



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

**2021-2022  
Student-Parent Handbook**

Dear Klamath Learning Center Families,

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

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

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

Professionally,

Toby R. Flackus

Supervisor of Alternative Education



## POLICY OF NON-DISCRIMINATION

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

### ADA and 504 COMPLIANCE NOTICE

Section 504 states:

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

#### Klamath Falls City Schools is Dedicated to Protecting Children

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

Employees that fail to report suspected abuse or neglect are subject to fines and/or loss of licensure. Our staffs are not legally permitted to discuss abuse reports. Harassment of employees relating to abuse reporting is strictly prohibited. If you have any questions or concerns regarding child abuse and neglect reporting, please contact the Klamath Falls Services to Children and Families Office at 541.883.5570. If you have a disability that causes you to need this publication in an alternate format, please contact Heidi Snodgrass at 541.883.4745.

## **Title 1C Migrant**

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

## **District Philosophy**

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

### **Student Needs**

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

### **Curriculum**

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

### **Staff Development**

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

### **School and Community Relations**

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

# KFCS STRATEGIC PLAN

## Mission

100% Graduation is Our Expectation

## Vision

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

## Aims

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

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

**Board of Education**

Ms. Lori Theros, Chair  
Ms. Carol Usher, Vice Chair  
Ms. Vanessa Bennett  
Ms. Trina Perez  
Ms. Dawn Albright  
Mr. Patrick Fenner  
Ms. Ashley Wendt-Lusich

lori.theros@kfcityschools.org  
carol.usher@kfcityschools.org  
vanessa.bennett@kfcityschools.org  
trina.perez@kfcityschools.org  
dawn.albright@kfcityschools.org  
patrick.fenner@kfcityschools.org  
ashley.wendt-lusich@kfcityschools.org

**Administration**

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

Mr. Keith Brown, Superintendent	541.883.4700
Ms. Renee Clark, Director of Human Resources	541.883.4702
Ms. Heidi Snodgrass, Director of Special Services	541.883.4745
Mr. Gerard Collins, Coordinator of Federal Programs	541.883.4744
Mr. Daymond Monteith, Director of Operations	541.883.4703
Mr. Wayne Huggins, Director of Maintenance	541.883.4705
Mr. Chrys Dawes Director of Transportation	541.883.4716
Ms. Tamra Taylor, Director of Dining Services	541.883.4758

# **Klamath Learning Center Staff**

**Toby Flackus, Supervisor of Alternative Education**

<b>Joelene Grande</b>	<b>Student Services Coordinator</b>
<b>Pam Shannon</b>	<b>A.M. Diploma Teacher</b>
<b>Sue Walker</b>	<b>P.M. Diploma Teacher</b>
<b>Steve Caldwell</b>	<b>GED Prep Teacher</b>
<b>Brent Nichols</b>	<b>Home School Teacher</b>
<b>Amy Susee</b>	<b>JDH Teacher</b>
<b>David McNelly</b>	<b>Resource Specialist</b>

<b>Kassidy Rubio</b>	<b>Office Manager</b>
<b>Susan Holzgang</b>	<b>Registrar</b>

<b>Natalie Carpenter</b>	<b>Para-Professional (JDH)</b>
<b>Brenda Hall</b>	<b>Para-Professional</b>
<b>Mikeda Murtha</b>	<b>Para-Professional</b>
<b>Jeanette Rubio</b>	<b>Para-Professional</b>
<b>Maria Salcedo</b>	<b>Para-Professional</b>

<b>Richard Renslow</b>	<b>Computer Tech</b>
<b>Jim Spoon</b>	<b>Custodian</b>

# Klamath Learning Center

---

## Calendar of Events 2021-2022

---

August 23 - 25	New Teacher In-Service
August 30 - September 1	All Certified Staff In-Service
August 9 - September 7	Registration
September 6	Labor Day
September 7	All Classes Begin
October 14	Conferences 4pm - 8pm
October 15	No School - Conferences 8am - 8pm
November 5	Teacher Prep - No School
November 11	Veteran's Day - No School
November 22 - 26	Thanksgiving Break - No School
December 20 - 31	Winter Break - No School
January 3	Classes Resume
January 17	Martin Luther King Day - No School
January 28	Teacher Prep - No School
February 21	Presidents' Day - No School
March 21 - 25	Spring Break
April 8	Teacher Prep - No School
April 13	Conferences 4pm - 8pm
April 14	No School - Conferences 8am - 8pm
April 15	No School
May 30	Memorial Day - No School
June 11	KLC Graduation Ceremony
June 16	Last Day for Students
June 17	Last Day for Teachers

### Daily Schedule

Monday, Tuesday, Thursday, Friday  
8:15am -- 11:45am and 12:15pm -- 3:45pm

Wednesday  
9:15am -- 11:45am and 12:15pm -- 3:45pm



# School Information

## Closed Campus

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

## Change of Address or Phone Number

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

## Conferences

There are two conference times scheduled during the school year. The first takes place on October 14<sup>th</sup> and 15<sup>th</sup>. The second conference time will be on April 13<sup>th</sup> and 14<sup>th</sup>. Appointments will be made for conferences at any other time a concern arises. Please feel free to call the school office for an appointment.

## Care of School Property by Students

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

## School Pictures

At this time, we do not have school pictures offered at Klamath Learning Center. Student identification cards can be produced as needed.

## Visitors and Guests

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

## Parking and dropping students off for school

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

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

## Lunches

Lunches are provided to students at no cost. Lunches are produced at KUHS and brought over each school day. Students will be asked each day if they want lunch, so an accurate count can be provided to the cafeteria staff at KUHS.

## School Closure

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

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

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

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

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

## Video Camera Surveillance System

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

## Emergency Drills

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

## Plagiarism

Plagiarism is academic dishonesty. Intellectual theft occurs when another's ideas are not cited. Citation gives credit to the original author. Offering another's unique ideas as one's own through paraphrasing is intellectual theft.

According to the International Center for Academic Integrity (ICAI), "academic integrity is "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage." (AVID, 2021).

*Maintain academic integrity.* AVID Open Access. (2021, August 3). Retrieved September 10, 2021, from <https://avidopenaccess.org/resource/maintain-academic-integrity/>.

It is the intent at Klamath Learning Center to educate its students regarding the seriousness of plagiarism.

First Offense: The student will be required to watch a series of videos, complete a comprehension test and participate in a discussion with school staff.

Second Offense: The student's parent/guardian is informed. The assignment in question receives a zero and cannot be redone.

Third Offense: The student's parent/guardian is informed. It is possible that the student fails the course.

### **Phone Policy**

Electronic devices, including cell phones and music, are prohibited at all times at Klamath Learning Center.

Students are expected to turn their cell phone into the teacher before class begins. If students choose to not turn their cell phone in, it must be turned off and not visible throughout the school day.

Under no circumstances should a cell phone be taken into the student restroom.

Parent/Guardian, in the event of an emergency please call the school's main office at (541) 883-4719 and we will quickly get a message to your child.

First Offense: Student warning.

Second Offense: The cell phone is confiscated and placed in the office of the Dean of Students. The student must meet with the Dean at the end of class to collect the phone.

Third Offense: The cell phone is confiscated and placed in the office of the Dean of Students. A parent meeting must take place before the phone is returned to the student.

If the device is confiscated because the student is not following our policy, then please note that neither the school nor any of its employees are responsible for the loss or damage to any electronic device. This policy applies whether that device is in the student's possession or confiscated by the staff due to non-compliance. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times.

### **Student Appearance**

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

## Discipline Policy

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

# Student Code of Conduct

## Unexcused Absences or Tardies

Truancy may result if the parent does not excuse the student within a day of his/her return to school. Excessive absences may result in school officials visiting the home of the student and arranging meetings with the parent/guardian.

## Insubordination/Insolence/Fighting

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

## Vandalism/Theft

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

## Classroom Disruptions

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

## Fighting/Threatening/Verbal and/or Physical Assault

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

## Interrogations

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

1. The principal (or a designee of the principal) will call the parent prior to the interrogation and give the parents 20 minutes to come to the school. If the parent cannot be reached by telephone and/or

does not wish to be present at the interrogation, the principal or his designee (if parent is not in the interrogation) will be present during the interrogation.

2. Under certain circumstances, a school administrator, in cooperation with law enforcement personnel, may elect not to call the students' parents prior to the interrogation.
3. In the event the law enforcement officials desire to remove the student from school, a determined effort will be made to notify the parents of such action, before the student departs the school. In suspected child abuse cases, Department of Human Services (DHS) and law enforcement officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting the parents. The principal or his/her designee should request to be present during the interview, and consult with DHS personnel to determine the best procedure to notify the student's parents regarding the interview. If custody or arrest is involved, the principal will request that law enforcement officials observe all procedural safeguards prescribed by law.

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

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

### **Suspension (Up to ten school days)**

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

### **Expulsion**

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