



Ponderosa Middle School

At Ponderosa, we believe in helping all students prepare to find success in high school. We strive to create curious learners who overcome obstacles and grow into conscientious citizens. All students have something to offer, and at Ponderosa, our positive and energetic community works hard to help students discover what they are capable of.

2025-2026

Student – Parent Handbook

Dear Ponderosa Families,

Welcome to Ponderosa Middle School! Our team is excited to welcome your child and partner with you for a great school year.

Middle school is a big transition, full of growth, challenges, and opportunities. As students begin to gain more independence, we're here to support them every step of the way.

Academic expectations are higher than ever across Oregon and the nation. We are ready. Our teachers use strong, research-based strategies to help students succeed. We're also entering our second year of *Capturing Kids' Hearts*, a school-wide approach focused on relationships, student connection, and emotional well-being.

Outside the classroom, we offer a variety of clubs and after-school activities to help students stay engaged and build a sense of community.

School Hours

- Mon, Tues, Thurs, Fri: 8:15 a.m. – 3:16 p.m.
- Wednesday (Early Release): 8:15 a.m. – 2:16 p.m.

Attendance Matters

Being at school every day, on time, is essential for success. Please avoid scheduling appointments during the school day whenever possible. If your child must miss school, call our attendance office at 541-883-4740.

Safe and Respectful Environment

Every student deserves to feel safe and supported at school. If your child ever feels unsafe, bullied, or disrespected, contact our counselor or an administrator right away. We'll act quickly to resolve the issue. We're proud to have your family as part of our school community and look forward to an exciting year ahead. Thank you for trusting us with your child's education. It's going to be a great year to be a Bobcat!

Sincerely,

Brett Lemieux
Principal, Ponderosa Middle School
541-883-4740 ext. 6010



Alycia Edgeworth Kersey
Circuit Judge

Circuit Court of the State of Oregon
for KLAMATH COUNTY
316 Main Street
KLAMATH FALLS, OR 97601
(541) 883-5624, ext. 257
Fax: (541) 883-5536

Amanda Breuer
Judicial Assistant

Dear Student,

We are writing you this letter because we want you to know:

1. This community cares about you. We care about you when you're at home, when you're in school, and when you're out and about.
2. This community sees you. We see your infinite potential to learn and change and grow, and we see you achieving your goals and dreams. We know that if we see you in your seat at school, or tuning in via distance learning, you will achieve those dreams.
3. This community wants to help you. If you need something, please ask for it. Find a trusted adult, teacher, or friend and reach out. We are here to help, so please ask for help if you need it.
4. This community expects a lot from you. We expect you to show up, do your best, and try your hardest. We expect you to ask for help when you need it.

We expect you to go to school everyday – in person or via distance learning. Even amidst the rollercoaster of this pandemic.

Showing up for school has a huge impact on your success, starting in kindergarten and continuing through high school. Every day matters. You can fall behind if you miss just one day, but please know that your teachers will be there to help you catch up.

We are invested in your success, and will be rooting for you along the way.

Sincerely,

The Judges of the Klamath County Circuit Court

Alycia Edgeworth Kersey

Andrea Janney

Marci Adkisson, Presiding Judge

Kelly Kritzer

Dan Bunch



Contents

Mission Statement	7
Vision Statement	7
Policy of Non-Discrimination	7
ADA and 504 Compliance Notice	7
Klamath Falls City Schools is Dedicated to Protecting Children	7
Talented and Gifted Program (TAG)	8
Title I-C Migrant	8
District Philosophy	8
Student Needs	8
Curriculum	8
Finances	8
Plant Facilities	8
Staff Development	8
School and Community Relations	8
PONDEROSA MIDDLE SCHOOL	9
Ponderosa Staff Listing 2025-2026	10
2025-2026 Class Schedule	12
Progress Reports, Grades and Report Cards	14
General Information	15
Registration	15
Classwork Expectation	15
Tardy Policy	15
Backpack Expectation	15
Gifts and Solicitations	15
Dropping Off Items for Delivery to Students	15
Closed Campus	15
Change of Address or Phone Number	15
Freedom of Expression	16
Conferences	16
Grand Honor Roll and Honor Roll	16
Newsletters	16
Textbooks and Chromebooks	16

Care of School Property by Students	16
Lockers and Personal Items	16
Fees for the 2025-2026 School Year	16
School Pictures	17
Posters and Signs	17
Sharpies and Permanent Markers	17
Field Trips and Special Events	17
Cell Phones and Personal Electronic Devices	17
Energy Drinks	17
Visitors and Volunteers	17
Cafeteria	17
Pricing	18
Dietary Needs	18
School Closure	18
Accident Insurance	19
Video Camera Surveillance System	19
Media Center/Library	19
Emergency Drills	19
Student Appearance and Dress Code	19
Counseling	20
Health Room	21
Extra-Curricular Participation Policy	22
Activities Program	22
Activities	22
Extra-Curricular Activities	22
Dance Procedures	22
Air Quality Index	22
Academics	22
Citizenship	22
Attendance	23
Student Code of Conduct	24
Unexcused Absences or Tardies	24
Insubordination/Insolence/Fighting	24
Illegal Substances, Drugs, Alcohol, and Vape	24

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Dating Violence/Domestic Violence -- Student	24
Threats of Violence (JFCM)	24
Vandalism and Theft	24
Conduct at Student Assemblies	24
Classroom Disruptions	25
Fighting/Threatening/Verbal and/or Physical Assault	25
Interrogations	25
Weapons in the School	25
Behavior Correction Methods	25
PASS – Positive Approach to Student Success	26
BRC – Behavior Reset Centers	26
Counseling (Individual and/or Group)	26
Detention (lunch and after school on Wednesdays)	26
Apology Letter	26
ANCHOR Room	26
Restorative Practices	26
Restitution	26
Student/Parent/Staff Conference (SPS)	26
Suspension (Up to ten consecutive school days)	27
Expulsion	27
Discipline Policy	29
Positive Behavior Supports	29
KFCS Behavior Matrix	30
KFCS ROOMS	37

Ponderosa Middle School

Mission Statement

Our mission is to create a vibrant learning community where engagement and the pursuit of knowledge are at the heart of our educational philosophy. We are dedicated to fostering an inclusive environment that stimulates curiosity, critical thinking, and a lifelong love of learning.

Vision Statement

Ponderosa provides a safe environment to think, learn, and grow. Through the use of effective and efficient instruction, our goal is that all students learn every day.



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, Dena Haudenschild, at 541.883.4745, or the Superintendent of KFCS, Mr. 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 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 Dena Haudenschild at 541.883.4745.

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

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 I-C 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 ensure 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.

Klamath Falls City Schools Mission Statement

Empowering every student, enriching every mind, transforming every future.

Klamath Falls City Schools Vision Statement

To be a world-class education community where all students are prepared for future success in college, career, and life.

**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

Ms. Andrea Jensen, Zone 1 (Roosevelt)	541.880.6568
Mr. Andrew Biggs, Zone 2 (At-Large)	202.271.2039
Ms. Vanessa Bennett, Zone 3 (Conger)	541.891.8543
Ms. Kathy Hewitt, Zone 4 (Mills)	541.591.3998
Ms. Trina Perez, Zone 5 (Pelican)	541.885.4863
Ms. Kelsey Bitzer (At-Large)	541.274.0622
Ms. Nicole Trejo Zone 7 (At-Large)	541.810.8459

District Administration

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

Mr. Keith A. Brown, Superintendent.....	541.883.4700
Ms. Renee Clark, Director of Personnel	541.883.4702
Ms. Dena Haudenschild Director of Special Services	541.883.4745
Ms. Michelle McCabe, Federal Programs TOSA	541.883.4744
Mr. Daymond Monteith, Director of Operations	541.883.4703
Mr. Fred Bartels, Director of School Improvement	541.883.4744
Ms. Charity Roach, Business Manager	541.883.4703
Mr. Jared Thompson, Director of Maintenance	541.883.4705
Mr. Marvin Babb, Director of Transportation	541.883.4716
Ms. Kimberly Wells, Director of Food Service	541.883.4758

Ponderosa Staff Listing 2025-2026

Name	Extension	Title	Name	Extension	Title
Lemieux, Brett	6010	Principal	Poncia, Erin	6000	Principal Secretary
Limb, Katey	6011	Asst. Principal	Angela Garcia	6030	Asst. Principal Secretary
McCormick, Sam	6012	Dean of Students	Eubanks, Elizabeth	6007	Dean's Secretary
Clark, Britt	6040	School Counselor	Syrnyk, Kelly	6001	Registrar
Davenport, Alex	6099	Ponderosa SRO	Fuller, Zach	3723	KU SRO
Certified Staff	Extension	Position	Certified Staff	Extension	Position
Apalategui, Monique	6537	6 th Social Studies	Kies, Sheri	6536	6 th Math/Science
Aspholm, Sara	6517	Bridge Program	Kolbeck, Brooke	6536	6 th Grade PE
Barleen, Jared	6535	6 th Science	Langley, Drew	6031	Music - Band
Barleen, Kyla	6516	Special Education	Lonner, Kurt	6502	7/8 th Health
~~Buchan, Matt~~	6520	7/8 th Math	McAllister, Kaitlyn	6536	6 th Math/Science
Candy, Lexi	6542	Music - Orchestra	Monti, Martin	6532	7/8 th Math
Craft, Sharene	6043	Child Dev. Spec.	Najar, John	6532	6 th Health/CKH
Cruz, Alissa	6507	7/8 th Language Arts	Neuman, Betsy	6514	7/8 th Science
Everett, Trista	6516	Special Education	Niccolls, Susan	6505	7/8 th Social Studies
Glidden, Brent	6505	Instructional Coach	Overstreet, Josh	6503	7/8 th PE
Glidden, Shari	6541	6 th Language Arts	Overstreet, Michael	6504	7/8 th Social Studies
Guillen, Rachael	6511	7/8 th Science	Ritter, Declan	6506	7/8 th Math
Hall, Barbara	6101	GOALS	Perry, Dean	6530	Music - Choir
Hanson, Stacia	6523	7/8 th Social Studies	Stacey, Erin	6521	6/7/8 th ELL
Haugh, Allen	6090	Music- Band	Sukut, Holden	6513	7/8 th Language Arts
Hill, Amy	6508	7/8 th Math/ Data Lead	Thompson, Amanda	6539	PASS Specialist
James, Lindsay	6524	7/8 th Science	Vickery, Andrew		7/8 th Language Arts
Johnson, Mandy	6543	6 th Language Arts/Soc. Stud.	Woodley, Joel	6071	7/8 th P.E.
Parapro Name	Extension	Title	Parapro Name	Extension	Title
Thompson, Will	6020	ANCHOR / Detention	~~McGonigle, Charlie~~	6101	SpEd Support
Hernandez, Daina	6521	ELL Specialist	Morris, Christine	6102	SpEd Support
Flowers, Ashley	6545	BRC Specialist	Horvath, Anita	6102	SpEd Support
Dee, Talia	6102	SpEd Support	Jones, Carrie	6102	SpEd Support
Johnson, Christy	6101	SpEd Support	Peterson, Mary	6102	SpEd Support
Kennedy, Jessica	6088	Health Room	Pinacho, Jessica	6515	MKV Support
Langley, Emma	6042	Library	~~Tanner, Anne~~	6101	SpEd Support
Gallagher, Evan	6095	Title VI			
Cafeteria	Extension	Title	Custodial	Extension	Title
Gamble, Jene	6050	Head Cook	Snook, Ty	6060	Head Custodian
McGovern, Mark	6050	Assistant Cook	Baird, Cody	6060	Day Custodian
Lobato, Tracey	6050	Assistant Cook	Griffen, Richard	6060	Sweeper
Moore, Tyra	6050	Assistant Cook	Cox, Cody	6060	Night Custodian
Yocum, Elisa	6050	Assistant Cook			

Calendar of Events 2025-2026

August

August 14 & August 15
August 18 through August 20
August 25 through August 29

School Tours for New Students
New Teacher In-Service
Certified Staff In-Service

September

September 1
September 2
September 3
September 11

Labor Day - No School
First Day of School for 6th Grade
All Students
Open House 6 p.m. to 7:30 p.m.

October

October 8
October 9

Conferences 4:00 p.m. to 8:00 p.m.
Conferences 8:00 a.m. to 8:00 p.m.–
No school for students

October 10
October 31

No School
Teacher Prep – No school for students

November

November 11
November 24 through November 28

Veteran's Day – No school
Thanksgiving Break

December

December 22 through December 31

Winter Break

January

January 1
January 2
January 5
January 19
January 23

New Year's Day – No School
Winter Break
Classes Resume
Martin Luther King Day – No school
Teacher Prep – No school for students

February

February 16

Presidents' Day – No school

March

March 23 through March 27

Spring Break

April

April 3
April 8
April 9

Teacher Prep – No school for students
Conferences 4:00p.m. to 8:00p.m.
Conferences 8:00a.m. to 8:00p.m. –
No school for students

April 10

No School

May

May 25

Memorial Day – No school

June

June 11
June 12
June 19

Last day for students
Last day for teachers
Juneteenth

Ponderosa Middle School

2025-2026 Class Schedule

**Monday, Tuesday, Thursday, and Friday
7/8th Grade**

Period	Start	End
BIC/Advisory	8:15	8:35
Period 1	8:39	9:30
Period 2	9:34	10:25
Period 3	10:29	11:20
Period 4	11:24	12:15
Period 5	A Lunch 12:15-12:45 A Class 12:49-1:40	B Class 12:19-1:10 B Lunch 1:10-1:40
Period 6	1:44	2:35
Period 7	2:39	3:30

**Wednesday
7/8th Grade**

Period	Start	End
BIC/Advisory	8:15	8:45
Period 1	8:49	9:30
Period 2	9:34	10:15
Period 3	10:19	11:00
Period 4	11:04	11:45
Period 5	A Lunch 11:45-12:15 A Class 12:19-1:00	B Class 11:49-12:30 B Lunch 12:30-1:00
Period 6	1:04	1:45
Period 7	1:49	2:30

**Monday, Tuesday, Thursday, and Friday
6th Grade**

Period	Start	End
BIC/Advisory	8:15	8:35
Period 1	8:39	9:30
Period 2	9:34	10:25
Period 3	10:29	11:20
Lunch	11:20	11:50
Period 4	11:54	12:45
Period 5	12:49	1:40
Period 6	1:44	2:35
Period 7	2:39	3:30

**Wednesday
6th Grade**

Period	Start	End
BIC/Advisory	8:15	8:45
Period 1	8:59	9:30
Period 2	9:34	10:15
Period 3	10:19	11:00
Lunch	11:00	11:30
Period 4	11:34	12:15
Period 5	12:19	1:00
Period 6	1:04	1:45
Period 7	1:49	2:30

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 3, 2025
1st Quarter Ends	October 31, 2025
2nd Quarter Progress Report	December 5, 2025
2nd Quarter/1st Semester Ends	January 23, 2026
3rd Quarter Progress Reports	February 27, 2026
3rd Quarter Ends	April 3, 2026
4th Quarter Progress Reports	May 8, 2026
4th Quarter/2nd Semester Ends	June 12, 2026

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

General Information

Registration

Registration forms are available on our website and must be completed each year. The registration link is <https://www.kfalls.k12.or.us/o/kfcs/page/enrollment-materials>. 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.

Classwork Expectation

Students are expected to complete assigned classwork 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. Students are allowed to make up missed homework due to excused absences, including suspensions. They will be given a minimum of one school day to make up work for each day missed. This applies equally to students suspended in or out of school. As outlined in OAR 581-021-0081, all students have the right to access and complete their assigned work during and after an absence.

Tardy Policy

Students are expected to be in their classroom and ready to learn when the tardy bell rings. Arriving late disrupts the learning environment for everyone. Repeated tardiness will result in disciplinary action, which may include detention, suspension, or, in extreme cases, expulsion. Consistent attendance and punctuality are key to student success.

Backpack Expectation

Students are not permitted to wear backpacks during the school day. This is a change from previous years. They are able to bring their 3-ring binder with their supplies to class. 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 as to be enough for your child only. Food and drink drop off can only be for lunch, if you deliver prior to lunch, they will be held and delivered at the students' lunch time. Students are only allowed to have water during class times with the exception being class/school parties that have been planned and approved ahead of time. All drinks need to be in a sealed container that can be reclosed. Do not drop off food/drink for multiple kids or to share with others.

To maintain a safe and structured school environment, students are not permitted to use food delivery services such as DoorDash, Uber Eats, or Grubhub during the school day. Deliveries create disruptions to the learning environment and pose safety concerns. Any food delivered to the school by these services will not be accepted, and students will not be called out of class to retrieve deliveries.

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 April. In addition, we will hold a Back-to-School Open House on September 12th from 6:00 p.m. to 7:30 p.m., 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.

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 emailed out periodically through the school year. With this newsletter we hope to keep the students and parents informed of current happenings at Ponderosa. We will also post these newsletters to our website 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. There is an option to buy insurance for the Chromebook if the parents choose. The cost is \$25 per device.

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

Every 6th, 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.

Fees for the 2025-2026 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.

Hall Lock rental fee (required 6 th /7 th /8 th)	\$4.00
PE Lock rental fee (required 6 th /7 th /8 th)	\$4.00
Student Activity Sticker (optional)	\$10.00
Tech Insurance (optional)	\$25.00
Yearbook (optional)	\$25.00

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 or online prior to the picture being taken, if packets are being purchased. Retakes will be scheduled at a later date.

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. If a student needs to use a sharpie or permanent marker, one will be provided by the teacher.

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.

Cell Phones and Personal Electronic Devices

In accordance with KFCS School Board Policy JFCEB, students may bring personal electronic devices on school property. These devices must be turned off and stored in the student's locker at all times during school instructional hours. The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of this handbook. Personal electronic devices include cell phones, smartwatches, and tablets such as iPads and can include devices at the principal's discretion.

Energy Drinks

Energy drinks are not allowed on campus. Multiple health studies show that energy drinks can negatively affect young students, including increased heart rate, anxiety, and difficulty focusing. Popular brands, such as Monster, Red Bull, Celsius, Bang, and Rockstar, are examples and are not permitted at school. We ask that parents support this rule by ensuring these drinks stay at home.

Visitors and Volunteers

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 after being checked through the district's Raptor system. 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. If you would like to volunteer there is a packet of information to be filled out and submitted to the school. This paperwork needs to be filled out and submitted annually. Please check with the office for the paperwork packet.

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. We also offer a "healthy choice snack bar" which has a variety of healthy

offerings including, handmade sandwiches, nonfat soft serve frozen yogurt, 100% fruit juices, no fat or low-fat milk and water. Ala Carte items are only sold as “cash only”.

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

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

Pricing

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

Dietary Needs

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

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

School Closure

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

RADIO STATIONS		
KAGO	KFLS/KKRB	KLAD
1150 AM	1450 AM	960 AM
99.5 FM	106.9 FM	92.5 FM
TELEVISION STATIONS		
KOTI	KDKF	KTVL
Antenna – Channel 2 Cable – Channel 2	Antenna – Channel 31 Cable – Channel 13	Antenna – Channel 10 Cable – Channel 4

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

Accident Insurance

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

Video Camera Surveillance System

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

Media Center/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 into the media center. Any borrower whose materials are returned damaged (pencil, pen, crayon, ripped pages, etc.) will be billed for that damage at the discretion of library staff. Any patron whose materials are lost or damaged beyond repair will be billed for the replacement cost of the materials. Reminders will be given to the patron for overdue books.

Emergency Drills

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

Student Appearance and Dress Code

Ponderosa Middle School has implemented the following Dress Expectations. These expectations will apply to all students. Refer to Board Policy JFCA.

- ✓ Students must wear clothing including both a shirt with pants or a skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes
- ✓ Shirts and dresses must have fabric in the front, on the sides, and under the arms
- ✓ Clothing must cover undergarments (waistbands and straps excluded)
- ✓ The fabric covering the breasts, genitals, and buttocks must be opaque (non-see-through)
- ✓ Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies are allowed inside the building but cannot be worn with the hood up
- ✓ Wearing hats is left to the discretion of the teacher in each classroom
- ✓ Clothing must be suitable for all scheduled classroom activities including PE, science labs, and other activities where a unique hazard may exist
- ✓ Specialized courses may require specialized attire, such as sports uniforms, or safety gear

Students may not wear clothing, accessories, or items that display QR codes, scannable links, or other digital access features that direct to external content, as such items may present privacy, safety, or disruption concerns in the school environment; or clothing, paraphernalia, grooming, jewelry, accessories, hair coloring, or body adornments that display or promote:

- a. Drugs, tobacco, alcohol, or weapons;
- b. Sexual content;
- c. Gang affiliation;
- d. Obscene, profane, vulgar, lewd, or libelous material;
- e. Threats to the safety or welfare of any person;
- f. Activities prohibited by the student code of conduct; or
- g. Any material that otherwise disrupts the teaching and learning process.

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

- h. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.
- i. Clothing must not threaten the health or safety of any other student or staff.

Pajamas are clothing typically worn for sleeping or lounging at home, including flannel pants, sleep shirts, onesies, or any attire made of sleepwear material. Pajamas are not appropriate for school and are not allowed during the school day. Students are expected to dress in attire suitable for a learning environment. The principal or their designee will make the final determination on whether an outfit qualifies as pajamas.

Students found to be in violation of these expectations will result in the student being asked to cover up with another article of clothing, or calling home for a change of clothes.



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. Classroom 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.

Extra-Curricular Participation Policy

Activities Program

Ponderosa offers a variety of activities and extracurricular 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 extracurricular activities, a student must attend 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 extracurricular 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.

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, it may lead to expulsion.

Illegal Substances, Drugs, Alcohol, and Vape

The district prohibits the sale or distribution, use and/or possession of all unlawful drugs by students using district facilities, including all buildings, grounds, and vehicles under district jurisdiction. This policy is in effect 24 hours a day and applies to all school-sponsored activities, whether on district property or off-site.

The district also prohibits the sale or distribution, use and/or possession of alcoholic beverages by students using district facilities, including all buildings, grounds, and vehicles under district jurisdiction. This policy is in effect 24 hours a day and applies to all school-sponsored activities, whether on district property or off-site.

Student possession, use, distribution, or sale of tobacco products or inhalant delivery systems, including any smoking or use of an inhalant delivery device, is prohibited on district premises, at school-sponsored activities on or off district premises, in district-owned, rented, or leased vehicles, on all district grounds (including parking lots), or otherwise while under district jurisdiction.

Students found to be assisting or promoting vaping or the use of tobacco products, inhalant delivery systems, or unlawful substances will also face disciplinary action.

Violations of this policy will result in disciplinary consequences up to and including expulsion. Students may also face removal from extracurricular activities and/or loss of school honors or privileges.

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Dating Violence -- Student

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, and third parties towards students are strictly prohibited in the district. Each student has a right to a safe learning environment. Students whose behavior is found to be in violation of KFCS Policy JFCF will be subject to discipline and appropriate remedial action which may include up to and including expulsion.

Threats of Violence (JFCM)

Students shall be instructed of the responsibility to inform a teacher, counselor, or administrator regarding any information or knowledge relevant to conduct prohibited by Policy JFCM. Students found in violation of this policy shall be subject to discipline up to and including expulsion. When a threat is made, the threat will be investigated promptly. The student may be suspended pending the outcome of a Threat Assessment or until the district believes there is no threat to the school, students, or staff.

Vandalism and Theft

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 suspension and referred to law enforcement authorities.

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.

Weapons in the School

Students shall not bring, possess, conceal, or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district, or any interscholastic activities administered by a voluntary organization. Weapons may include but are not limited to knives, metal knuckles, strati razors, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents and patrons. Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Prohibited weapons, replicas of weapons, fireworks, and pocket knives are subject to seizure or forfeiture.

Behavior Correction Methods

At Ponderosa Middle School, we use a variety of methods to address student behavior concerns. Our goal is to help students:

- Recognize the problem
- Take responsibility for their actions
- Understand the consequences

We believe students learn best in a cooperative and non-threatening environment. With that in mind, our staff works to create conditions where students can reflect, grow, and improve.

Some of the methods we use to address behavior include:

- Staff-student conferences
- Parent communication or conferences
- Loss of privileges
- Behavior contracts
- Counseling or restorative conversations
- Detention (lunch or after school)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Referral to support staff or administration

While we generally follow a progressive discipline model, the school reserves the right to accelerate the response if a student's behavior is considered egregious or poses a threat to the safety or well-being of others.

PASS – Positive Approach to Student Success

Serves students with serious emotional disturbances in the general education setting using individualized programming that incorporates best practices. This program is used for students identified through the IEP process and found to need more individualized support to support the development of self-management skills and relies on data to drive decisions.

BRC – Behavior Reset Centers

BRCs help provide coping and self-regulation strategies as well as teach social skills to identified students. The Behavior Reset Center is a Tier 2 and Tier 3 intervention that focuses on teach students the skills they need to be successful in the general education environment.

Counseling (Individual and/or Group)

Assists students in clarifying problems and solutions.

Detention (lunch and after school on Wednesdays)

Used to cover minor and major discipline problems.

Apology Letter

Written to the person who was wronged to repair the relationship.

ANCHOR Room

Used for students to calm down before conferencing with the Administration or Dean of Students. Students will fill out a **Self-Reflection Form** to assess their understanding of the behavior that had them removed from the classroom.

Restorative Practices

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

Restitution

Students give something back to the rightful owner or the giving of something of equal value (as far as loss or damage). This could be helping our custodial crew for making messes to helping our most impacted students in the GOALS classroom for bullying.

Student/Parent/Staff Conference (SPS)

Used to notify parents 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.

**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.**

June 2025

Discipline Policy

At Ponderosa Middle School, we are committed to providing every student with a safe, caring, and comfortable learning environment. To support this, we have clear behavioral expectations and use a school-wide system known as Positive Behavioral Interventions and Supports (PBIS).

PBIS focuses on teaching and reinforcing positive behaviors, rather than waiting for misbehavior to occur. Staff will actively teach and acknowledge students for following expectations throughout the school year.

Our core expectations for all students are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

These simple expectations guide behavior in every area of our school. When students follow them, it helps create a learning environment where everyone can thrive.

At the start of each year, teachers provide direct instruction on behavior expectations through PBIS mini-lessons. These are reinforced regularly to help students understand what is expected in all areas of the school.

While most students follow expectations, we recognize that a small number may struggle with behavior. Ponderosa has structured supports and interventions in place to address these situations and ensure that our learning environment remains positive for all students. We encourage both students and parents to become familiar with our behavior expectations and policies.

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.

Bobcat Bucks

Each staff member will have Bobcat Bucks 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.

Capturing Kids Hearts (CKH)

Ponderosa is implementing Capturing Kids Hearts for the 2025-26 school year. This is a character-based framework for students and staff that equips professionals in K-12 education to implement transformational processes focused on social-emotional well-being, relationship-driven campus culture, and student connectedness.

If you have a child’s heart...you have a child’s mind – Flip Flippen (*founder & chairman*)

KFCS Behavior Matrix

Level 1: Behaviors that are handled by the classroom teach or other non-administrative school staff with optional minor discipline referral	Level 1: Possible actions/Consequence/Interventions that will occur at the classroom level
Defiance ● Fails to comply with routine teacher requests both verbal and nonverbal ● Being told “no” ● Leaves seat without permission ● Fails to begin classwork-verbal Disruption ● Student shout-outs: either instructionally relevant or non-instructional comments ● Plays with/taps objects ● Talking during instruction ● Throws objects ● Destroys work or instructional materials ● Whispers/talks to other students instructional or non-instructional topics ● Whisper/talks/mutters to self ● Makes loud, distracting noises, pouting, crying Non-Compliance ● Perseverates on previous activity ● Being off task ● Refusal to work-nonverbal ● Fails to begin classwork-verbal ● Sleeping in class ● Non-compliance with classroom/school expectations ● Head down on desk ● Inattentive ● Electronic Devices or personal items from home ● Mild Horseplay Physical Aggression ● Kicks or pushes peer ● Kicks over chair/stool Inappropriate Peer Interactions ● Minor student arguments	Increase Classroom <u>Structure</u> ● Establish classroom routines - Increase the level of structure* ● Increase Opportunities to Respond* ● Buddy Safe Seat ● Seat Change ● Offer Choices ● Have a peer assist ● Material Availability ● Quiet Area ● Time Windows / Time Frame/ Visual Timer ● Breaks ● Reflection Center ● Change groups ● Eliminate Audience ● Barriers ● Talking Chips ● First and then ● Contingency chart ● Seating Chart ● Assign Classroom Job ● A taped space on the floor to move around in ● Fidget ● Play Soothing Music in Class ● Refer to CHAMPS poster for transitions ● No Unstructured Time: Have Bell Ringers/Eternal Tasks ● Move student closer to Teacher ● Break down assignment ● Check for understanding ● Clearly defined and explicitly taught classroom consequences <u>Teach</u> Student Expectations ● Behavior Expectations Posted* ● Behavior Expectations reviewed explicitly* ● Re-Teach Expectations* ● Model Expectations* ● Classroom Rules - 3 stated positively, taught, and posted in classroom* ● Create/Review Classroom Social Contract¹ ● Student Conference ● Reflection Center

• Name calling • Makes verbal threats towards peers • Uses inappropriate language with peer • Taunts/teases/makes fun of peers • Instigates misbehavior Disrespect • Uses inappropriate language with adult • General student disrespect Other • Cheating • Lacking supplies	• Reflective Essay • Provide Class Notes • Refer to CHAMPS poster for transitions <u>Observe</u> • Circulate around the Room* • Proximity • Stop Talk Walk • Peer Evaluation <u>Interact Positively with Students</u> • Parent Contact (when behavior is appropriate)* • Use Positive Reinforcement/Praise at least 5:1 (with that student)* • Greet students at door¹ • Start each day/class period with Good Things¹ • End each day/class period with a meaningful ending - Launch¹ • Student Conference • Offer Choices • Talk it out w/Peers • Refocus Sheet • Tangibles (rewards) • Good News Cards Home • Provide Class Notes • Assign Classroom Job • Nonverbal cues • Avoid threats • Classroom Reward System/Token Economy <u>Correct Student Behavior Fluently</u> • Parent Contact (when behavior is appropriate)* • Clearly articulated classroom consequences for Level I Behaviors posted in classroom* • Redirect student (brief, without emotion/embarrassment)* • Student Conference* • Discipline Ladder¹ • Behave In / Behave Out (Four Questions)¹ • Talk about problems w/Peers • Refocus Sheet • Time Out (refocus break) • Reflection Center • Reflective Essay • Use visual Cues • Use nonverbal cues • Loss of classroom privilege
--	--

Level 2: Behaviors that are handled by the classroom teach or other non-administrative school staff with required minor discipline referral	Level 2: Possible Actions/Consequences/Interventions that will occur at the classroom level
● Persistent level 1 behaviors not resolved through teacher intervention ● Inappropriate offensive language ● Blatant disrespect to adult ● Participation in cheating ● Leaves supervised area without permission ● Moderate horseplay ● Minor property damage ● Misuse of computer privileges ● Violation of electronic device policy ● Deliberate disruption of class ● PDA (hug, hand holding kissing, etc.) ● Elevated conflict between students ● Fake/Toy Weapon (no threats)	● Level 1 and 2 interventions with documentation ● Redirect ● Teacher and Dean conference with student ● Removal of student privileges ● 25 min. planning process with another teacher ● Athletic or extracurricular interventions as approved ● Parent conference (two-way communication) ● Peer Mediation ● Confiscation of electronic device ● Consult w/Behavior Team /Dean/ Coach ● Restorative Discipline Circle ● Teacher designed incentive plans ● Daily Notes home ● Same grade level buddy room ● Scheduled Breaks ● Staff coaching ● Loss of classroom privilege
Level 3: Behaviors that are handled by the building administration <i>with required MAJOR incident referral</i>	Level 3: Possible Actions/Interventions issued by the building administrations
● Persistent level 1 and 2 behaviors not resolved through documented teacher intervention: ○ <i>Inappropriate offensive language</i> ○ <i>Blatant disrespect to adult</i> ○ <i>Participation in cheating</i> ○ <i>Leaves supervised area without permission</i> ○ <i>Misuse of computer privileges</i> ○ <i>Violation of electronic device policy</i> ○ <i>Deliberate disruption of class</i> ● Physical Aggression ● Major property damage ● Bullying (targeted, intentional, repetitive) ● Weapons	Interventions ● Behavior Reset Center ● PASS ● Parent/team meetings ● Safety Support Plans ● Structured Breaks ● Check-in Check-out ● Student Contracts ● Meaningful jobs ● Token economy ● Small group support Possible Administrator Actions ● In-School Suspension ● Out of School Suspension ● FBA ● BIP ● Expulsion ● SPED evaluation ● Parent Contact ● Detention ● Loss or privilege

Level 4: Behaviors Admin Assigned by state law and/or Board Policy	Level 4: State-required or District Policy-Mandated Actions
• Beyond levels 1,2,3 • Firearms - state mandated actions • Bomb Threat or Destructive devices • Drugs including vaping • Serious Threats of harm including the use of social media • Extreme sexualized behaviors • Hate speech, actions targeting gender, race, disability (protected categories)	Admin Actions • Out of School Suspension • Functional Behavior Assessment • Threat Assessment • Manifest Determination • Expulsion • Call Law Enforcement • Counseling / Drug treatment referral
Special Education - please refer to discipline policy for students with disabilities	Action • Contact student's IEP team / case manager



1336 Avalon Street
Klamath Falls, OR 97603
541-883-4700 Phone
541-850-2766 Fax
www.kfalls.k12.or.us

Keith A. Brown
Superintendent

January 2025

"Every student, every day,
whatever it takes!"

"¡Cada estudiante, todos
los días, lo que sea
necesario!"

Updated 3/5/2025

Written Notification to Parent/Guardian Proposed Use of Public Insurance (Medicaid) Ages 3 - 21

Education agencies may receive partial reimbursement from the Oregon Health Authority (OHA), for the costs of Medicaid covered health services provided to Medicaid-enrolled children and young adults. The education agency needs your consent to share information about your child with the OHA and the following entity or entities for the purpose of accessing Medicaid reimbursement for covered health services provided to your child:

1. ORMed- Contracted Billing Agency

The following information about your child may be shared: name; date of birth; type of services provided, the date(s) services are provided, and by whom; attendance records, and State Student Identification Number (SSID).

This notice explains the protections you have related to giving permission for the use of your child's public insurance (Medicaid). This notice must be provided by the education agency prior to obtaining your written consent to seek Medicaid reimbursement and then each following year after your consent is obtained.

This written notice is meant to inform you that you have certain rights and protections:

1. The education agency cannot require you to sign up for the Oregon Health Plan (Medicaid) for your child to receive the school health services to which they are entitled.
2. The education agency cannot ask you to pay anything for your child's health-related services provided in the school setting. This means they cannot ask you for a co-pay or deductible to bill the OHA for the services provided.
3. If you give the education agency permission to share information with the OHA to bill Medicaid:
 - a. This will not affect your child's available coverage or other Medicaid benefits; nor will it in any way limit your own family's use of Medicaid benefits outside of school.
 - b. This will not affect your child's special education services or Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or Section 504 Plan rights.
 - c. Your permission will not lead to any changes in your child's Medicaid rights.
 - d. Your permission will not lead to any risk of losing eligibility for other Medicaid or OHA funded programs.
4. If you give permission, you have the right to change your mind and withdraw your permission at any time. You must let the education agency know, **in writing**, that your permission is withdrawn.
5. If you withdraw your permission or refuse to allow the education agency to share your child's records and information for the purpose of seeking Medicaid reimbursement for the cost of services, the education agency will continue to be responsible for providing your child with the services, at no cost to you.



1336 Avalon Street
Klamath Falls, OR 97603
541-883-4700 Phone
541-850-2766 Fax
www.kfalls.k12.or.us

Keith A. Brown
Superintendent

January 2025

"Every student, every day,
whatever it takes!"

"¡Cada estudiante, todos
los días, lo que sea
necesario!"

Notificación escrita a los padres/tutores Uso propuesto del seguro público (Medicaid) Edades de 3 a 21 años

Las agencias educativas pueden recibir un reembolso parcial de la Autoridad de Salud de Oregon (OHA, por sus siglas en inglés) por los costos de los servicios de salud cubiertos por Medicaid que se ofrecen a niños y adultos jóvenes inscritos en Medicaid. La agencia educativa necesita su consentimiento para compartir información sobre su hijo con la OHA y la siguiente entidad o entidades con el fin de acceder al reembolso de Medicaid por los servicios de salud cubiertos que se presten a su hijo:

1. ORMed - agencia de facturación contractada

Se podrá compartir la siguiente información sobre su hijo: nombre; fecha de nacimiento; tipo de servicios prestados, fecha(s) en que se prestan los servicios y quién los presta; registros de asistencia y número de identificación estatal de estudiante (SSID).

Este aviso explica las protecciones que usted tiene en relación con la autorización del uso del seguro público de su hijo (Medicaid). Este aviso debe ser proporcionado por la agencia de educación antes de obtener su consentimiento por escrito para solicitar el reembolso de Medicaid y luego cada año siguiente después de obtener su consentimiento.

Este aviso por escrito tiene como objetivo informarle que tiene ciertos derechos y protecciones:

1. La agencia educativa no puede exigirle que se inscriba en el Plan de Salud de Oregon (Medicaid) para que su hijo reciba los servicios de salud escolar a los que tiene derecho.
2. La agencia educativa no puede pedirle que pague nada por los servicios relacionados con la salud de su hijo que se prestan en el entorno escolar. Esto significa que no pueden pedirle un copago o una franquicia para facturar a la OHA los servicios prestados.
3. Si autoriza a la agencia educativa a compartir información con la OHA para facturar a Medicaid:
 - a. Esto no afectará a la cobertura disponible de su hijo ni a otros beneficios de Medicaid; tampoco limitará en modo alguno el uso que su propia familia haga de los beneficios de Medicaid fuera de la escuela.
 - b. Esto no afectará a los servicios de educación especial de su hijo ni a sus derechos sobre el Programa de Educación Individualizada (IEP), el



IMPORTANT: What Parents Need to Know About Naloxone and Opioid Safety

Dear Students & Families,

Our district holds student wellbeing at the heart of the work that we do. We are writing to share concerns about fentanyl and opioid drugs. These drugs are harming people in our community. We hope this information will help protect students. This letter has valuable information including guidance on how to respond to an overdose and resource links.

Teen drug use has been decreasing over time. However, data shows that there has been an increase in overdoses, mainly due to illicit fentanyl in the drug market (NIDA, 2023). It is crucial to educate students and young people about substance use risks, including the potential of fentanyl in illicit pills and other substances. It is also important to raise awareness about opioid antagonists (such as naloxone).

What is an opioid? Opioids come from the opium poppy plant and include drugs like morphine, oxycodone, dilaudid, heroin, and fentanyl. They attach to receptors to block pain and increase pleasure. Overdose is a common risk associated with opioids and can be intentional or accidental. Fentanyl is a powerful opioid: a dose as small as a few grains of sand can make a person stop breathing within minutes.

Why do people use opioids? Opioids may be prescribed as pain medicine. Some young people try drugs because they are curious. Some people use drugs to avoid feeling difficult emotions. Opioids are addictive.

What is an opioid antagonist? Opioid antagonists are medications (naloxone is the most commonly known opioid antagonist) that can be delivered by a nasal spray or injection to quickly restore normal breathing for a person whose breathing has slowed down or stopped because of an overdose of fentanyl, prescription opioids or heroin. Naloxone onset occurs within 2-3 minutes and can last for 30-90 minutes. Sometimes a second dose of naloxone is necessary if symptoms of overdose return. Naloxone may be administered in emergency overdose situations and is safe for the person receiving the medication.

What can you do? Please talk about the dangers of fentanyl and availability of opioid agonists with your students and others you care about. Consider having naloxone available in your home for the quickest response during a medical emergency. Learn more about how to get naloxone and how to use it here: [Opioid Overdose Reversal Medications](#).

KFCS ROOMS

We've made it easier to stay in touch using Rooms. This free service can be accessed via the web as well as our district app. You will need to create a login and password.

- Apple store <https://apple.co/36GbXY6>
- Google play <https://bit.ly/3uE6vwW>

The app runs on phones with Android version 8+ or iPhone versions 7+. Rooms is built into the app, so there's nothing extra to download. One click, and you're switching between district news/events to Rooms.

Rooms offers secure, two-way messaging between families and their child's school. Teachers can send broadcasts, announcements, and messages to parents, guardians, and students. Guardians can message teachers and staff.

This makes it easy for everyone to know how to get in contact with each other. Instead of using disparate channels, like text, email, Facebook, etc., families and teachers can communicate with each other through one tool.

Rooms is a secure environment that is available only to families with students currently attending the district and those who are active teachers, staff, and administration.

You will receive an invitation to sign up for Rooms at the start of the year or semester. If you have not received an invitation and you have an active student in the district, contact your district or school directly to receive an invite.

You can use Rooms for any communication between teachers, staff, and families. While you can ask questions about how your student is performing or about an upcoming assignment that's due, we also encourage you to build a stronger relationship with your student's teachers.

If you prefer using your desktop instead, you can log in to Rooms at <https://www.edurooms.com/> on a web browser.

If you forget your password, [use this link](#) to reset it.
<https://id.edurooms.com/users/password/new>

If one of your children is missing from the app, [use this link](#) for support.
<https://support.edurooms.com/kb/guide/en/troubleshooting-mblYiN4rGl/Steps/2471925,2473106,2499385,2470556>

For assistance navigating rooms, [use this link](#) for support. <https://support.edurooms.com/kb/en>