



Ponderosa Middle School

A Great Place to Be Your Best all the Time!

2020 – 2021

Student – Parent Handbook

NOTICE

Due to the current COVID-19 situation, information given in this document are subject to change to meet current State, County, City and School District standards.

Thank you for your understating and adherence to any changes that are made.

Dear Students, Parents, and Guardians,

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

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

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

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

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

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

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

Brett Lemieux - Principal

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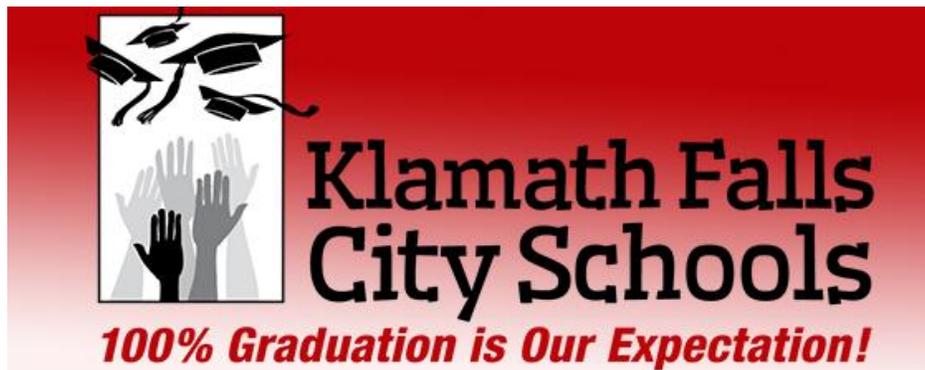
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Ponderosa Middle School Mission Statement

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

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



Policy of Non-Discrimination

Ponderosa Middle School and the Klamath Falls City School District does not allow discrimination based on an individual's race, color, religion, gender, sexual orientation, national origin, disability, parental or marital status or because of the race, color, religion, sex, national origin, disability, parental or marital status or age of any other persons with whom a student associate. For more information contact Principal, Brett Lemieux, at 541.883.4740, District Disabilities/Grievance Officer, Heidi Schultz, at 541.883.4745, or the Superintendent of KFCS, Dr. Paul Hillyer, at 541.883.4700.

ADA and 504 Compliance Notice

Section 504 states:

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

Klamath Falls City Schools is Dedicated to Protecting Children

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

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

Talented and Gifted Program (TAG)

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

Title 1C Migrant

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

District Philosophy

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

Student Needs

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

Curriculum

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

Finances

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

Plant Facilities

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

Staff Development

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

School and Community Relations

To have a commitment to effective communication with the various public.

KFCS Strategic Plan

Mission

100% Graduation is our Expectation!

Vision

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

Aims

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

**KLAMATH FALLS CITY SCHOOLS
PONDEROSA MIDDLE SCHOOL
2554 Main Street
Klamath Falls, Oregon 97601-2724
541.883.4740
Fax 541.885.4286**

Board of Education

Lori Theros, Board Vice Chair.....	541.690.2514
Carlos Soriano	541.892.6738
Trina Perez	541.885.4863
Carol Usher.....	541.281.0415
Michael Moore.....	541.892.1886
Mychal Amos, Board Chair	541.331.7324
Dawn Albright.....	541.591.3998

District Administration

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

Dr. Paul Hillyer, Superintendent.....	541.883.4700
Renee Clark, Director of Personnel	541.883.4702
Heidi Schultz, Director of Special Services	541.883.4745
Gerard Collins, Director of Curriculum K-6.....	541.883.4744
Daymond Monteith, Director of Operations.....	541.883.4703
Wayne Huggins, Director of Maintenance.....	541.883.4705
Chrys Dawes, Director of Transportation	541.883.4716
Brandon Sheppard, Director of Food Service	541.883.4758

Ponderosa Staff Listing 2020-2021

Administration	Extension	Title
Lemieux, Brett	6010	Principal
Dix, Louis	6011	Assistant Principal
Millsap, Ryan	6012	Dean of Students
Clark, Britt	6040	Counselor

Secretarial Staff	Extension	Title
Reister, Jennifer	6030	Assistant Principal's Secretary
	6007	Dean of Student's Secretary
Slaughter, George	6000	Principal's Secretary
Syrnyk, Kelly	6001	Counselor's Secretary

Teachers	Extension	Area
Aakre, Brett	3703 (KU)	Chorus
Bailey, Brian	6514	Science
Barleen, Kyla	6102	Special Education
Buchan, Matt	6520	Mathmatics
Bucher, Erin	6510	Science
Coker, Triann	6506	Language Arts
Epperly, Christi	6537	6th Grade Instructor
Glidden, Brent	6505	Language Arts
Glidden, Shari	6541	6th Grade Instructor
Hakanson, Brent	6542 (Pondo) 3728 (KU)	Orchestra
Hanson, Stacia	6509	Social Studies
James, Lindsay	6524	Science
Kallstrom, Adam	6512	Mathmatics
Kallstrom, Calandra	6516	Language Arts
Langley, Drew	6090	Band
Lonner, Kurt	6502	Heath
Luce, Michael	6523	Special Education
Meis, Lanie	6525	Art
Mortenson, Evan	6540	6th Grade Instructor
Najar, John	6532	6th Grade Instructor
Neuman, Betsy	6536	6th Grade Instructor
Overstreet, Michael	6504	Social Studies
Pruna, Susan	6517 (Pondo) 7136 (District)	ELD
Quinowski, Paige	6503	Health/Physical Education
Rico, Francisco	6507	Mathmatics/RTI
Rokosky, Trevor	6508	Social Studies
Ruiz, Bree	6539	6th Grade Instructor
Slaughter, Laurie	6543	6th Grade Instructor
Solyst, Dena	6042	Special Education
Wahl, Leah	6513	Mathmatics
Woodley, Joel	6071	Physical Education

Parapros	Extension	Area
Albert, Toni	6544	PASS Room
Anderson, Kylie	6042	Special Ed / PRC
Bybee, Rose	6042	Special Ed / Support Ed
Chapman, Donnalee	6042	Special Ed / PRC
Engelgau, Gina	6042	Special Ed / PRC
Everett, Trista	6042	Special Ed / Support Ed
Fanning, Amanda	6511	Turning Lane
Gravelly, Jaimi	6042	Special Ed / Support Ed
Havener, Tammy	6042	Special Ed / Support Ed
Morris, Christine	6042	Special Ed / PRC
Schroeder, Dominique	6042	Special Ed / Support Ed
Warrior, Heather	6042	Special Ed / Support Ed
Ziverberg, Moshe	6095	Title VI

Custodial	Extension	Title
Baird, Cody	6060	Head Custodian
Anderson, Michael	6060	Day Shift Custodian
Malone, Steven	6060	Night Shift Custodian
Griffin, Richard	6060	Night Sweeper

Cafeteria	Extension	Title
Harris, Jannette	6050	Cafeteria Manager
McNeilly, Laura	6050	Assistant Cook
Olson, Teresa	6050	Assistant Cook
Peterson, Jacquie	6050	Assistant Cook
Stroh, Donnell	6050	Assistant Cook
Tutor, Alyssa	6050	Assistant Cook

Health Room	Extension	Title
Fain, Larissa	6088	Staff Nurse
Scott, Jessica	6088	Nurse's Assistant

Calendar of Events 2020-2021

August

August 17 through August 21 New Teacher In-Service
August 25 through August 27 Certified Staff In-Service
August 31 Certified Staff In-Service

September

September 01 through September 3 Certified Staff In-Service
September 07 Labor Day
September 08 First Day of School
September 24 Open House 6:00 p.m.

October

October 30 Teacher Prep – No school for students

November

November 11 Veteran’s Day – No school
November 25 through November 27 Thanksgiving break

December

December 21 through December 31 Winter Break

January

January 01 New Year’s Day – No School
January 04 Classes Resume
January 18 Martin Luther King Day – No school
January 22 Teacher Prep – No school for students

February

February 04 Conferences 4:00p.m. to 8:00p.m.
February 05 Conferences 8:00a.m. to 8:00p.m. – No
school for students
February 15 Presidents’ Day – No school

March

March 22 through March 26 Spring Break

April

April 02 Teacher Prep – No school for students

May

May 31 Memorial Day – No school

June

June 10 Last day for students
June 11 Last day for teachers

If you have a special need or disability that requires accommodation to access a program or activity, please contact the principal at 541.883.4740.

NOTE: Due to the current COVID-19 situation dates are subject to change.

2020 – 2021 Class Schedule

Here at Ponderosa we will be utilizing an AM-PM Hybrid Schedule when we are able to resume in person lessons.

Start	End	Type of Interaction
8:05 am	8:15 am	Buses Unloading/ To Classrooms
8:15 am	10:55 am	Classroom Instruction
10:55 am	11:05 am	Buses/Loading/Departure
11:05 am	12:35 am	Teacher Lunch / Planning Time
12:35 pm	12:55 pm	PLC
12:55 pm	1:05 pm	Buses Unloading/ To Classrooms
1:05 pm	3:45 pm	Classroom Instruction
3:45 pm	4:00 pm	Buses/Loading/Departure

NOTE: Due to the current COVID-19 situation times are subject to change.

Progress Reports, Grades and Report Cards

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

1st Quarter Progress Report	October 02, 2020
1st Quarter Ends	October 30, 2020
2nd Quarter Progress Report	December 11, 2020
2nd Quarter/1st Semester Ends	January 22, 2021
3rd Quarter Progress Reports	February 26, 2021
3rd Quarter Ends	April 02, 2021
4th Quarter Progress Reports	May 07, 2021
4th Quarter/2nd Semester Ends	June 10, 2021

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

NOTE: Due to the current COVID-19 situation dates are subject to change.

General Information

Registration

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

Classroom Expectation

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

Tardy Policy

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

1-5 will result in a warning. 5-25 will result in lunch detention for each new tardy. 25-30 will result in a half day in school suspension for each new tardy. 30-34 will result in a meeting with the Administration and contact will be made with the family for each new tardy. At the 35th tardy, Administration will contact the family and may result in a SPS

NOTE: Due to the current COVID-19 situation Ponderosa Middle School's Tardy Policy only applies to in person lessons.

Backpack Expectation

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

Gifts and Solicitations

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

Dropping Off Items for Delivery to Students

Parents that wish to drop off items to be delivered to their child (i.e. birthday balloons, gifts, etc.) must bring all items to the main office. All items will be delivered to the student at the end of the day to limit distributions to classes and the learning process.

If you are bringing food/drink for your child we ask that you limit the amount of the food/drink so to be enough for your child only. Do not drop of food/drink for multiple kids or with the intention of sharing with others.

Closed Campus

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

Change of Address or Phone Number

It is vitally important that we have current addresses, phone numbers, places of parent employment and emergency phone numbers for all 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 newsletter or other announcements that are mailed periodically.

Freedom of Expression

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

Conferences

There are two conference times scheduled during the school year. The first takes place in October. The second conference time will take place in February. In addition, we will hold a Back-to-School Open House in September, so you can meet your child's teachers and learn about the classes. Exact dates and times will be announced and will follow all district directives. Appointments can be made for conferences at any other time a concern arises. Please feel free to call the school office for an appointment.

NOTE: Due to the current COVID-19 situation dates are subject to change.

Grand Honor Roll and Honor Roll

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

Newsletters

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

Textbooks and Chromebooks

Students are expected to take good care of textbooks and issued Chromebooks. These items are loaned to the student by our school district and the student must assume full responsibility for the care of these items. Loss of items due to theft or other circumstances will not be accepted as an excuse for nonpayment. The student must pay for any lost item before another will be issued to him/her. If the item is found and returned, a refund will be made. If an item is damaged, the student will be required to pay a damage charge to repair or replace the item. A student's obligation to take care of fees acquired due to lost and/or damage to issued items will remain with the student from year- to- year.

Care of School Property by Students

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

Lockers and Personal Items

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

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

NOTE: Due to the current COVID-19 situation lockers will not be issued to students. dates are subject to change. This will be re-assessed when we move back into in person lessons.

Fees for the 2020-2021 School Year

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

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

NOTE: Due to the current COVID-19 situation we are not collecting fees currently. Fees will be re-assessed when we move back into in person lessons.

School Pictures

Information will be distributed to students prior to date regarding prices of the packages available. Pictures will be taken of all students but payments must be made to the photographer at the time photos are taken, if packets are being purchased. Retakes will be scheduled at a later date.

NOTE: Dates might change due to COVID-19 restrictions on in person lessons.

Posters and Signs

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

Sharpies and Permanent Markers

Ponderosa does not allow sharpies or permanent markers in school.

Field Trips and Special Events

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

NOTE: Due to the current COVID-19 situation we are currently not scheduling any field trips. This will be re-assessed when we move back into in person lessons.

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 an interest. All visitors must check in at the main office and be issued a visitor's tag. We do not allow visiting students to attend school with our pupils. It is disruptive to the learning situation to have children in a classroom who do not attend the school.

NOTE: Due to the current COVID-19 situation we are limited to the number of people that are allow inside of the school building. All individuals must follow State guidelines for social distancing and face coverings while in the building and on the school grounds.

Cafeteria

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

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

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

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

Pricing

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

Dietary Needs

If your child has a special medical need that requires special foods, please contact the Food & Nutrition Office at 541.883.4758. Request a Special Medical Need Form, which will need to be filled out by the proper health professional. After the form has been completed and returned, the process of identifying and obtaining substitute food items for your child can begin. Please note that we are required by the State of Oregon to obtain a current form

filled out by the proper medical professional before accommodations of any menu or food changes can be made for your child. Two copies must be kept, one at the serving kitchen and one at the Food & Nutrition main office. Our school nurse may also need to be notified of any nutritional needs so that she may assist us with your child's medical needs at school.

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

NOTE: Due to the current COVID-19 situation we only offering cold lunch and breakfast that will be made available on Wednesdays during distant learning. During in person lessons lunch and breakfast will be handed out to students as they leave the building.

School Closure

The decision for closures is made by the school district administration after consultation with the weather, highway, emergency and/or transportation personnel. If the district decides not to open school or to dismiss school early, announcements will be made periodically throughout the day beginning at approximately 6:00 a.m. or whenever the decision is made for closure. Emergency closures will be listed on the district website and parents will be contacted by phone using our parent notification system. In addition, the stations listed below will carry these announcements:

RADIO STATIONS

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

KOTI Antenna – Channel 2 Cable – Channel 2	KDKF Antenna – Channel 31 Cable – Channel 13	KTVL Antenna – Channel 10 Cable – Channel 4
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Please do not telephone the stations, the school, or the school district office. Refer to Board Policy EBCD.

Accident Insurance

Accident insurance is available to all pupils enrolled at Ponderosa. Information will be distributed on the student's first day of school. This policy will meet the requirements of our district-mandated athletic insurance requirement. Please study the materials carefully; this is a limited policy providing assistance in the case of injury. All accidents must be reported immediately. Claim forms are issued from the school office. Inquiries concerning the plan should be directed to the agent at 541.882.5507.

Video Camera Surveillance System

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

Media Center/Library

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

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

NOTE: Due to the current COVID-19 situation we are restricting the use of the Media Center/Library. This will be re-assessed when we move back into in person lessons.

Emergency Drills

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

NOTE: Due to the current COVID-19 situation we are not conducting Emergency Drills. This will be re-assessed when we move back into in person lessons.

Student Appearance

Gloves or bandanas are not to be worn by students during school hours and must remain in the student's locker until dismissal at the end of the day.

Clothes which are disruptive to the learning process, are obscene, advertise drugs, alcohol or tobacco are not allowed. Students cannot wear anything that can be used as a weapon, or is potentially dangerous.

Clothing which bears profane or inflammatory language or images is not allowed.

These policies apply during all extra-curricular activities.

Counseling

The counseling program at Ponderosa is an essential and integral part of the total education process. This program complements classroom instruction. It is an organized effort by the school to provide learning experiences to help students develop values and attitudes toward responsible individual behavior and set them up for success in middle school and beyond.

Counseling services at Ponderosa Middle School include classroom lessons, support groups, and individual sessions. Guidance lessons last approximately 20-30 minutes, and a variety of activities (conversation, art, mindfulness, etc.) are used to help students grow in their ability to understand themselves, set goals, and work through the challenges they are facing. A large focus in guidance lessons will be on career, social and emotional well-being, academic planning, as well as addressing typical concerns that middle school students face. We will also focus on suicide prevention, coping skills, motivational tactics, and how to reduce stress and anxiety.

The counseling team consists of the school counselor and our on-site Klamath Basin Behavioral Health staff to provide a strength-based approach as well as more extensive support. The counseling department works to collaborate with families, teachers, community members, and administration to provide the best opportunities for your child to succeed in life and academics.

Groups and individual sessions are all voluntary and offered to all students. These services are provided for your child so he/she can have the opportunity to address concerns so that they do not get in the way of learning. If needed, we are also able to provide referrals for outside counseling services for children, adults, and families.

All counseling is confidential unless it is in the child's best interest for us to disclose to the proper authorities, such as in the case of abuse, neglect, or endangerment. We are happy to discuss general impressions as we work with your child so you may best help him/her at home.

We will hold meetings with the administration and the counselor to address any thoughts, questions, or concerns. We are here to help in any way you can. Please feel free to reach out at any time. We look forward to working with your students!

Health Room

Students are seen throughout the day with illness and injury in the school's health room. In our health room there is a trained health aide and a district nurse. A nurse may not always be present to care for the student. However, there are designated staff in our school that are trained in first aid and CPR. They will assist with the student's health care needs, or call 911 if necessary.

Most illnesses and injuries that occur in school are minor, and may not require a phone call to parents. Students may request to call home themselves from the health room once illness or injury has been confirmed. The Nurse or Health Aide may excuse a student due to confirmed illness or injury. If a student decides to go home with no reasoning or clinical findings the student will not be excused, and missed classes will count against their attendance. If the nurse or Health Aide feels the injury needs follow-up, they will contact the parent or guardian by phone.

If the nurse, office staff or Emergency Response Team member feels the illness or injury is an emergency, the school will try to notify the parent or guardian, and then we will contact the emergency contact that is listed. If an ambulance is necessary, and a parent or guardian is not available the principal has the authority and will take responsibility for sending the student with a school employee to the hospital, if needed.

We encourage students to stay in the classroom during the school day. If a student has frequent visits to the health room, or calls home frequently during the school week the nurse may contact the parent or guardian to determine if there is a medical or psychosocial concern that should be addressed at home or at school. Nurses are consulted by both school staff and parents regarding frequent illnesses and absences and are available to help solve these issues as needed.

We are dedicated to providing a safe learning environment for your student, and have laid out several guidelines related to Covid-19. This year we have designated the Health room for students needing assistance with Diabetes, seizures, injuries, daily medications, and non-illness issues. All illnesses related will report to our newly added CARES room for possible Covid related symptoms or flu. Students then will be evaluated and parents will be contacted with findings, and recommendations from our Covid Coordinator

Extra-Curricular Participation Policy

Activities Program

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

Activities

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

Extra-Curricular Activities

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

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

Dance Procedures

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

Dress appropriately

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

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

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

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

Air Quality Index

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

Academics

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

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

Citizenship

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

Attendance

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

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

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

Student Code of Conduct

Unexcused Absences or Tardies

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

NOTE: Due to the current COVID-19 situation Ponderosa Middle School's Tardy Policy only applies to in person lessons.

Insubordination/Insolence/Fighting

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

Vandalism/Theft

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

Conduct at Student Assemblies

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

Classroom Disruptions

Students who are disruptive to the learning environment will be disciplined. As students enter new classes throughout the year, teachers will explain inappropriate behavior and students will be expected to refrain from such behavior. Should disruption occur in the classroom, the offending student could expect to receive a detention. In cases when the behavior becomes a greater problem, a referral to the dean of students or assistant principal, parent contact and further disciplinary action can be expected.

Fighting/Threatening/Verbal and/or Physical Assault

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

Interrogations

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

1. The principal (or a designee of the principal) will call the parent prior to the interrogation and give the parents 20 minutes to come to the school. If the parent cannot be reached by telephone and/or does not wish to be present at the interrogation, the principal or his designee (if parent is not in the interrogation) will be present during the interrogation.
2. Under certain circumstances, a school administrator, in cooperation with law enforcement personnel, may elect not to call the student's parents prior to the interrogation.
3. In the event the law enforcement officials desire to remove the student from school, a determined effort will be made to notify the parents of such action, before the student departs the school. In suspected child abuse cases, Department of Human Services (DHS) and law enforcement officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting the parents. The principal or his/her designee should request to be present during the interview, and consult with DHS personnel to determine the best procedure to notify the student's parents regarding the interview. If custody or arrest is involved, the principal will request that law enforcement officials observe all procedural safeguards prescribed by law.

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

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

Behavior Correction Methods

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

Counseling (Individual and/or Group)

Assists student in clarifying problems and solutions.

Detention

Used to cover minor and major discipline problems.

Restorative Practices

Meeting held with student, parent/guardian, teacher and/or member of the administration team.

Parent/School Conference

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

Suspension (Up to ten consecutive school days)

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

Expulsion

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



Ponderosa Middle School
**Discipline
Policy**

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

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

August 2020

Discipline Policy

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

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

Be Safe
Be Respectful
Be Responsible

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

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

Positive Behavior Supports

Reward Activities

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

ACE Card

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

Great News Cards

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

Ponderosa Middle School Behavior Matrix

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

Discipline Matrix for Ponderosa Middle School

This continuum is to be used as a guide. Circumstances will be taken into consideration.

Administration has a final say.

Discipline Continuum For Behavior Choices	(Staff Handled) Warning -Student Conference -Reteach and practice procedures -classroom consequence	(Staff Handled) Minor Referral <u>-Complete referral in SIS</u> <u>-Parent contact (phone or email)</u> -May send to Pass Room, Turning Lane or Buddy Room -Restorative Practice when appropriate	(Dean/Administration Handled) Major Referral <u>-Complete Referral in SIS</u> <u>-Parent contacted (by phone) by teacher and administration.</u> - Communicate with Administration as needed. -Add "Detention" to SIS if you feel it's needed -Restorative Practice when appropriate	(Dean/Administration Handled) Major Referral - Consequences -Dean/Administration parent contact -Consequence assigned -Restorative Practice when appropriate
Minor: Inappropriate verbal language Major: Abusive/ Language/Profanity	Mild inappropriate language. Example; shut up, etc. Deemed inappropriate by staff	Repeated mild language	Swearing abuse language. "I hate you", "F" word, "B" word, inappropriate racial, etc.	-Detention -In school or out of school suspension
Minor: Physical contact Major: Physical aggression/Fighting	Not keeping hands, feet and objects to self, play fighting	Repeat play fighting, pushing, shoving, kicking	Hitting, kicking, choking, scratching (intentional), other types of physical attacks	-Detention -In school or out of school suspension -Referral to law enforcement -May result in expulsion
Minor: Defiance, disrespect, non-compliance Major: Disrespect/ Insubordinate or Threats	Poor attitude	Back talk, rude comments or actions, arguing, failure to serve detention	Willful refusal to follow directions, persistent arguing, refusal to serve detention, refusal to leave the classroom. Threats of violence	-Detention -In school or out of school suspension -May result in change of placement -Expulsion
Disruptions	Talk outs, off task, interrupting	Intermittent interruptions, distracting others	Constant disruption in class or other areas.	-Detention -In school or out of school suspension
Harassment – Sexual Unwanted language towards individual or group	Mild sexual comments, boyfriend/girlfriend inappropriate mild comments, etc. "You're hot"	Repeated mild comments. Sharing pictures/drawings of a sexual nature, etc.	Sexual content, obscene gestures, unzipping or pulling down pants, inappropriate touching/kissing, etc.	-Detention -In school or out of school suspension -No contact order
Harassment – Racial	Naïve use of racist terms	Mild racially based comments	Derogatory racially based comments, continuous comments	-Detention -In school or out of school suspension -No contact order
Harassment - Bullying (non-sexual)	Not keeping hands and feet to self with intent to have control over others, etc.	Teasing, name calling, rumors, exclusion from activities, etc.	Repeated harassment, cruel thoughtfulness hurtful comments,	-Detention -In school or out of school suspension -No contact order

			intimidation, threat, etc.	
Dress code violation: no hoods, offensive/sexual images or text, bandanas, substances illegal for students, or blankets in class. Shoes required.	Mild infraction - inform students, change clothes. Refer to administration if needed.	Repeat offender	Repeat offender	-Detention -Parent contact to change clothing.
State Violation: Drugs/alcohol/tobacco			Possession/use/transporting of alcohol, tobacco, illegal drugs	-Suspension -Expulsion -Referral to law enforcement -Citation
Major: Gang affiliation/display	Wearing clothing, flashing gang signs, whistling, student unaware of meaning, etc.	Clothing, pictures, whistling, tattoos, display gang signs, etc.	Repeatedly wearing gang clothing, displaying gang pictures, signs, etc.	-Detention -In school or out of school suspension -Referral to law enforcement -Expulsion
Property Damage/Vandalism Documentation as STATE ONLY, write if minor or major in description	Removable marks – clean up during student free time	Semi removable marks- clean up the mess and do additional clean up on student free time	Repairable damage, extensive irreparable damage	-Detention -In school or out of school suspension -Repair/clean up damage -May result in referral to law enforcement -Charge for damages
Forgery/theft NO MINOR OPTION (THEFT IN MAJOR, NO FORGERY) - STATE ONLY		Theft of an item (inexpensive item from the school or another student). Signing an adult’s name on a form	Theft of a moderately expensive item. Continued forgery. Damage over \$5.	-Detention -In school or out of school suspension -May result in referral to law enforcement
Lying/Cheating NO MINOR OPTION, write if minor option in description	Lying/cheating that does not result in a benefit for self or a loss of time or privileges for others	Repeated lying	Lying or cheating that results in an advantage for self or a loss of time or privileges for others. Lying that allows self or others to avoid significant consequences	-Detention -In school or out of school suspension
Skip/Truancy/ Inappropriate Location NO MINOR OPTION, write if Minor in description	Slow on the way back from other school wide area when they have a pass	Leaves without a pass (stays in hall near class)	Leaves without a pass and leaves teacher’s immediate supervision, skips class/school for more than 10 minutes	-Detention -In school or out of school suspension Refer to YAT team
Weapons			In possession, transports or uses a knife, firearm or toxic materials. Use of any object in a dangerous way	-Detention -In school or out of school suspension -May result in expulsion

Inappropriate display of affection (PDA) NO MINOR OPTION, write if Minor in description	Extended hugging, holding hands Continuation	Kissing Continuation	Persistent kissing or hugging. Inappropriate touching. Repeated defiance	-Detention -In school or out of school suspension
Technology violation	One warning to stay on on-task websites. Warning could be preemptive to whole class in directions.	Downloads information from an unauthorized website. Not on correct or assigned web-site (YouTube instead of Google Docs).	Search inappropriate content. Willful refusal to follow directions (going to off-task site).	-Detention -In school or out of school suspension -Loss of technology use -Restricted access to specific programming (through IMTC)
Swearing at staff Abusive/language/profanity (labeled in SIS)			Student swears directly at Ponderosa Staff.	-Out of school suspension 1-3 days -May lead to expulsion -Problem solving form completed during that specific class time in Pass Room -Administration - Restorative practices with staff and student during teacher prep time
Tardies	Late to class, arrives after the bell rings. Teacher reteach, mark in SIS. No detention or referral written by teacher.	Late to class, arrives after the bell rings. Teacher reteach, mark in SIS. No detention or referral written by teacher. Less than 10 minutes is a tardy. Office assigns detention at 5 tardies and each 5 thereafter, up to 20.	Late to class, arrives after the bell rings. Ongoing problem. Teacher reteach, mark in SIS. Later than 10 minutes is Skipping/Truant	-5 tardies will result in lunch detention. This will continue through 20 -At 25 tardies - half day in school suspension. This will continue for every 5 new tardies -At 30 tardies - Administration will be notified by Pass Room and will talk with student. Contact family -At 35 tardies Administration will contact family (possible SPS)
Cell Phones Record as Defiance	Possession outside of lunch time 1st offense. Take back to locker. Reteach. No ear buds allowed in class (unless on Chromebook/district technology)	Use of the phone during class time. Teacher may ask to take back to locker, or may confiscate it and send to office. Reteach.	2nd offense (and more) of phone - teacher may confiscate phone and have taken to the office. Reteach	1st - Ask student to return to locker. Teacher re-teach 2nd- Teacher may confiscate and hold (end of period) or have taken to the office (call to have picked up). Teacher re-teach 3rd - Admin will assign detention. Reteach. 4th - May result in phone being turned

				into the office before the day begins for a week 5th - May result in in-school suspension
Passive Defiance NO LANGUAGE IN SIS. RECORD AS “DEFIANCE”?	Non-interruptive student. Not willing to engage. Reteach, encourage to be best self	Continued non-engagement, after repeated encouragement. Contact parents.	Continued willful non-engagement after multiple attempts. Have contacted family regarding concerns. Teachers add information into SIS.	-Teacher may send to Pass Room or Turning Lane (if Sped or in individual plan) -Refer to EBIS if issue includes behaviors

Students may be referred to EBIS. Behavior plan/intervention may be developed to prevent future incidents.
 Note: this is a recommended guideline. Some incidents may result in an out of school suspension the first time.
 Administration is represented by Dean, Assistant Principal and Principal

6-10-20