to make recommendations on ways our district can build capacity around parental involvement. This could include working with community-based organizations and businesses as partners to strengthen and support parent involvement in our schools (Policy AE).



# ***CURRICULUM AND INSTRUCTION***

## **A School Assignment for All Oregonians**

Success in our rapidly changing world requires more knowledge and skills than ever before. Our children's future – Oregon's future in this changing world – depends on student performance today. Consequently, schools must change. Oregon's schools are changing – into schools that measure student performance against high standards and offer all students the tools to meet the new higher standards.

The changes ahead require unprecedented collaboration and commitment by students, parents, educators, employers, and communities in every part of the state. This brief introduction explains where Oregon's school transformation is headed and outlines your role in helping us get there.

## **Focusing on Results**

Oregon set its course for improved student performance in 1991 when the legislature passed the Oregon Education Act for the 21<sup>st</sup> Century. The act calls for dramatically raising student achievement by:

- raising expectations for students
- focusing curriculum and instruction on higher standards built on the basics
- holding students accountable for achieving the standards through assignments and tests
- using the community as a learning resource
- forging new working partnerships among schools, parents, employers, and communities

It insists that students graduate from high school better prepared for college, employment, and the responsibilities of adult life.

## **Higher Standards – Better Results**

The idea behind standards is simple. Standards define what it takes to know and do something well. Getting a license to practice medicine or fly an airplane requires meeting a set of established standards. Standards are clear, specific expectations measuring quality, excellence, and proficiency. Such standards will be used to evaluate student performance.

## **Standards Require a Stronger Foundation in the Basics**

Oregon's new standards provide a solid foundation in the basics, and require students to demonstrate their proficiency in all areas by showing they can apply what they learn. Common statewide standards set clear guidelines for what children should learn in every major subject area. Students, parents, and teachers will know what is expected.

## **Assessment**

Oregon schools will hold students accountable for achieving the higher standards through work samples and state tests. All Oregon students entering kindergarten take the Oregon Kindergarten Readiness Assessment. Students in grades 3-5 will take the Smarter Balanced Assessment for

English Language Arts (reading and writing) and Mathematics. Fifth grade students will take the Oregon Assessment of Knowledge and Skills (OAKS) for Science. All students are included in statewide assessment unless a parent makes a specific request to have their child exempted because of religious reasons or disability (Policy IL).

Klamath Falls City Schools collects student work samples at grades K-5. These samples will be kept in a student portfolio and shared with you at parent conferences in the spring.

<b>Content Area</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Writing	1	1	1	1	1	1
Speaking	0	0	1	1	1	1
Math Problem Solving	0	0	1	1	1	1
Science Inquiry	0	0	0	1	1	1

## ***GENERAL INFORMATION***

### **Attendance Expectations**

Regular attendance in each class by every student is expected, unless illness or an emergency exists. Klamath Falls City Schools, in accordance with Oregon law, records and reports the daily attendance of each student enrolled. The school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. Either the notification will be in person, by telephone or another method identified in writing by the parent/guardian (Policy JE).

### **Attendance Policy**

The law authorizes the school, **not the parent**, to determine which absences may be excused and which absences are not excused. Only the following absences **may** be considered excused absences:

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

### **Compulsory Attendance**

Except when exempt by Oregon Law, all students aged five through eighteen who have not completed the 12<sup>th</sup> grade are required to attend school full time on a regular basis at the designated school within the attendance area. Persons having legal control of a student aged six through eighteen who has not completed the 12<sup>th</sup> grade are required to have the student attend school. Under the superintendent's direction and supervision, building principals shall monitor and report any violation of the compulsory attendance law to the superintendent or his/her designee (Policies JE, JEA, and JED).

A parent who is not supervising his/her student by requiring school attendance may also be in violation of ORS 163.577(1)(c) (Policy JEA).

Oregon law requires, "all children between the ages of seven and eighteen years who have not completed the twelfth grade to attend regularly a public full-time school of the school district in which the child resides." ORS 339.010. "Every person having control of any child between the ages of seven and eighteen years who has not completed the twelfth grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term." ORS 339.020. The statute places the burden and responsibility on the parent, not the child.

Oregon law also addresses the truancy issue by making it a Class A violation if a parent, guardian or other person lawfully charged with the care or custody of a child under fifteen years of age fails to supervise their child where the child fails to attend school as required under ORS 339.010. ORS 163.577.

This attendance policy can be read in its entirety by going to [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us), Resources → KFCS Online Policy Manual, “Compulsory Attendance.”

### **Daily Schedules**

#### **Grades K-5**

Conger, Mills, Pelican, and Roosevelt:

Starting time: 8:30 a.m.

Dismissal: 3:00 p.m.

**All kindergarten through fifth-grade students will be dismissed each Wednesday at 2:00 p.m.**

### **Excusing Students from a Particular Class**

Klamath Falls City Schools recognizes the right of parents to exclude their children from any curriculum they find to be objectionable for religious or moral reasons. Students may also be excluded because of handicapping conditions. The building principal will authorize this exclusion upon written request of the parents. Students will not be responsible for any of the material taught in class. Alternative assignments shall not exceed the regular class work in difficulty or time required to complete it.

### **Field Trips**

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board Policy, and other such rules as may be deemed appropriate by the field trip supervisor. When possible, field trips will be noted in the monthly newsletter (Policy IICA).

### **Materials Distribution**

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the Superintendent for approval. Materials as well as the proposed method of distribution are subject to review (Policy KJA).

The distribution policy can be read in its entirety by going to [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us) → Resources → KFCS Online Policy Manual → “Materials Distribution.”

### **Parent/Student Handbooks**

Handbooks are available in their entirety on the Klamath Falls City Schools' website as well as at each of our elementary schools [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us) → Resources → Handbooks, Policies, and Forms.

### **Physical Education**

Law requires physical education for all students. Any request for your child to be excluded from P.E. for a limited period of time (five days or less) needs to be requested in writing. If your child needs to be excused from P.E. for an extended time, a note from your physician is required.

### **Program Exemptions**

Students may be excused from a state-required program for reasons of religion, disability, or other reasons deemed appropriate by the school district (Policy IL).

### **Student Accident Insurance**

Accident insurance is available to all students enrolled in school at a very affordable price. The information is distributed to each student to take home the first week of school or may be picked up in the school office. All accidents should be reported immediately to the teacher, staff member on duty or to the office as soon as possible. The secretary will issue a report form that includes a portion for the doctor to fill out and then the claim is submitted to the company by either the parent or doctor.

### **Student Transportation in Private Vehicles**

Students have the opportunity to participate in a variety of field trips, sporting events and other activities. There are times when private vehicles are used. Our District Policy (Policy EEAE) requires that parents, staff, or other adults transporting students in private vehicles, other than their own children, meet the requirements listed below:

1. The school administrator has approved the activity.
2. The parent or adult driving is properly licensed to drive and has automobile liability insurance required by Oregon law; and the above information is on file with the school.
3. An adequate number of seat belts are available and the adult requires their use.
4. A signed permission slip has been received granting permission for the child to participate in the field trip and for the child to ride in a privately owned vehicle.

### **Teaching About Religion**

The Klamath Falls City Schools believes that the teaching of any sectarian view or religious doctrine is not the responsibility of the school (Policy IGAC).

## ***DISTRICT POLICIES***

All policies for the Klamath Falls City Schools can be accessed on our district website. To read the entire policy, please visit <http://policy.osba.org/kfalls/index.asp>.

### ***Code of Conduct***

The district's Code of Conduct handbook provides for the orderly operation of the educational process. School staff, students, and parents must assume responsibility for appropriate behavior in the school setting. The school is a symbol of opportunity, where rights and responsibilities are emphasized equally and human dignity protected.

The district does much in an effort to eliminate conditions that produce student misconduct by spelling out in clear, concise language what are student rights and responsibilities, and by developing clear rules for students that provide orderly and consistent procedures for handling misconduct. The Code of Conduct applies to all school activities and transportation on or off the school grounds.

The Code of Conduct can be accessed on our district website <http://www.kfalls.k12.or.us/resources/Files/CodeConductw-TOC.pdf> or each school's building will make a hard copy available upon request. The Code of Conduct Table of Contents is provided on the following page for reference purposes only.

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## ***DISTRICT PROGRAMS AND SERVICES***

### ***Breakfast and Lunch Programs***

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 (Policy EFAA and EFAA-AR).

#### **Here are some Frequently Asked Questions about School Breakfast and Lunch.**

Q: What are elementary student breakfast prices? A: \$1.35.

Q: What are elementary student lunch prices? A: \$2.40 & \$0.40 for reduced priced.

Q: How do I pay for my child's meals? A: We encourage you to pay in advance with either cash or personal check made out to your school cafeteria. You may pay directly to the school cafeteria or send money with your child, who gives it to their teacher, who forwards it to the cafeteria or you may go on line and pay at <https://www.mymealtime.com/>.

Q: I need to pay for other school items; can I combine payment with my child's meals on one check? A: To eliminate bookkeeping errors we prefer that you use a separate personal check to your school cafeteria and a different check for other school needs.

Q: Do you accept debit or credit cards as a means of payment? A: Unfortunately, not at this time.

Q: Do you have any other means of payment? A: YES! We have an online payment program <https://www.mymealtime.com/>. To set up an account all you need is your student's school ID number. To obtain this just call the school.

Q: How is my payment credited to my child's account? A: The cafeteria at your school establishes a computerized account for each student to track payments and each meal served to that student. Whether your payment is given to the teacher, the office, or the cafeteria, your money is credited to your child's meal account the day that we receive your payment.

Q: What if I have more than one child? How does the meal tracking system keep track of that?  
A: Each child has a separate account to keep track of his/her meals. If you have more than one child, please indicate how much of your payment goes to each child.

Q: Can you take money from one child's account to pay for my other child's meals? A: We would be happy to do that for you; however, we will need permission from a parent to do this. A signed note is all it takes.

Q: What happens if my child forgets their lunch or lunch money? A: The District's meal charging policy applies.



Q: What is the KFCS Meal Charging Policy? A: The policy states that parents of elementary school-level students are responsible for providing money for their children's meal account. No charging will be allowed; however, if a student does not have money for a meal, they will be allowed to have a regular meal for up to five (5) days. At least one verbal and/or written notification shall be provided to parents after one alternative meal prior to denying meals for exceeding the district's charge limit. Parents will be required to reimburse the schools for any meal expenses incurred. Payment of negative balances must be paid to the school cafeteria or the Klamath Falls City Schools' Food & Nutrition Department by the fifth of each month.

Q: How will I know the balance on my child's account? A: There is a new system called School/Reach that will be calling those families whose child is low or has a negative balance. Of course, you may always call your school cafeteria at any time to find out.

Q: What happens if I can't pay my children's accumulated meal expenses? A: You may arrange with the school cafeteria for repayment. If you still cannot pay these amounts, we may hold your children's grades and/or the negative balance may be turned over to collections. Your child will have to bring their breakfast and lunch from home.

Q: Do you have discount prices for breakfast and lunch? A: Yes! The District participates in USDA Nutrition Programs. Please fill out a Meal Application Form for free and/or reduced price lunches. You will be notified of your eligibility.

Q: How do I obtain a meal application? A: Now you may directly apply online at <http://www.kfalls.k12.or.us/departments/FoodService> or <https://district.ode.state.or.us/apps/frlapp/default.aspx> or a printable meal application is available at your children's school, the Food & Nutrition Office and online at <http://www.kfalls.k12.or.us/departments/FoodService>.

Q: How long before I know if my family qualifies for free or reduced lunches? A: It takes approximately 3-10 days from the time the Food & Nutrition Office receives your application. Please be prepared to have your child pay for or bring a lunch until you receive written notification of your child's eligibility. Households are responsible for all charges incurred while applications are being processed.

Q: My family qualified for free or reduced meals last year, do I need to fill out an application this year? A: Yes, we will need a new application for this year. However, your child will be able to eat on last year's *Klamath Falls City Schools' Meal Application* until October 15.

Q: I receive a meal application form for each child that attends KFCS, how many do I need to fill out and send back? A: As of July 1, 2005, you only need to fill out **ONE application** per household.

Q: How can I get a copy of the menus? A: Menus may be distributed for your child to bring home each month from their school. Monthly menus are posted on the website at <http://www.kfalls.k12.or.us/departments/foodService/foodService.asp>.

Q: My child eats at school but does not want all of the food items on the menu today, what can they do? A: KFCS has adopted the “offer versus serve” option for breakfast and lunch. Under this option they may refuse one food item of four items offered at breakfast and up to two food items of five offered at lunch. The new food guideline requires all students to take a 1/2 cup of fruit and/or vegetable as one of their choices at lunch.

Q: I want my child to have milk with their lunch from home; can my child purchase just milk?

A: Yes, milk can be purchased for .55 cents.

Q: My child qualifies for free or reduced lunches. If I pack a lunch from home, can they get free milk?

A: *Milk will need to be purchased.*

Q: My child has a special medical need that requires special foods, what do I do? A: First, contact the school nurse or the Food & Nutrition Office at 541-883-4758 to 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 to us, we will work with the school nurse to begin the process of identifying and obtaining substitute food items for your child. Please note that we are required by the State of Oregon to obtain a current form filled out by the proper medical professional *before* we can accommodate any menu or food changes for your child. Two copies must be kept, one at the serving kitchen and one at the Food & Nutrition main office. Federal regulations require National School Lunch and Breakfast Programs to make substitutions to the standard meal requirements for students who are considered disabled and whose disability restricts their diet. An intolerance is not considered a disability and we do not offer a milk substitute.

**"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."**

### **Discrimination Policy**

It is the policy of Klamath Falls City Schools and the State Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, or handicap in any educational program, activity, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director, Shelly Hunt, at (541) 883-4702 or the Superintendent, Dr. Paul Hillyer, at (541) 883-4700 (Policy AC and Policy JB).

### **English Learners (ELs)**

The goal of the ELs program is to help your child learn academic English so that she/he will be able to meet age appropriate academic standards for grade promotion and graduation. Our program has two goals. The first goal is direct instruction of English Language Development (ELD). Certified ELD teachers trained in giving direct instruction according to Oregon state standards teach the classes. Mills Elementary School is the only primary school offering the ELD program. For students not living in the Mills' attendance area, the district will provide transportation. All students at Mills attend a daily ELD class according to their proficiency level and grade. At the middle school and high school, ELD is a regular class period. The second part of the program is the help for understanding the core content. We train teachers in the district with sheltered instruction strategies through SIOP. This program helps teachers of the core classes such as social studies, mathematics, science, and language arts teach with strategies that help your child understand grade level material and have a greater opportunity to develop English (Policy IGBI).

### **Guidance Programs**

All schools will access available resources to promote students' social, emotional, and academic growth. They may do this on an individual basis or in small or large groups. They also serve as consultants to teachers, principals and other support staff regarding individual student's unique behavioral needs (Policy IK).

### **Instrumental Music**

Fifth-grade students may participate in band or orchestra programs. Students are committing themselves to practice time and participation in concerts and other performances, which may be after school hours. Both the school district and local music stores have some rental instruments available.

### **Library and Media Centers**

Each school has a library/media center. These centers support school curriculum by providing instructional materials such as films, cassettes, kits and a complete library of books and encyclopedias. Most of these materials are available for student checkout. Students are responsible for the care of materials they check out. Oral and/or written reminders will be given for overdue books/materials. Any person whose materials are damaged will be billed for that damage at the discretion of the media specialist. Materials lost or damaged beyond repair will be billed at replacement cost of the materials (Policy IIABD and Policy JN).

### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Act's Education for Homeless Children and Youths Program ensures that homeless children and youth are provided a free, appropriate public education, despite lack of a fixed place of residence or a supervising parent or guardian. The state public school admission

statute assuring the right of homeless and other children and youth in similar circumstances to enroll in schools is ORS 399.115(7). Each of our schools provides direct assistance to homeless families and unaccompanied youths to access and achieve in school. To reach the district liaison, please contact the principal at any of our schools, or call one of the following numbers: KFCS District Office (541) 883-4744 or Integral Youth Services McKinney-Vento Program (541) 885-4929 (Policies JECBD and EEA).

### **Notice of Intent to Comply with Title IX**

It is hereby made known that Klamath Falls City Schools intends to comply with Title IX of the Education Amendments of 1972 as amended by Public Law 93-568, effective July 21, 1975, and the Americans with Disabilities Act. Please refer to the *Student Rights and Responsibilities Handbook* for the complete policy statement (Policy JF-JFA, Policy JB, and Policy AC).

### **Special Education**

Klamath Falls City Schools provides a variety of special services for all students with disabilities. Additionally, if you as a parent, or neighbor, are aware of a resident student who may be in need of assistance because of a special need, please call the Special Education Department at (541) 883-4745.

Parents with a child in Special Education are required to notify the District before unilaterally placing their child in a private placement. This notification may be at an I.E.P. (Individualized Education Plan) meeting or at least ten days before withdrawing their child for private placement. They must let the District know that they do not accept the District's offer of FAPE (Free Appropriate Public Education), that they will be making a unilateral placement and that they will be seeking public funding for this placement (Policy IGBAJ).

### **Students With Disabilities**

Klamath Falls City Schools provides for the identification, location, and evaluation of all students with disabilities residing within its boundaries, as directed by law. We will ensure a free, appropriate, public education is available to them. The Board directs the establishment of procedures that assure the rights of children with disabilities and that their parents are protected by required law under ORS 332.075 – ORS 339.185 or ORS 343.035 Education of the Handicapped Act of 1975, as amended, 20 USC, Section 1301 et seq. (West 1982) (PL 94-142), IDEA 97 (Policy IGBA).

### **Supplemental Academic Support Programs**

Supplemental academic support programs are available in each of our elementary schools. This could include extended learning, extended day and extended year programs. These programs provide extra assistance/alternatives to qualifying students.

### **Talented And Gifted Program (TAG)**

Klamath Falls City Schools' TAG program is designed to meet the needs of exceptionally gifted students. Eligible students are provided with opportunities to participate in accelerated and enrichment activities, both in and out of the classroom. As educational partners, parents play a significant role as part of the building and District TAG Teams responsible for creating and making available enrichment activities (Policy IGBBA).

### **Title I-A Reading and Math/Title I Compact**

Title I-A is a federally funded program. It is designed to assist eligible students in designated schools to meet the state's content and performance standards in math and reading. Each school has Title I educational resources available to assist students and parents. More information is available at each school site regarding the Title I Program and Title I Compact (Policy IGBC).

*Title I*  
*Annual Parent Notification*

Dear Parents,

Conger, Mills, Pelican, and Roosevelt Elementary Schools individually have over 40% of students and families that qualify free and reduced lunch benefits. This qualifies them to receive additional funds from the Federal Government.

Congress and the President authorize the release of these Federal Title I funds through legislation that is revised every four to eight years, and this legislation outlines specific rules and regulations for schools and for the use of these funds as outlined in the Elementary and Secondary Education Act (ESEA) and reauthorized in the Every Student Succeeds Act (ESSA).

Parent involvement is an important part of ESEA/ESSA, and there are several parent communication requirements for schools that receive Title I funds. One of the requirements of the ESEA/ESSA is that schools that receive Title I funds must notify parents that they may request information regarding the professional qualifications of their student's classroom teachers and paraprofessionals.

Conger, Mills, Pelican, and Roosevelt Elementary Schools support parent communication and the spirit of the ESEA and have the information regarding the professional qualifications of our teachers and paraprofessionals on file in the Klamath Falls City Schools' District Office at 1336 Avalon Street. This information includes the baccalaureate degree and academic major of the teacher, graduate degree or certification, the teacher's status with the State licensing criteria, and whether students are provided specific services by a paraprofessional and, if so, their qualifications.

We are proud of our staff in the Klamath Falls City Schools and are happy to share this information with you at your request. We hope that you will help us foster strong parent involvement and communication by being active in our school community. If you would like more information, please contact your child's school or call the Federal Programs Office at (541) 883-4744.

Sincerely,

Gerard Collins  
Office of Federal Programs and Elementary Curriculum  
Klamath Falls City Schools

**Title I Parent Policy**  
**Klamath Falls City Schools**  
**Title I Parent Involvement Policy/Administrative Procedures**

To be in compliance with the requirements of PL 100-297, Section 1016 of Title I, the Board of Education and the administration of Klamath Falls City Schools require that:

- Title I programs be planned and implemented in consultation with parents of students to be served (i.e., through the needs assessment).
- Title I staff shall train and assist parents to build their capacity to improve their children's learning in the home and in the school.
- Parents of Title I students will have the opportunity to participate in parent-teacher conferences with Title I staff.
- Parents of Title I students will be provided with reports of their student's progress in the Title I program.
- Title I personnel shall be readily accessible to parents and shall permit parents to observe Title I activities.
- Title I staff will provide parents of participating students with timely information about the program. Teachers and other staff involved in programs under this Title shall be trained to work effectively with parents of participating students.

Proper documentation regarding the above requirements shall be maintained and these policies will be made available to parents of participating students.

Adopted 10/09/06  
Superintendent

Approved by the

**Title I-C Migrant Education**

To qualify for this program a student/family must have crossed district lines with the parent or guardian who was looking for work in agriculture, fishing, or timber. Once qualified, the student remains eligible for three years.

Migrant education provides support for academics through the extended day and extended year grants. They also automatically qualify for free lunch and accident-only insurance coverage. Parents receive support through the Migrant Parent Advisory Committee.

**Title VI Indian Education**

The purpose of this program is to provide academic, attendance, and graduation supports for Native American students. In addition, this program will support strategic professional development for targeted groups along with specialized family activity engagement activities

during the year. For more information, please call the Lucile O'Neill Education Center at (541) 883-4744 (Policy JB and Policy AC).

### **21<sup>st</sup> Century School Councils**

Each of our elementary schools has a 21<sup>st</sup> Century School Council made up of at least seven members. Teachers, classified employees, the principal and/or their designee and parents make up the 21<sup>st</sup> Century School Councils.

The duties of the 21<sup>st</sup> Century Schools Councils are:

1. The development of plans to improve the professional growth of the school's staff;
2. The improvement of the school's instructional program;
3. The development and coordination of plans for the implementation of school improvement programs at the school in accordance with the Oregon Educational Act for the 21<sup>st</sup> Century; and
4. The administration of grants-in-aid for the professional development of teachers and classified employees. Advisory duties as determined by the school principal may be included as additional duties of the 21<sup>st</sup> Century Council.



# ***SCHOOL PROCEDURES***

## ***Animals at School***

Animals may visit school only with adult supervision and when arranged in advance with the student's teacher and school administrator. Pets, such as dogs, brought to school must remain on leashes. Animals found loose on the school grounds are referred to the local animal control service (Policy ING).

## ***Child Abuse***

All school district employees are required by Oregon Law, 418.750 to report any incident of suspected child abuse or neglect to the Department of Human Services. **When an investigation is deemed appropriate, it is then the responsibility of the Department of Human Services to contact the parents.**

School districts are required to provide annual training of all school employees "on the prevention and identification of child abuse," as well as mandatory reporting obligations: training to be made available each year to parents; requires training designed to prevent child abuse be made available each year to students (Policy JHFE).

## ***Child Custody/Restraining Orders/Court Orders***

Occasionally, parents/guardians of a student(s) attending Klamath Falls City Schools request that parents, grandparents, domestic partners either be allowed or not allowed to pick up students from school. Although we may be able to accommodate your requests, there are some specific legal restrictions and rights schools are required to follow.

By law, we are required to treat both parents equally. Students may be picked up from school by either custodial or non-custodial parents and are entitled to have access to their student's school records and school communications unless:

1. a signed and documented **Custody Agreement** states otherwise, or
2. a signed and documented **Restraining Order** is actively in effect (this affects contact only, not access to educational records unless specifically stated), or
3. a signed and documented **Court Order** is active and in place identifying specific guardianship, or revoking parental rights.

The non-custodial parent has the right to be listed as the second person to be contacted in the case of an emergency and to authorize care if the custodial parent is, for practical purposes, unavailable. The custodial parent cannot override that right.

Staff is not in the position to enforce special parent/guardian requests unless copies of legal paperwork (listed above) are presented to the school secretary and/or principal. It is solely the parent/guardian responsibility to make these available to the school.

Klamath Falls City Schools' staff should not be put in a domestic violence position with students' families during domestic disputes. Our focus remains on providing students with a quality academic education in a safe and nurturing learning environment (Policy GBH/JECAC).

### **Closed Campus/Release of Students from School**

All of the Klamath Falls city elementary schools are "closed" campuses. All students will remain at school from the time they arrive until the end of the school day. Should a student need to leave school for lunch or scheduled appointments, the parent or guardian should notify the school in advance. We request that parents pick up and sign out students in the office. For students going home for lunch on a regular basis, a note at the beginning of the year will suffice. Students will not be released to any person without the approval of his/her parent or as otherwise provided by law. Students will not be allowed to take alternative means of transportation or to go home with friends unless the school is notified in advance of parent approval. All campus areas are closed after dark.

### **Directory Information**

Directory information is certain personally identifiable information that is generally not considered harmful or an invasion of privacy. For a complete explanation, see the KFCS Code of Conduct (Policy JOA).

### **Emergency Closure of Schools**

This decision is made by the school district administration after consultation with the weather, highway, emergency, and/or transportation people. Since a natural disaster cannot be anticipated, school officials will work with city, county, and state officials to ensure student safety. Our primary concern is the safety of our students.

It is our intention to hold school whenever possible. However, should weather or other emergency conditions cause school closure; the following is our plan to inform you.

In the event a natural disaster or incident forces us to close schools or makes bus transportation unsafe, students will be kept at school or other supervised location until you or your designee can pick them up. Each school will inform you of their place to meet and wait pick up. Please make sure your personal and emergency numbers are kept up-to-date and that you inform your emergency designee of the school's plan.

If it is decided not to open school or to dismiss school early announcements will be made periodically throughout the day beginning at approximately 6 a.m. or whenever the decision is made for closure. Emergency closures will be listed on our website and parents will be contacted by phone using our parent notification system. In addition, the stations listed below will carry these announcements.

<b>RADIO</b>	<b>KAGO</b>	<b>KFLS/KKRB</b>	<b>KLAD</b>	<b>TELEVISION</b>	<b>KOTI</b>	<b>KDKF</b>	<b>KTVL</b>
AM Radio	1150	1450	960	Antenna	Ch. 2	Ch. 31	Ch. 10
FM Radio	99.5	106.9	92.5	Cable	Ch. 2	Ch. 13	Ch. 4

Your cooperation in not calling your child’s school, bus shop, or local radio and television stations would be greatly appreciated. Those lines need to remain clear for other calls related to the closure.

Athletics will be automatically cancelled unless otherwise announced. Please be sure your child knows where to go and who is allowed to pick them up if an emergency is declared. Making arrangements with a close neighbor or friend is a good idea.

The “Emergency Closure” policy can be read in its entirety by going to [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us) → Resources → KFCS Online Policy Manual → “Emergency Closures” (Policy EBCD).

### **Emergency Phone Numbers**

It is imperative that we have up-to-date emergency and work phone numbers for parents, guardians, friends or relatives who can be contacted in case of an emergency with your child. Please help us by remembering to let us know if you change home or work phone numbers as well as emergency numbers listed on your child’s file.

### **Freedom of Expression**

A student is entitled to express verbally his/her personal opinion in an acceptable and respectful manner. The use of inappropriate language or actions is prohibited and may result in disciplinary action (Policy JFA).

### **Fundraising**

Student organizations, classes, athletic teams, outside organizations or parent groups may occasionally be permitted to conduct fundraising activities. An application for permission must be made to the principal or administrator before the event.

All funds collected by or for school-approved activities will be accounted for in accordance with Oregon law and be used for the purpose of supporting the school’s programs and its students.

All students must obtain the permission of the principal or administrator to sell products or solicit contributions (Policy IGDF).

### **Homework**

Homework should be an application or practice of effectively taught skills or concepts and should not be assigned for disciplinary purposes. Homework assignments will vary with each teacher and individual need of students. Reasons for homework may be:

- to complete work started in class but not finished – students should ask for help if they do not understand an assignment;
- to expand or enrich assigned class work;
- to make up work missed due to absence; and
- to build interest or promote increased ability.

Ways parents can support children are:

- ✓ encourage good study habits and provide a learning environment at home;
- ✓ provide a place for homework and help your child budget their time;
- ✓ take an active interest in what your child is doing at school;
- ✓ ask for an explanation of assignments;
- ✓ compliment and encourage good work/improvement;
- ✓ guide your child with homework but under no circumstances should parents complete homework for the child; and
- ✓ contact your child’s teacher with any concerns you may have.

### **Internet Use and School Computers**

Computers are available for students to use at school for school-related purposes. A signed Acceptable Use Agreement is REQUIRED of all students using the Internet while at school. Klamath Falls City Schools incorporates filtering software on all computers. However, no filtering software is perfect and responsibility also rests with the student to use the Internet appropriately. Klamath Falls City Schools monitors online activity and Internet use.

Students who use the Internet for non-educational purposes may have their Internet privileges revoked for a minimum of one week. Students who attempt any hacking, virus planting or vandalism on school computers or networks will face severe disciplinary action that may include suspension or expulsion. Internet use is monitored.

As outlined in the Child Internet Protection Act (CIPA), our students will receive instruction and education on how to interact appropriately with others while using online Social Networks and Chat Rooms. Students will also learn how to report and respond to cyber bullying (Policy IIBG, Policy IIBGA, Policy HBGB, Policy JFCEB, Policy JFCF, and JFCFA/GBNAA).

### **Internet Use Agreement**

We are very proud to be able to offer this service to students. We require all parents to read and sign the use agreement to allow your child to participate. A copy of the form is below. An actual “Internet Use Agreement” form will be completed during the first week of school. Students new to our district arriving during the school year will complete this agreement as part of registration packet materials.

## **Klamath Falls City Schools Acceptable Use Agreement – Student**

Please read this document carefully before signing.

Internet access is available to students and staff in the Klamath Falls City Schools. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Klamath Falls City Schools has taken precautions to restrict access to controversial materials. However, absolute restrictions are not possible due to the nature of the Internet. Klamath Falls City Schools believes that the advantages of Internet use outweigh the disadvantages.

Smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Klamath Falls City Schools user violates any of these provisions, his or her account may be restricted or terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) this document.

### Internet – Terms and Conditions

- 1) Acceptable Use: The use of your account must be in support of education and research and consistent with the educational objectives of the Klamath Falls City Schools. Use of other organization's network or computing resources must comply with the rules for appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is generally not acceptable.
- 2) Privileges: The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. The District will designate staff as "system Administrators" who are responsible for ensuring coordination and maintenance of the district's electronic communications system, which includes all district computers, E-mail, and Internet access. System administrators will notify appropriate District administrators of any violations of this agreement. In addition, any administrator, staff member, or student may notify the appropriate administrator about a violation of this agreement. Violations of this agreement shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements, and applicable provisions of law. Any criminal violations will be reported to law enforcement officials.

- 3) Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include:
- i) Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
  - ii) Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
  - iii) Take pride in communications. Check spelling and grammar;
  - iv) Respect the privacy of others. Do not read the mail or files of others without their permission;
  - v) Cite all quotes, references and sources;
  - vi) Adhere to guidelines for managing and composing effective E-mail messages:
    - 1. One subject per message – avoid covering various issues in a single E-mail message;
    - 2. Use a descriptive heading;
    - 3. Be concise – keep message short and to the point;
    - 4. Write short sentences;
    - 5. Use bulleted lists to break up complicated text;
    - 6. Conclude message with actions required and target dates;
    - 7. Remove E-mail in accordance with established guidelines;
    - 8. Remember, there is no expected right to privacy when using E-mail. Others may read or access mail;
    - 9. Always sign messages;
    - 10. Always acknowledge receipt of a document or file.
  - vii) Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district's computers, E-mail system or Internet access which is unknown to the district;
  - viii) Communicate only with such users and/or sites as may be authorized by the district;
  - ix) Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
  - x) Report violations of the district's policy or security problems to the supervising teacher, system administrator, or District administrator, as appropriate.
- 4) Klamath Falls City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Klamath Falls City Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Klamath Falls City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. KFCS also assumes no financial responsibility.

- 5) Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. You are responsible for any activity on your account. Students are not permitted to use computers logged in with staff accounts. Attempts to logon to the network as a system administrator will result in cancellation of user privileges. Attempting to acquire other user's passwords is strictly prohibited. Any user identified as a security risk or having a history of violating our or other computer systems may be denied access to the network.
- 6) Vandalism: Vandalism is defined as any malicious attempt to harm or destroy the hardware, peripherals, server, or any other equipment associated with the network.
- 7) Hacking: Hacking is defined as any malicious attempt to harm or destroy data of another user, Internet, or attempting to gain unauthorized access to any network resources. This includes, but not limited to, the uploading or creation of computer viruses.
- 8) Electronic Mail: E-mail is not guaranteed to be private. System administrators may have access e-mail. E-mail sent over the Internet is subject to interception by outside sources. Messages relating to or in support of illegal activities may be reported to the authorities. All communications accessible via the KFCS network should be assumed to be the property of KFCS.

**Internet Use Agreement Signature Section**  
**(for sample purposes only)**

By signing below, I acknowledge that I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Agreement will result in discipline up to and including dismissal and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN** (required if student is under the age of 18): As the parent or guardian of this student, I have read the Acceptable Use Agreement. I hereby give permission for my child to use the Internet at school.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Lost and Found**

All elementary schools have a lost and found area. Each year many items end up in the lost and found because they are not marked so there is no way to determine the owner. Staff members are not responsible for your child's possessions. Parents should mark all personal items. Bikes should be locked and secured in bike racks. Students and parents are encouraged to check for lost items regularly. Periodically, throughout the year, these items are put on display and then unclaimed items are donated to charitable organizations in the area.

### **Lost or Damaged School Materials or Property**

Occasionally, items checked out to your child are lost or damaged. You or your child will be expected to pay the replacement cost of lost or damaged materials or property damage (Policy JN).

### **Newsletters/Bulletins**

Each school will publish a monthly newsletter or bulletin listing school news, coming events and other information for parents about: daily schedules, activities, student recognition, volunteer opportunities, site council, parent organizations, emergency procedures, and supply lists.

### **Personal Property/Electronic Devices/Cell Phones**

Students are prohibited from bringing personal property such as toys, sports equipment, stereos/CD players, radios, walkmans, and games to school. Approval of the principal for special activities including the above items is required. The District assumes no responsibility or liability for lost or damaged personal property items brought to school.

Student possession or use of personal communication devices, such as pagers and cellular phones in district facilities during the school day and while the student is in attendance at district-sponsored activities, is approved under strict guidelines as long as they are not a material disruption to the school and learning process. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons, or delivers a communication to the possessor of the device.

Cell phones may be brought to school to be used as a safety tool between parents and students. However, cell phones may not be turned on or used during school hours and the cell phone is to be kept in the students' backpack. If the cell phone is found to be on or is being used it may be confiscated until the end of the school day. Cell phones can be a handy tool for student/parent communication but also can cause a disruption during school hours. The school district is not responsible for lost or stolen phones.

Students in possession of personal communication devices not authorized as provided in this policy, or in violation of conditions for authorized possession or use, are subject to disciplinary action or loss of privilege.



Students will be permitted to bring laptop computers and personal digital assistants to school to use in the instructional process. Use of such equipment will be restricted for classroom or instructional-related activities only. These devices shall not be used as a medium for personal communication in class (Policy JFCEB).

### **Recess**

We frequently receive notes requesting that students be kept in from recess due to illness. In most cases, we suggest students remain at home if not medically able to participate in regular school activities. Students should come to school appropriately dressed to participate in outside recess and classroom or P.E. activities.

### **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.

**Registration of students living with someone other than a parent** will have some variations in procedure. All persons wishing to register a child other than their own or a foster child will be given the Procedure for Enrollment and must follow the guidelines below:

1. Provide a copy of a power of attorney or guardianship papers; and
2. Fill out and sign the Guidelines for Admissions form obtained from the KFCS administration office.

### **Regulations Regarding Pupils Riding School Buses**

Students who are riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is most important that each student cooperate with the bus driver and practice safe bus riding habits at all times. Please note the following rules. This list is not meant to be all-inclusive. (Policy EEACC-AR).

### **Student Code of Conduct**

1. Student Conduct at the Bus Stop
  - a. Students are expected to be at their bus stop at least five minutes before the assigned arrival time of their bus. Drivers are not required to wait for students who are not at their bus stop on time - this makes each stop after that late.
  - b. All students in the A.M. must wait at their Point of Safety location as assigned by the driver. In the P.M., they must return to their Point of Safety and wait until the bus drives away before going home.
  - c. Students required to cross the street should do so at least ten feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to do so.
  - d. Parents, caregivers, or siblings of kindergarten students (3rd grade or older) shall be at the bus stop making sure they wait in a safe and orderly manner.

2. Student Conduct on the Bus
  - a. Students are to cooperate, show respect, and follow instructions of the bus driver.
  - b. Remain in your assigned seat at all times except when loading or unloading the school bus.
  - c. Normal conversation will be permitted with the exception of total silence at railroad crossings.
  - d. No fighting, hitting, horseplay, or teasing will be permitted.
  - e. Yelling, questionable language such as profanity, name calling etc. will not be tolerated.
  - f. Students are to keep hands, head, and other objects inside the bus. Students shall not throw items inside of the bus or out of bus windows.
  - g. Students are to keep the bus clean and not damage the bus. Any damage to the bus may result in student/parent being billed for repairs.
  - h. No drinking, eating including suckers/candy or chewing gum will be permitted on the bus.
  - i. No pets, skateboards, playground toys (balls), explosives, glass, dangerous objects, guns, knives, or likenesses of, will be permitted on the bus.
  - j. Check with the driver before transporting large class projects or musical instruments. All carry-on items must fit on the students lap. Wheel type book-bags are not allowed on the bus.
  - k. No selling or soliciting on the bus.
  - l. Students will not be permitted to ride another bus other than their assigned bus without a written note signed by parent or legal guardian and approved by the principal, pending room on the bus.
  - m. Students must not tamper with or open a school bus emergency door unless directed to do so by the bus driver.
  
3. Departing the Bus
  - a. Remain seated until the bus comes to a complete stop.
  - b. Walk carefully, quickly, and quietly using the handrails while exiting the bus.
  - c. Depart at your scheduled stop or at a stop approved in writing by your parents and the principal.
  - d. At the bus stop, if crossing take ten (10) giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand. Check both ways for traffic before crossing.
  - e. Never go back to pick up anything you drop or forget.
  - f. Never cross the road in the rear of a stopped bus.
  - g. Go directly to your Point of Safety, after the bus pulls away go straight home.
  - h. Parents or caregivers of KG students shall be at the bus stop. KG students can also leave the bus with a 3rd grade or older sibling.
  
4. Parent Reminders
  - a. Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
  - b. If you are going to be late meeting your student at the bus stop, please call the bus shop and let them know. Arrangements will be made for you to pick your student up at the school or at the end of the bus route.

## **Bus Discipline Procedures for Klamath Falls City Schools**

Parents, please be aware of the following consequences and take note that you will be responsible for students transportation to and from school when your student is suspended from the bus. This list is not intended to be all-inclusive as it is impossible to cover all situations.

These consequences follow verbal warnings and/or re-teaching of expectations already given by the driver.

1. Level 1 – Violations:
  - a. Offensive language – spoken, written or a gestured that is disrespectful to other students;
  - b. Horseplay;
  - c. Excessive noise;
  - d. Loud talking;
  - e. Disruptive behavior;
  - f. Not sitting in assigned seat;
  - g. Eating or drinking on the bus.
  
2. Level 1 – Consequences:

1st Offense	Parent notification and/or assigned seating.
2nd Offense	Suspension of bus riding privileges for 1-3 school days.
3rd Offense	Suspension of bus riding privileges for 3-5 school days.
4th Offense	Suspension of bus riding privileges for 5-10 school days or 5 school days plus school detention for 5 days.
5th Offense	Could result in suspension of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.
  
3. Level 2 – Violations:
  - a. Disrespect to driver or school personnel, not following driver's instructions;
  - b. Throwing objects;
  - c. Fighting;
  - d. Arms, hands, head, feet, or objects out of bus windows;
  - e. Standing or moving from seat to seat while the bus is in motion;
  - f. Intimidation, harassing, sexual harassing;
  - g. Not following drivers signal to cross or not cross a road;
  - h. Possession or use of tobacco products, matches, lighters, etc.;
  - i. Tampering with emergency equipment, doors, or windows.
  
4. Level 2 – Consequences:

1st Offense	Suspension of bus riding privileges for 1-3 days.
2nd Offense	Suspension of bus riding privileges 3-5 days.
3rd Offense	Suspension of bus riding privileges for 5-10 days or 5 school days plus after school detention for 5 days.
4th Offense	Expulsion from bus riding privileges if deemed appropriate by the hearing officer.

5. Level 3 – Violations:
  - a. Defacing or destruction of property of others and/or school property;
  - b. Possession or use of illegal drugs, paraphernalia, or alcohol.
6. Level 3 – Consequences:
 

1st Offense	Suspension and/or recommendation for expulsion from bus riding privileges.
1st offense	Restitution for damages and expulsion from bus riding privileges.

### *School Hours*

For safety reasons, we request that children arrive no earlier than 15 minutes prior to the beginning of class. There will not be supervision available for students until that time. Students who walk or ride bicycles must leave at dismissal and go directly home. Bicycles may not be ridden on the school grounds before or after school. Students involved in after-school activities sponsored by the school should go directly home after the activity is dismissed. Supervision is not provided on the playground after school and visitors play at their own risk.

Students who need to stay after school for special program practices, completion of schoolwork or when asked to assist a teacher will be asked to have verbal or written parental permission prior to dismissal of school that day.

All students in the Klamath Falls city elementary schools have early dismissal at 2:00 p.m. on each Wednesday. For your child’s regular school hours please contact your school office directly.

### *School Supplies*

All four elementary schools collect a flat school supply fee for students during registration. This process makes school supply shopping more convenient and affordable for families, and allows schools to obtain certain brands and quantities desired for students.

- ✓ \$25 for a single student in grades K-5
- ✓ \$40 for a family with multiple children at one school

Please pay school supply fees, and the additional playground equipment fee of \$3.00 per child, at each school during registration. **Each student will need a backpack and bring it to school every day.**

### *Telephone Usage*

Please encourage your child to make their plans ahead of time. Due to limited phone access in the offices, we discourage students from using the office phones. Permission to stay for athletic games or to go home with friends should be obtained prior to that activity. Students will be allowed to call only when there is an emergency or school personnel consider the situation appropriate.

### **Visiting School**

Parents are encouraged to visit all of our schools. A note or phone call before school is generally advisable to be assured of visiting a class in which you have particular interest. For school conferences with the teacher, it is always best to make arrangements in advance. Teachers frequently have meetings, duties, and other conferences after school. We ask that all visitors check in at the school office when entering the building.

We do not allow visiting students to attend school with our students. It is disruptive to the learning situation to have children in a classroom who do not normally attend. If you have out-of-town guests, they are welcome to visit during the lunch hour, with approval of the principal. (Policy KK).

### **Wellness Program**

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. Snacks served during the school day or in after-school care or enrichment, programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools are strongly encouraged to avoid the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior. Schools will not withhold food or beverages as punishment. Schools are encouraged to limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individual (Policy EFA).

# ***REPORTING STUDENT PROGRESS***

## **Grading System/Conferences**

The KFCS grading system consists of a progress report at each mid-term and a report card issued or parent conference at the end of each grading period. The first conferences are held in October. Fall conferences will include collaborative goal setting that includes students, teachers, and parents. Parents should be prepared to share information and ask any questions they might have. The winter conference will be held in February. Winter conferences will include collaborative goal setting review that includes students, teachers, and parents.

Our elementary proficiency-based grading system shall be based on Board-adopted course content and is designed to enable the student and parent to clearly know how well the student is achieving course requirements at the student's current grade level, and be based on the student's progress toward becoming proficient in a continuum of knowledge and skills.

Report card grading will be on a nine-week basis. The nine-week grade will be based on many factors, such as assignments (both oral and written), class participation, special assignments, research, activities of various types and kinds, and special contributions.

2017-2018 Report Card Proficiency Grading Scale			
E = Exceeds/ Exemplary	M = Meets/ Proficient	NM = Nearly Meets/ Approaching Proficiency	DM = Doesn't Meet/ Not Yet Proficient
-- = Not Yet Assessed			

Elementary report card grades are determined based on a student's demonstrated level of proficiency or mastery in achieving grade level Oregon State and National Standards. Teacher grade books will reflect the standards associated for a particular subject and the assignments and assessments that the student will use to demonstrate their level of proficiency around that standard. A student's behavior or citizenship will not be included as part of a student's academic grades. Grades are an assessment of the student's ability to demonstrate proficiency around a grade-level content standard.

The proficiency grading scale below will be used by our elementary teachers unless special permission is received from the administration:

- E – Student work exceeds and extends the grade-level standard.
- M – Student work clearly meets or is above the grade-level standard.
- NM – Students work is close to the grade level standard with some grade-level proficiencies.
- DM – Student work is absent or demonstrates below grade-level knowledge of the standard.

On assignments and assessments, it will become increasingly common to see rubric scores of 0 – 4. These numbers roughly correlate to letter grades in the following manner:

E=4, M=3, NM=2, DM =1 or 0

Scores of ‘3’ and ‘4’ would indicate that the student has met the proficiency level of the grade-level standard. Scores of ‘1’ or ‘2’ would indicate the student has work left to do to meet the proficiency level of the grade-level standard (Policies IK and IKAB).

### **Promotion, Retention, and Placement of Students**

Students are promoted to the next grade based on academic, social, physical growth, emotional growth, and development. Exceptions may be made when it is in the best interest of the student.

The decision to retain a student will be made only after notifying and meeting with the parents (Policy IKE).

# ***STUDENT HEALTH***

## **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that the nurse can alert students at particular risk who may have been exposed. These at-risk students may include those who have insufficient immunity due to chemotherapy or medications, or those who are not immunized for medical or religious reasons. The district will follow both the state and local health authorities' rules and regulations pertaining to communicable diseases (Policy JHCC).

Periodically a student may have signs or symptoms of illness or disease and may need to be excluded from school until a firm diagnosis and treatment have been decided. In some cases, a letter of recovery from a health care practitioner may be required. Some of these conditions may include:

- ✓ fever greater than 100.5
- ✓ vomiting
- ✓ any rashes (with or without a fever)
- ✓ jaundice
- ✓ diarrhea (3 watery or loose stools in one day with or without fever)
- ✓ colored drainage from eyes, ears or nose
- ✓ difficulty breathing or shortness of breath; serious, sustained cough
- ✓ head lice (see below)
- ✓ scabies (may return 24 hours after treatment)
- ✓ skin lesions that are weepy (pus filled) including Staphylococcal skin infections or streptococcal infections

In accordance with OAR 333-019-0010(4), students found with live head lice will be excluded and should be treated and returned to school no later than the following school day. Parents are asked to accompany students when they return to school, as they will need to be checked by a school official before being readmitted to school.

## **HIV/HBV/AIDS**

The District will adhere strictly to policies and procedures of the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV and HBV (Policy JHCCA).

## **Emergency Medical Treatment**

First aid treatment is available for minor injuries at school. If further evaluation by a physician or health care professional is recommended, parents/guardians will be notified. In the event of serious or life-threatening illness/injury, your child will be transported by ambulance to the nearest hospital emergency room.



### **Chronic Medical Conditions**

If your student has a chronic health condition or requires special attention for a medical condition, please schedule a consultation with the school nurse to facilitate appropriate management for your child at school. Families are expected to complete required, health-related paperwork as soon as possible to facilitate this medical management.

### **Immunization Information**

In order to remain in compliance with Oregon law, parents must provide an official copy of a child's immunization record before a child may enroll in school. To attend school, a child must have a minimum of one current dose of the required vaccines. The State of Oregon mandates immunization requirements and requires the school to review student records annually and file a report with the health department. Students with incomplete records/immunizations are subject to exclusion from school. Medical and non-medical exemptions are recognized when appropriate forms are signed (Policy JHCB).

### **Medications**

Students may, subject to the provisions of this regulation, have non-injectable prescription or nonprescription medication administered by designated, trained school staff. Self-medication by students will also be permitted in accordance with this regulation (Policies JHCD and JHCDA-AR).

#### **Designated Staff/Training**

The building principal will designate trained staff authorized to administer prescription or nonprescription medication to students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities. The building principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this regulation.

1. Requests for designated staff to administer medication to a student may be approved by the District and subject to the following:
  - (1) A written request for the District designated staff to administer prescription medication to a student, if because of the frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities must be submitted to the school and shall include:
    - (a) The written signed permission of the parent or guardian;
    - (b) The written instruction from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student including:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration; and
- (vi) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (i) – (vi) above.

- (2) A written request for the District to administer nonprescription medication must be submitted to the school office and shall include:
  - (a) The written signed permission of the parent or guardian;
  - (b) The written instruction from the physician, parent or guardian for the administration of the nonprescription medication to the student including:
    - (i) Name of the student;
    - (ii) Name of the medication;
    - (iii) Method of administration;
    - (iv) Dosage;
    - (v) Frequency of administration; and
    - (vi) Other special instruction, if any.

- b. Medication is to be submitted in its original container;
- c. Medication is to be brought to and returned from the school by the parent;
- d. It is the parent/guardian responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- e. It is the parent/guardian responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- f. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses District-administered medication;
- g. Any error in administration of medication will be reported to the parent immediately and documentation made on the Medication Administration Accident/Medication Incident Report. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, method of administration, etc.;
- h. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the District.

Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a non-recoverable fashion.

### **Tuberculosis Screening**

If your child was born outside the United States, a tuberculosis clearance certificate may be necessary prior to enrollment of your child. Please contact the local Health Department to determine if your child needs to be screened.

### **Vision Screening-Eye Examination**

The parents of a student who is 7 years of age or younger and is beginning an education program with the District for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

Our District will provide a screening opportunity for new students (7 years of age or younger) who do not provide documentation of vision screening or eye examination (Policy JHCA/JHCB).

### **Dental Screening**

State law requires children who are 7 years or younger and who are beginning an education program for the first time, shall submit a certification within 120 days of beginning the education program that the student has received a dental screening within the previous 12 months (Policy JHCA/JHCB).

# ***STUDENT SAFETY***

## ***Bicycle Safety***

Parents should be sure their children know and obey bicycle safety rules. General rules are:

- Wear approved safety helmet – it is the law and only students who obey will be permitted to have bikes at school.
- Arrive on time, park bike in designated area immediately upon arrival and lock it during school hours.
- Ride safely.

## ***Child Find***

The Klamath Falls City Schools has joint responsibility with the Early Childhood Intervention Program to locate, identify, and evaluate all children birth through five years residing within its jurisdiction, suspected of being eligible for early intervention (EI) or early childhood special education (ECSE) services. If you suspect a child may be eligible for these services, please contact the Early Childhood Intervention Program at (541) 883-4745.

## ***Code of Conduct/Discipline and Student Behavior***

Code of Conduct manuals will be provided for each family. It can also be found online at the Klamath Falls City Schools' website, [www.kfalls.k12.or.us](http://www.kfalls.k12.or.us) (Policy JFC and Policy JG).

Our Discipline Policy will follow the limits as set forth in the Code of Conduct and Discipline Policy approved by the Klamath Falls City Schools' Board and as set forth by Oregon school law (ORS 33.250). Our procedures are based on the assumption that children can accept increasing responsibility for their actions and behavior, as well as increased privileges appropriate to their age. The District has agreed upon guidelines that are simple and will be consistently enforced. It is our belief that students have the right to a safe and happy place to learn and that teachers have the right to teach without undue disruption. We will call on you for help and direction when it is needed.

1. Respect/Responsibility for Authority  
Language, behavior, or dress, which interferes with teaching or learning, will not be acceptable.
2. Respect/Responsibility for Property  
Taking, giving, receiving, or damaging property not belonging to the student is unacceptable. Failure to keep the school safe, clean and neat is unacceptable.
3. Respect/Responsibility for Others  
Talk or behavior that is intended to scare or threaten is unacceptable and may result in suspension. Fighting or physically assaulting others is not acceptable and may result

in suspension or expulsion. Use, possession, or the sale of tobacco, alcohol, or drugs will result in immediate referral to the principal and possible suspension or expulsion.

Students will be expected to walk and talk quietly in all areas of the building so as not to disturb others. Students are expected to be courteous and respectful to others at school as well as on the way to and from school and at school-sponsored activities.

### **Conduct of Parents on District Property**

Conduct of parents, other visitors, and district employees:

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among District employees, parents and the public. It is not the intent of the School Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or School Board premises, any employee may request that an administrator or other authorized person direct the speaker to leave promptly the premises. If the person refuses to leave, the administrator/designee or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement (Policy KGB).

### **Cyberbullying**

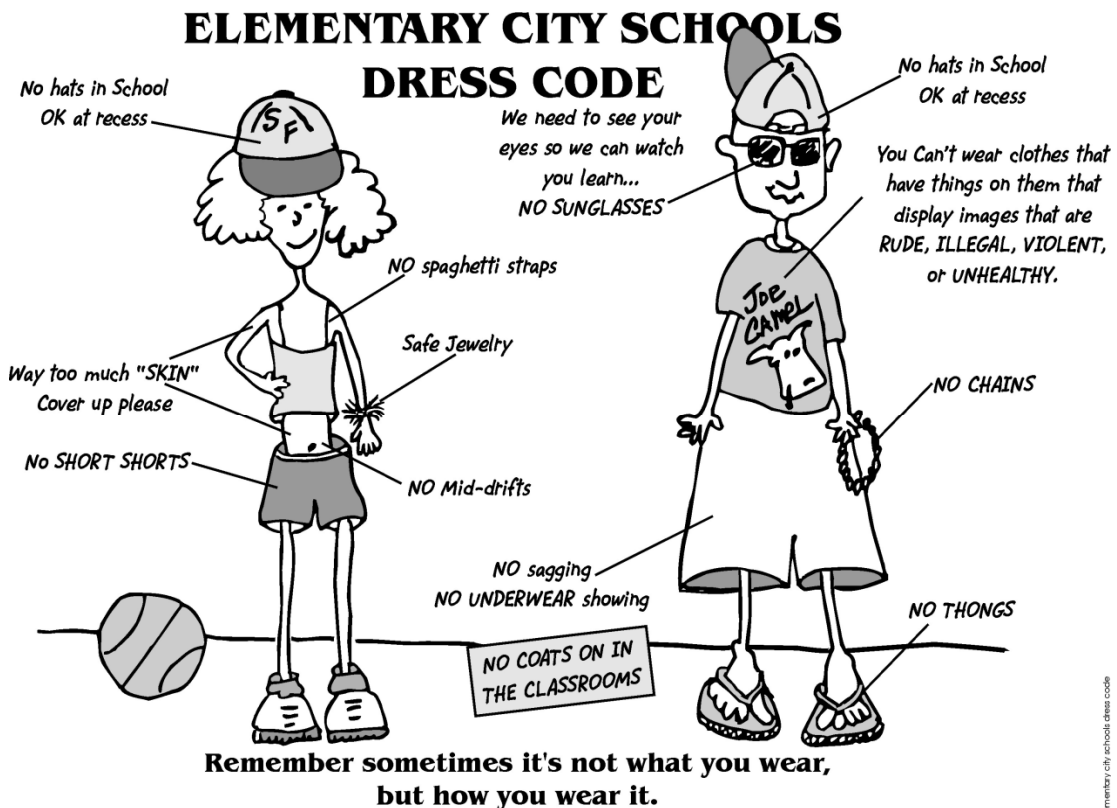
The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as “cyberbullying,” by students, staff or third parties is prohibited and will not be tolerated in the district. “Cyberbullying” is the use of any electronic communication device to convey a message (text, image, web blogging or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, which disrupts or prevents a safe and positive educational or working environment. Students and staff will refrain from using personal communication devices or district property to harass or stalk another (Policies JFCF, GBNA, GBN/JBA, and JBA/GBN).

## Dress Code

Students are expected to arrive at school clean and neatly dressed. If a student's appearance is considered to interfere with the educational process or could be a hazard, parents/guardians will be notified and the student will be allowed to return to class when properly attired. Extremes of clothing, hairstyles or wearing of make-up are prohibited and not appropriate to the elementary school environment (Policy JFCA).

Other types of clothing that are prohibited at school include but are not limited to:

- ✓ Clothing or accessories bearing messages that contain obscene statements or picture or statements advocating immoral, sexually explicit or illegal behavior or that portray violence or encourage hate or alcohol and/or tobacco, drugs and statements of disrespect directed against the school, law or other reasonable authority.
- ✓ Bare feet, wearing of thong/flip-flop type of sandals or other shoes that present a health or safety problem for active students.
- ✓ Shoes with wheels in the heels (called wheelies or heelies). Wheels need to be removed from the shoes prior to entering the school grounds. These shoes present a safety hazard at school.
- ✓ Bandannas, hairnets, caps/hats, chains, jewelry, or accessories that present a health or safety problem or are representative of a gang.
- ✓ Clothing which is immodest or revealing (i.e. tube tops, bare midriffs, spaghetti straps, short shorts, boys' or girls' tank tops that are too large or open on the sides).
- ✓ Items found to be disruptive to teaching/learning or not appropriate to elementary school students (i.e. make-up, mesh or see-through blouses, distractible hair coloring, excessive perfume or cologne, high heels).
- ✓ Long trench coats or wearing of coats in the classrooms.



### *Emergency/Crisis Drills*

Emergency fire, earthquake, and crisis drills are held on a regular basis and monitored by the State Fire Marshall. Maps and diagrams of escape routes are posted in each room in the building. Students are expected to follow the directions of staff immediately and in an orderly manner when alarms are sounded. Please take time to talk with your child about emergency situation plans (i.e. where should they go, who may pick them up, emergency contact information listed on their school registration, etc.). (Policy EBCB).

### *Safety of Students*

Your child's safety is of our utmost concern. We teach and review safety issues with students regularly. It is important for you to reinforce safety rules and regulations at home regarding the danger of speaking with strangers, getting into cars with strangers, and accepting gifts from strangers. Use of a code word may be advisable to use with your child. Adult supervision is provided during regular school hours. This **does not include** early morning or following the usual student dismissal times.

Please contact your child's school immediately should your child report suspicious occurrences or strangers attempting to interact with them on the way to or from school.

### *School Resource Officers*

The Klamath Falls City Schools collaborate with the Klamath Falls City Police Department. A school resource officer is available to our elementary schools and can often be seen in and around our schools during school hours. Our resource officers work with school staff, students, and parents in the area of school safety and crime prevention. Should there be reason for the police to conduct an interview with one of our students, every attempt will be made to contact parents prior to the interview. Current parent contact information is vital to reaching parents for this reason as well as other emergencies (Policy KN).

### *Searches*

District officials may search the student and his/her personal property when there is reason to suspect a student is concealing evidence of an illegal act or is in violation of the Student Code of Conduct (see Code of Conduct for complete explanation.). (Policy JFG).

A general search of district facilities and properties including, but not limited to, desks, lockers, and storage cabinets may occur at any time. Parents/students will be notified of searches and any items seized.

### *Skateboard/Rollerblade/Scooter Use*

Due to the inherent dangers to both participant and nonparticipant, combined with the potential liability assumption, the use of skateboards/rollerblades, scooters or similar devices on district grounds is not allowed. However, if students do use skateboards as a means of transportation to

school, they will be allowed to store their skateboard in one of the skateboard racks that are in place at the district schools. As mentioned previously, students will not be allowed to use skateboards while on school grounds and will dismount and carry their skateboard to the skateboard rack for proper storage. If participants use skateboards/rollerblades/scooters on school grounds, they will be confiscated by school authorities and placed in the principal's office for parents to retrieve.

### **Threats of Violence in Schools**

Current School Board Policy JFCM states: Student's threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the District. Students found in violation of this policy shall be subject to **discipline up to and including expulsion** (Policy JFCM).

The building principal shall ensure notification is provided to:

1. The person of any student in violation of this policy and the disciplinary action imposed.
2. The parent of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student.

### **Weapons**

Weapons are not allowed on District property or at school activities. Klamath Falls City Schools will not tolerate possession of weapons including toys or "look a likes." Weapons may include, but are not limited to knives (of any type or size), firearms, pellet guns, ammunition, fireworks, chains, or any martial arts items.

Current School Board Policy JFGJ states: "Students shall not bring, possess, conceal or use a weapon on district property or at activities under the jurisdiction of the District or interscholastic activities administered by a voluntary organization approved by the State Board of Education..."

Incidents of a student's possession of weapons as defined by ORS 161.015 and Federal Law 18 USC 921 will be reported to the student's parents and shall be reported to the police.

Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing firearms, as defined by Federal Law, a dangerous weapon, or deadly weapon, as defined by ORS 161.015, to school will be **expelled for a period of not less than one year** (Policy JFCJ).