

Kelly Middle School

“We are PILOTS”

Juan Cuadros
Principal

541-790-4740

850 Howard Avenue, Eugene, Oregon 97404
www.kelly.4j.lane.edu

BUILDING HOURS

7:30a-4:15p

Please call for an appointment if you choose

School Expectations

Be Responsible

Be Respectful

Be Safe

STUDENT NAME

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Kelly PILOTS Unifying Framework

At Kelly Middle School, we use a unifying framework to help guide the work we do with your student. We want all students to be able to demonstrate these concepts before moving up to high school. Our teachers will address these concepts in daily Advisory classes as well as throughout their curriculum. This will help students grow into contributing and compassionate citizens of the world. We invite you to use the same words and concepts when working with your students at home and in the community. Staff members captured these concepts in the following acronym that fits our school history.

P = Persevere

- How do I keep going?
- How do I use my mistakes to grow?
- Where is the challenge?
- What are my resources? What do I need?
- What do I know? What have I tried? What is my next step?

I = Imagine

- Can I visualize what I am trying to do?
- What do I want my life to be like in 5 days...5 weeks...5 months...5 years?
- How can I demonstrate my work and ideas using words, pictures, symbols, or sound?
- Did I consider alternatives? Different perspectives?
- Did I wonder why? Did I link a new connection?

L = Learn

- What have I learned that was new to me today?
- How am I learning for life?
- What am I learning, why is it important, and how can I engage effectively?
- Did my thinking change from what I learned?
- How can I express new connections to share with others?

O = Own

- How am I demonstrating pride and effort?
- How can I connect this work to my life?
- Am I striving for excellence in my work and personal habits?

T = Team

- How can I explain my thinking and understand the thinking of others?
- Is everyone included?
- How am I contributing?
- How do others perceive my actions?

S = Support

- Did I care for myself and for others?
- How did I support my co-pilots?

Vision Statement

Kelly Middle School is a student-centered community recognized for academic excellence, social responsibility, and cultural awareness.

Mission Statement

The mission of Kelly Middle School is to create an inclusive learning environment that challenges, prepares, and empowers students to be contributing and compassionate citizens of the world.

Technology Mission Statement

In order to prepare students for a technology-rich society, we will weave instructional technology, critical thinking, and global communication into everyday teaching and learning.

Dual Language Immersion Vision Statement

Prepare students for an expanding global environment by accelerating academic excellence through the teaching of two languages. We foster the appreciation and understanding of multiculturalism.

Need Help?

Academic Assistance Time

With prior arrangements, students may come in before school or after school to receive extra help from teachers on assignments and homework. If more help is needed, students can make special arrangements with a teacher.

Concerns or Complaints

If students have concerns about peer interactions, bullying & harassment, or ways to improve the school, they can fill out a student action form. These forms are available in all classrooms, the counseling center, and the front office. The student action form can be directly submitted to the front office staff. It is also available on our school website for electronic submission.

Extra-Curricular Student Activities

At Kelly, we believe involvement in student activities is one of the best parts of middle school. We encourage our students to participate in at least one activity.

PILOTS Leaders (WEB: Where Everybody Belongs). WEB is a national program that matches an 8th grade WEB Leader with 6th grade students to act as a mentor during the transition from elementary to middle school. WEB Leaders are responsible older students selected for their qualifications as positive leaders and role models on our campus. PILOTS leaders will assist in the planning of social, community, and school activities such as the canned food drive, Friendship week and 5th grade transition activities. Sixth grade orientation and transition program is designed to both welcome and support sixth graders PILOTS leaders serve in daily Advisory classes and deliver lessons to peers with teacher support.

BEST for Kids is an after school program for students consisting of academic support, arts, and enrichment activities. There is no cost to families for the BEST program. All students are welcome to sign up for this opportunity.

GANAS is an after-school program for students interested in Latino culture. Besides homework help, students may do fun activities like craft-making and dances.

NIA is an after-school program for students interested in African American culture. Besides homework help, students may do fun activities.

Track and Field: Kelly students may choose to participate in track during the spring for a fee. A physical is required to participate. Eugene School District believes that the purpose of athletics is to have fun, maintain and improve high standards of conduct, have competition, and enjoy friendly relations with visiting schools. All persons attending athletic contests have a right to be free from insult, intimidation and harassment. Any spectator who participates in discriminatory acts of insult, intimidation, or harassment will be removed from the field and subject to further discipline. Please help make our contests an enjoyable event by promoting all teams in a positive manner.

Kelly DJ's are 8th grade students who plan and present school dances and provide music at other Kelly student events.

Homework

Homework is expected to be finished and turned in when it is due. Homework amount and frequency varies with each class. Teachers will explain homework expectations. All students are expected to keep track of their daily assignments in their planners. If you have questions about homework assignments or if a student has a difficult time with a homework assignment, be sure to call or email the teacher.

If a student is ill or injured and not able to attend school, teachers prefer to have the student concentrate on getting well, and wait until a return to school to get homework assignments. However, if a student is going to be absent for an extended time (3 days or more), parents may request homework at the office. The office will forward the request to teachers. Parents may then pick up the assignments approximately 24 hours after the request. Please call to verify that homework is waiting to avoid delays in getting it to your student for consideration and completion.

Grading

Your Grades

Students' work will be evaluated and reported to parents in writing every six weeks throughout the school year. Parents and students have access to Synergy, the district online resource where they can see to the teacher's grade book. An activation code is needed to access your account. If you do not have your code, please contact the office for service.

If a student falls behind in assignments, needs more structure, or parents request more frequent notification, please contact your student's teachers to work out a plan. Specific details on how activities will be graded in each class will be explained to each student at the beginning of the course.

Progress Reports

Mid-trimester progress reports are sent to the parents of every student. These reports will be mailed home to parents at the six-week point and final grades at the end of each trimester. Parents are encouraged to meet with teachers, call or email regarding their student. Teacher email and phone numbers can be found on our website (www.kelly.4j.lane.edu) on the contact page. The counselor is also available to help determine what steps are necessary to gain assistance.

Transportation

Buses

Bus service is provided for students who live on the bus routes. Routes and schedules are on file in the office. In order to ride the bus as a guest, students must have a written note from a parent or guardian that will be stamped by the front office and given to the bus driver. Please do not call the school if your student wants to ride the bus home with a friend. Riding the bus is a privilege, and all school rules apply to bus riders. Breaking these rules may result in the loss of their bus privilege, and/or in-school consequences.

Bicycles

To ensure the safety of riders and pedestrians, bike riders must walk their bikes on campus. Recreational riding on school grounds is prohibited. Upon arriving at school, students should lock their bike inside the paddock, behind the school, for the remainder of the school day. The bike paddock is unlocked at the end of the instructional day. All students must wear helmets.

It is a good idea to register bicycles with the Sheriff's Department before the school year begins. If a bike is damaged or vandalized by another student it is recommended that the two parties negotiate a settlement to cover damages. In the event a student's bike is stolen from the paddock, the student's parents should contact the Sheriff's Department immediately. If we can assist in any way, please call an administrator.

Skateboards, Roller blades and Other Wheeled Objects

Once on campus all skateboards, roller blades and all other wheeled objects must be put away in lockers during the school day. Inside the building, all wheeled objects must be carried and NOT rolled. Outside the building, students are NOT allowed to use ANY wheeled object on campus: Inside and outside.

PE Class Expectations

All students are expected to:

- Be prepared and on time to class
- Avoid touching equipment until directed to do so
- Use the rest room before class starts
- Follow "Dress Down Policy"
- Observe the "no eating, drinking or gum chewing" rules for the gym
- Avoid running or yelling in the hallways or locker rooms
- Report all injuries immediately to the teacher
- Follow all safety guidelines given by the teacher in order to actively and safely participate in all activities.

Appropriate Dress Down Clothing:

- A cotton T-shirt: a shirt that will not be worn for the remainder of the day (no tank tops, spaghetti strap or halter tops; students who wear inappropriate clothes will be asked to change).
- Sweatshirt for chilly days
- Athletic shorts or sweat pants: no zippers, jean, or cargo type pants
- Athletic shoes: these shoes must have non-marking soles and be appropriate for indoor and outdoor activities.

Items Students Should Leave In Their Hallway Lockers:

- Backpacks
- Skateboards
- All personal electronic devices
- Hats: no hats will be allowed in the gym unless prior arrangements have been made with the instructors.

The purpose excluding these items is to ensure that all students are safe during PE class. Bringing these items in the gym or locker room could lead to others getting injured (ex: tripping over a backpack, slipping on a hat, or slipping on a skateboard).

While You're at School

School Expectations

1. Act in a safe and healthy way. Follow the various rules around the school and on the buses.
2. Treat all property with respect. Take care of textbooks, furniture, bathrooms, computers, and personal property of others.
3. Respect the rights and needs of others. Work without disruption; show courtesy toward others, cooperate to help others learn; use appropriate and respectful language.
4. Take responsibility for learning. Work hard and do your best. Come to school prepared to learn, be a good listener, turn your assignments in on time, do your homework, and set a good example for others.
5. Comply with reasonable requests from bus drivers, teachers, administration, and other support staff.

Cell Phone/Electronics Policy

Cell phones, internet accessible devices and all other personal electronic devices--including ear buds and headphones--must be turned off and put away during the school day, including lunch time. School staff will confiscate any electronic devices not turned off and put away during the school day and turn them in to the office. Please refer to page 14 for consequences. All electronic devices and all ear buds/headphones must be off and away in the hallways and common areas.

Communicating with the Outside World

Telephones: Students are welcome to use the school phone during lunch or in case of emergency.

Cellphones: Students must come to the office to communicate with parents for two reasons:

Using a cellphone in the hallways, bathrooms or common areas is not allowed and the office needs to know how to help you and your parent connect if you need to leave school for any reason. Come to the office to use your cellphone to call or to text your family for assistance, so we can help you and your family connect.

Messages for Students: We only disturb classes with parent messages regarding an emergency. To get non-emergency messages to students, names will be posted outside the office on the message board, indicating a message is waiting in the office.

Public Display of Affection (P.D.A.)

Academic excellence with the least amount of disruption for our students is one of our top priorities at Kelly. Student displays of affection are limited to hand-holding and three-second hugs. If this policy is abused, parents will be contacted.

Leaving Campus and Lunch Passes

Kelly is a closed campus. Students are not to leave school without checking out in the main office. Students will not be allowed to leave the campus unless they bring a note from a parent, or we receive a telephone request from a parent. This includes students leaving campus in the mornings once dropped off. This check out procedure is essential for building security and student protection.

Lost & Found

The lost and found (for clothing) is located in the game room. Students are encouraged to check the lost and found during lunchtime for lost items of clothing. Lost books may be found in the library. Small personal items (jewelry, watches, wallets, etc.) and backpacks will be kept in the office. Items not picked up will be given to charity.

Technology Use Guidelines

Responsibility - Students should use school technology for educational purposes only. This includes, but may not be limited to: classroom related use, career development, and teacher approved enrichment opportunities. **When in doubt, students must always seek the approval of their teacher before using technology for any potentially questionable purpose.** Examples of prohibited sites include:

Facebook.com, chat rooms, instant messaging, shopping sites, personal email sites, non-educational blogs, or sites containing adult content.

Respect - Students must respect the technology they use and should always leave it in the same condition in which it was found. Physical abuse of computers and technology will not be tolerated. Food and drinks are not permitted around the computers. Students will learn how to handle school technology and will be expected to handle it safely and effectively. **Students and their parents/guardians may be held responsible for any damages done to computers or technology.** Students should direct their attention toward their own work and should leave the work of other students alone. In addition, students must NOT engage in cyber-bullying (the use of technology to intimidate, harass, menace, or demean others). Cyber bullying will NOT be tolerated. This means bullying that takes place via texting, instant messaging, emailing, social networking sites, ect is unacceptable. This includes posting pictures of people with or without their permission, spreading rumors, writing or re-posting hurtful things and so on. Kelly reserves the right to apply consequences for any cyber-bullying that affects students during school hours, whether or not the bullying occurred during school hours or on school grounds. **Please note: Any hand-held electronic device or personal laptop computer is not permitted to be used in the classroom or during school hours, unless with the approval of administration.**

Consequences for inappropriate use include, but are not limited to:

- Verbal and written warnings.
- Loss of computer or technology privileges for the remainder of the day.
- Loss of computer or technology privileges for one week or more.
- Referral or other consequences as deemed appropriate by faculty
- Financial compensation for damaged technology.

Special Event Gift Policy

We would prefer that parents refrain from bringing gifts (flowers, candy, balloons, etc.) to school for their children. However, if gifts are brought to school, the gifts will remain in the office until the end of the school day to avoid disrupting academics. During the day, students will be notified that we have something for them in the office. They may come at lunchtime and see the gift but may not remove it from the office until after school.

Dress Code

Students at Kelly are expected to dress appropriately at school. Attire should be conducive to maintaining a good learning environment and should not create a disruption. Students are required by state law to wear shoes at all times. Any clothing that is disruptive, immodest, or dangerous will not be permitted (see the 4J Student's Rights & Responsibilities Handbook). **Prohibited attire at school includes, but is not limited to:**

- Clothing that is overly revealing (i.e, visible display of chest, buttocks, midriff, and underwear);
- Any articles of clothing that promote, or make references to sex, violence, alcohol, drugs, tobacco, racism, or discriminatory language--including any drug-related paraphernalia that may be worn as attire or accessory.
- Gang-related clothing and/or other gang-related communication and/or gang-related references as attire.
- Any other content inconsistent with a positive learning environment as interpreted by school administrators.

Accidents and Illnesses

Please do not send students to school if they are running a fever. Students, if you are hurt or ill at school, please report to your teacher. Your teacher will give you a hall pass to come to the office. In the case of an emergency, seek assistance from the nearest staff member. Do not come to the office between classes or without checking in with your teacher. Students should come to the office to call or text using a personal phone to report an illness to a parent or guardian. Come to office so that a staff member may assist you. Students may rest in the health room for 10 minutes. After that, students either return to class, or contact a parent or guardian for permission to go home. Students are not to leave school because of illness without checking out through the office.

Medications at School

School Personnel Must:

- Only help with medications that are in the original labeled bottles.
- Only help with medications under a doctor's directions
- Change medications only with a new prescription.
- Keep all medications in a locked cupboard.

Parents Must:

- Fill out medication consent forms before bringing medications to school.
- Be the ones bringing medications to and from school and retrieving it at the end of the year.
- Be responsible for refilling, tracking supply, and preparing (halving tablets) medications.

Students May:

- Carry a one days supply of non-prescription of medication, so long as they carry a note with the name and dosage from parents, and it's in the original container. Sample size containers work well.
- Carry an emergency inhaler with parent and doctors instructions and have a signed consent form in the front office.

Visitors

We welcome parents/guardians to Kelly; lunch is a great time to visit with your student. Please remember all visitors must check in at the office. If you are coming to meet with a teacher or administration to talk about a concern or your child's progress, please call in advance to make an appointment. We strive to be responsive to parents needs however drop-in appointments can interfere with instruction, and we may be unable ensure our availability.

Students who are enrolled in schools other than Kelly may not visit while classes are in session. Students may not bring younger children or pets to school. (The only exception is with permission from a teacher for a specific class and then only for the time of that class.) Middle school age visitors are allowed during regular school hours (including social activities) when the following conditions are met:

1. The visitor is a relative or friend from outside of Lane County.
2. The visitor's school is not in session during the day of the visit.
3. The visitor is in the 6th, 7th, or 8th grade (middle school age).
4. At least one day prior to the visit, the student gets a permission slip from the office and has each teacher sign to give approval for the visit. And receive final approval from the principal or assistant principal.
6. No visitors are allowed during the last 10 days of the school year. No exceptions.

Attendance

It is very important you call the front office (541-790-4740) when your student is unable to attend. If you do not have a phone, please send a note with your child when she/he returns to school. If your child is absent three school days in a row, or has irregular attendance, a note from a doctor or nurse practitioner may be required. The State of Oregon legislators feel so strongly about the importance of regular attendance in schools that they have passed the following laws:

Duty to send children to school

Oregon Revised Statute 339.020 states: "...every person having control of any child between the ages of 6 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term."

Irregular attendance

Oregon Revised Statute 339.065 states: "Eight unexcused one-half day [four full days] absences in any four-week period during which school is in session shall be considered irregular attendance." If a student has irregular attendance, as described above, a letter will be sent home notifying parents of our concern, requiring a doctor's note, and/or communicating a potential truancy filing. If a doctor's note is required, it must indicate that the child was too ill to return to school. **Please note, excused absences will also count towards what Kelly considers irregular attendance.**

Excused absences

Oregon Revised Statute 339.065 states: "An absence may be excused...if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." The Kelly staff primarily limits "other reasons" to doctor or dentist appointments that cannot be made outside the school day. Baby-sitting, vacations, and family social events are generally **not** considered acceptable reasons to miss school. **Any absences must be excused within 5 school days of the absences.**

Picking up student early

Please send them to the school with a note. This is their "pass" out of class.

Tardies

All students are expected to be seated in class with the proper materials before class begins. Consequences for correcting tardies are determined by the classroom teacher, and may include such things as lunch detention and time owed. If the pattern continues, this may result in a referral to the office. Students who are late arriving to school will be considered late for a half day period.

Planned Absences

Please be sure to send a note to the office letting us know of any planned absence as far in advance as possible. We will send a homework request with the student to take to their teachers to get any assignments they need before they go.

Behavior Guidelines

We are **Positive Behavior Interventions & Supports (PBIS)** school, which means we use a school-wide approach to teach students our behavioral expectations and recognize students who consistently follow the rules by the following:

- PILOTS License field trips
- PILOTS License rewards
- Seasonal Fests and Celebrations
- Classroom Drawings
- School-wide Raffle Drawings
- Kelly Cash

While we hope all students can be responsible, respectful and safe, we do have a disciplinary system in place to address students who do not meet our standards of behavior. The purpose of the disciplinary system is to provide a deterrent for misbehavior while providing opportunities to teach correct behavior to students. Each disciplinary consequence will have both of these components. We will use consequences that will provide a learning experience for students on an individual basis because it is recognized that there are individual differences between students. This system has three levels depending on the seriousness of the infraction. Consequences may include, but are not limited to:

- | | | |
|----------------|-------------------------------|-------------------------------|
| • Apology | • Mutual Agreement | •Conference with Parents |
| • Clean it Up | • Complete a Research Project | •Reassignment |
| • Give it Back | • Community Service | •Loss of Privileges |
| • Restitution | • Counseling | •In/Out of School Suspension* |
| • Time Out | • Private Conference | •Expulsion |

***Students who do not comply with the rules** of in-school suspension will be sent home to complete the suspension. Any student receiving 3 suspensions during any trimester or 6 suspensions for the year may be recommended for expulsion.

Classroom Teacher – Level One:

Incidents where classroom and school expectations are not met (minor rule violations) will result in an immediate instructionally-based staff response. Documentation occurs by the staff member for their records.

Examples

- Talk-outs, Put downs, Off-task, Disruptive transition
- Lack of focus; Noise making; Hands/Feet/Objects not to self
- Unexcused tardy, Inappropriate comments, Note passing
- Initially refusing directions, Unprepared, Low level disrespect
- Littering, Dress code violations

Interventions

- Remind, redirect, reinforce; Verbal Correction, Time-out
- May apply small consequence: loss of privilege, letter of explanation or plan of change, classroom clean-up, lunch detention in room
- Teach appropriate behavior, and student will demonstrate

Classroom Teacher/Staff Member – Level Two/Minor Referral:

Repeated level one behaviors that are of a greater intensity, frequency, intent, or result, but are not yet at the level of serious misconduct. Documentation results in a behavior citation* and a communication will be made home to a parent/guardian by phone call or email by a staff member.

Examples

- Repeated level one behaviors as listed above that requires formal documentation (behavior citation) and a phone call home by a team member
- Disrespect toward adults - Teasing - Classroom disruption
- Verbal or Physical provocation - Directed profanity
- Uncooperative behavior - Plagiarism/cheating

Interventions

- Remind, redirect, reinforce; call home; time-out
- Detention room; classroom clean-up; loss of privilege
- Complete student problem solving sheet
- Consult with/involve support team (IPBS, Counselor, Administrator)
- Grade level teacher exchanges
- Phone conference with teacher, parent and student

Office Referral – Level Three/Major Referral:

Serious misconduct and behaviors that endanger the safety or well-being of students and/or staff or behaviors that result in the sustained disruption of normal classroom and school function. These behaviors can also result in immediate suspension but may also be corrected with a variety of consequences. Students who engage in Level Three behaviors will be referred to the administration for immediate corrective action. The administrator will issue appropriate consequences, notify parents, and facilitate corrective action designed to help improve the student's behavior. In addition repeated level two behaviors can result in a level three referral as well.

Examples

- Repeated level two behaviors and attempts to correct with parent notification
- Fighting, Defiance, Harassment, Bullying, Theft
- Refusal, Unsafe activities, Obscenities
- Not complying with a consequence given for a Level Two behavior

Interventions

- Remind, redirect, reinforce (in non-emergencies)
- Send student(s) to office (if necessary to gain control)
- Action by administration (apply Kelly Planner consequences)
- Parent contact by administrator and teacher
- In school or out of school suspension
- Community Service

MISCONDUCT THAT OCCURS OFF CAMPUS:

Students may face disciplinary consequences for conduct that occurs off the school premises at school-related or supervised functions and at a school bus stop, including (1) behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical health or (2) any off-campus behavior that would otherwise tend to disrupt the education process or the operation of the school district.

Setting	Safe	Respectful	Responsible
ALL AREAS	<ul style="list-style-type: none"> •Hands, feet, objects to self •Follow adult directions •Report safety concerns to staff •Walk at all times •Keep prohibited items at home 	<ul style="list-style-type: none"> •Follow adult directions •Use Respectful words and actions •Respect other people's property. •Say please and thank you 	<ul style="list-style-type: none"> •Carry a pass with you at all times •Follow dress code •Have only water/closed containers •All cell phones off & put away •Ear-attached listening devices away
Classroom	<ul style="list-style-type: none"> •Use materials appropriately •Follow directions and class expectations •Stay in seat until dismissed 	<ul style="list-style-type: none"> •Arrive to class on time •Raise your hand •Make your best effort 	<ul style="list-style-type: none"> •Come to class prepared •Check individual iPad calendar •Turn in work on time
Main Office	<ul style="list-style-type: none"> •Wait patiently •Keep medicines in the health room 	<ul style="list-style-type: none"> •State your purpose politely •Ask permission before using the phone 	<ul style="list-style-type: none"> •Always arrive with a pass •Wait your turn
Hallways	<ul style="list-style-type: none"> •Stay to the right/avoid blocking •Keep hands & feet to self •Allow others to move through halls 	<ul style="list-style-type: none"> •Pick up litter •Use positive language & gestures •Leave food and drink in commons 	<ul style="list-style-type: none"> •Acknowledge others with nods, smiles, & greetings •Respect displays on walls •Use water fountains for drinking water only and take turns
Lockers	<ul style="list-style-type: none"> •Close/open your locker using hands only •Do not vandalize locker •Keep locker locked at all times 	<ul style="list-style-type: none"> •Keep your combination to yourself •Use your assigned locker; •Backpacks stay in locker 	<ul style="list-style-type: none"> •Use decorations that are easy to remove •Keep your locker clean
Bathrooms	<ul style="list-style-type: none"> •Wash hands •Keep water in sink 	<ul style="list-style-type: none"> •Use garbage cans for trash •Give people privacy •Food and Drink out of the bathroom 	<ul style="list-style-type: none"> •Return to class immediately •Inform adults of vandalism
Activity Area	<ul style="list-style-type: none"> •Keep physical contact to a minimum •Interact with others in a positive manner •Notify adults of dangerous situations or injuries 	<ul style="list-style-type: none"> •Share equipment with others and take turns •Walk directly to designated areas •Acknowledge supervision staff 	<ul style="list-style-type: none"> •Stay in designated activity areas •Put away equipment •Uses designated bathrooms and ask for hallway passes as needed.
Assemblies & Special Events:	<ul style="list-style-type: none"> •Move quietly to designated area •Wait for dismissal instructions 	<ul style="list-style-type: none"> •Listen and follow directions •Applaud appropriately 	<ul style="list-style-type: none"> •Focus on presentation •Sit quietly during presentations
Cafeteria	<ul style="list-style-type: none"> •Always walk •Clean up any spills even if it's not your own •Pick up food off the ground 	<ul style="list-style-type: none"> •Use good manners •Clean up your area •Stay out of the hallways during lunch 	<ul style="list-style-type: none"> •Place trash in garbage can •Keep food and drink cafeteria •Wait for adult dismissal
Emergency Drills	<ul style="list-style-type: none"> •Listen closely to adult directions •Fire drill: exit the building quickly without running 	<ul style="list-style-type: none"> •Take all drills seriously •Stay calm •Wait for "all clear" to return to building 	<ul style="list-style-type: none"> •Set a good example for others •Line up quietly with your teacher once outside
Classroom with Guest Teacher	<ul style="list-style-type: none"> •Keep hands & feet to self •Model sensible classroom behaviors 	<ul style="list-style-type: none"> •Be helpful and make it easier for the guest teacher 	<ul style="list-style-type: none"> •Respond positively to sub teacher requests •Follow expected classroom routines

Violation Definitions and Consequence Guidelines

ARSON: Intentionally setting a fire, regardless of size, involves a great danger to life and property and cannot be regarded as a harmless prank. All cases of violation of this rule will be considered arson with the intent to damage school property.

1st Offense – 10 day suspension and recommend expulsion. Refer to law enforcement agency.

ASSAULT: Intentionally, knowingly or recklessly causing injury (including sexual assault) to other persons shall be considered assault.

1st Offense – Recommend expulsion. Refer to law enforcement agency.

BOMB THREAT: Oral, telephone or written threats of bombing are considered bomb threats and are prohibited.

1st Offense – 10 day suspension and recommend expulsion. Refer to law enforcement agency.

BULLYING: Behavior that physically or emotionally harms another student, or creates an environment where students do not feel safe to learn (persistent teasing, rumor-spreading, threats, cyber-bullying, use of cell phones).

1st Offense – 1 day suspension.

2nd Offense – 2 day suspension.

3rd Offense – 4 day suspension.

BURGLARY - I: Breaking and entering into any school locker, office room, or desk with the intent to commit a crime or to destroy school or private property will be considered burglary.

1st Offense – Minimum 3 day suspension or up to recommend expulsion. Restitution must be negotiated before return to school. Refer to law enforcement agency.

BURGLARY - II: Breaking and entering any school with intent to commit a crime is burglary and is in violation of district rules as well as state law.

1st Offense – Recommend expulsion. Refer to law enforcement agency.

CELL PHONES, TEXT MESSAGING, AND ANY ELECTRONICS USED AT INAPPROPRIATE TIMES: Cell phones, internet accessible devices and all other personal electronic devices--including ear buds and headphones--must be turned off and put away during the school day, including lunch time. School staff will confiscate any electronic devices not turned off and put away during the school day and turn them in to the office. 1st Offense

– Student may pick the phone up from the front office at the end of the day.

2nd Offense – Parent must pick up phone.

3rd Offense – Student loses cell phone privileges for the year.

CHRONIC TARDIES: Arriving late to school – arriving late to classes.

Procedure – Consequences to be administered by assigned classroom teacher, grade level teams and administrators.

COERCION, BLACKMAIL, EXTORTION: Obtaining money or property by violence or threat of violence; forcing a person to do something against her/his own will by force, or threat of force, or by threatening to accuse another of a crime are violations of district rules as well as state law.

1st Offense – Minimum 5 day suspension.

2nd Offense – Recommend expulsion. Refer to law enforcement agency.

COMBUSTIBLES: (Explosive Materials): The possession, sale, distribution or use of any form of explosive materials is in violation of state law and school rules. The extreme hazard to the safety of pupils, staff, and property require strict enforcement.

1st Offense – Minimum 2 day suspension.

2nd Offense – Minimum 5 day suspension.

3rd Offense – 10 day suspension and recommend expulsion.

CONTINUING DISRUPTIVE BEHAVIOR: Actions which disrupt normal classroom activities, or interfere with the normal operations of the school or interfere with the rights and property of other students or staff, are unacceptable. Examples of disruptive behavior include but are not limited to a) Destroying property b) Harassment (see specific heading) c) Littering d) Loud shouting or screaming e) Profanity to staff or students f) Inappropriate displays of affection.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

If a student is sent from the classroom by a substitute teacher, the student may be sent home for the day.

DEFIANCE OF SCHOOL AUTHORITY (INSUBORDINATION): Refusal to comply with reasonable requests of teachers, bus drivers, or other authorities is considered insubordination.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

DISRUPTIVE DEVICES: All devices such as noisemakers, smoke bombs, squirt guns, water balloons, etc., have no place on school property and are considered disruptive.

1st Offense – 1 day suspension.

2nd Offense – 3 day suspension.

DRUGS AND ALCOHOL: No student shall possess, use, transport, or be under the influence of any controlled substance or intoxicant of any kind on the school grounds or off the school grounds at a school-sponsored activity, function, or event.

1st Offense – 3 day suspension (combination of in-school and out-of-school) Parent meets with administration and/or accompanies student for one day of in-school suspension.

2nd Offense – 5 day suspension (at least 3 days out-of-school) Parent and student meet with administration to set up contract with terms and conditions for student success.

3rd Offense – 10 day suspension pending an expulsion hearing.

FALSE ALARMS: The willful act of pulling fire alarms is a FALSE ALARM and will not be tolerated.

1st Offense – 10 day suspension and recommend expulsion. Refer to law enforcement.

FIGHTING/PHYSICAL AGGRESSION: Any student who is responsible for participating in or provoking a fight on school property, on a school bus, or at any school-sponsored activity will be in violation of the school rules regarding fighting. When it is impossible to determine the original motivation or arguments resulting in the fight, both parties will be held equally responsible.

1st Offense – 3 day suspension.

2nd Offense – 5 day suspension.

3rd Offense – 10 day suspension and recommend expulsion.

FORGERY: The illegal use of a teacher's, administrator's, or parent's signature is considered forgery. Students writing their own excuses, for other students, or using forged excuses are considered in violation.

1st Offense – Minimum 2 day suspension. May refer to law enforcement agency. Re-admittance to school will require parent conference and full restitution.

2nd Offense – 10 day suspension and recommend expulsion.

GAMBLING: All forms of gambling are forbidden and will not be permitted. Soliciting or conducting a lottery on school grounds is also forbidden.

1st Offense – 1 day suspension.

2nd Offense – 3 day suspension. Re-admittance to school will require parent conference and full restitution.

GUM CHEWING: Rules or expectations will be left to the discretion of individual teachers. Gum chewing is a privilege and in order to maintain this privilege the school must remain clean and gum chewing must not become a distraction to learning.

HARASSMENT: Verbal, visual and physical behavior that is perceived by the receiver as unwelcome, calls specific attention to a person's gender, race, ethnicity, or disability, creates a hostile or adverse work environment, treats students or groups of students differently because of gender, race, ethnic group, religion, age or disability. This can include any form of hazing, initiation, intimidation, use of inappropriate or disrespectful language, or degrading put downs of students, teachers or staff members.

1st Offense – 1 day suspension.

2nd Offense – 3 day suspension.

3rd Offense – 10 day suspension and recommend expulsion.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

HORSEPLAY LEADING TO ANGER and/or INJURY: Students who engage in rough play that involves pushing, shoving, kicking, tackling, hitting or grabbing, ect, in which one, or more parties become angry and/or injured are considered in violation of this rule.

1st Offense – 1 day suspension. 2nd

Offense – 2 day suspension. 3rd

Offense – 4 day suspension.

LEAVING CAMPUS, RESTRICTED AREAS: Kelly is a closed campus. Students may not leave campus or be in any restricted areas without written permission.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

LYING/PLAGIARISM: Lying or cheating on school work is inappropriate behavior and will not be tolerated. This also includes starting and/or continuing rumors about students and staff members.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

PANTSING (pants AND under shorts come down): Pantsing is the act of pulling down another's pants. This can be extremely embarrassing and can ultimately subject a student to public humiliation.

1st Offense: 1 day suspension (if under shorts do NOT come down = 1 day ISS). 2nd

Offense: 2 day suspension.

3rd Offense: 3 day suspension.

PHYSICAL AGGRESSION: Physical contact (pushing, shoving, kicking, slapping, pinching, hitting, etc).

1st Offense – 1 day ISS.

2nd Offense – 1 day suspension. 3rd

Offense – 2 day suspension.

SKIPPING, TRUANCY & UNEXCUSED ABSENCES: Students who skip class or school, who are absent from class without parental, guardian, or school authorization are considered in violation of ORS and school rules, and will make up missed time in ISS.

Procedure – Depending on seriousness of situation, full range of sanctions applies including in school suspension.

*Oregon law now allows a school district to issue a citation of \$150 to parents whose children do not attend school.

SOLICITING: Students are not allowed to sell or buy goods on the school campus for private profit. All sales on school grounds must profit a school organization and must be approved by the principal.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

TECHNOLOGY ABUSE: Using technology in an inappropriate fashion will not be tolerated.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion and financial restitution.

THEFT: Any student, while under the supervision of the school, who commits or attempts to commit an act of theft against the school, a fellow student, or against any other party will be in violation of school rules.

1st Offense – Minimum 1 day suspension. May refer to law enforcement agency each time.

2nd Offense – Minimum 3 day suspension.

3rd Offense – 10 day suspension and recommend expulsion.

TOBACCO PARAPHERNALIA: The possession or use of any paraphernalia expressly used for smoking, such as a pipe, cigarette papers, lighters, matches, etc. This also includes e-cigarettes.

1st Offense – 1 day suspension

2nd Offense – 3 day suspension.

3rd Offense – 5 day suspension.

Procedure – Item(s) confiscated. Depending on seriousness, full range of sanctions applies, including suspension up to 10 days and expulsion. May refer to law enforcement agency.

TOBACCO: USE, POSSESSION, SALE OR DISTRIBUTION: The sale, distribution, possession or use of tobacco in any form on school grounds or while attending any school sponsored activity or while being transported on any school bus.

Procedure – Item(s) confiscated. Depending on seriousness, full range of sanctions applies, including suspension up to 10 days and expulsion. May refer to law enforcement agency.

VANDALISM: Any willful vandalism or destruction of school property is a violation of school rules.

Procedure – Full range of sanctions apply including restitution, suspension up to 10 days and possible expulsion. Refer to law enforcement agency.

VULGAR AND PLAINLY OFFENSIVE OR OBSCENE LANGUAGE/GESTURES AND PORNOGRAPHIC MATERIALS: The use of language and/or gestures that are vulgar and plainly offensive, obscene, or sexually explicit is sufficient cause for disciplinary action. Clothing with profane or obscene references and comments is prohibited.

Profanity directed at a staff member/adult will result in a 3-day suspension for the 1st offense and a 10-day suspension and referral to expulsion for the 2nd offense.

Possession of pornographic materials, including those accessed through the Internet will not be tolerated. Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

WEAPONS: The possession of any weapon or object considered detrimental to the education process of the school setting or which may be used to disrupt or endanger people in that setting is prohibited. No student shall possess, carry, exhibit, display or draw any firearm, dagger, sword, knife, or other cutting or stabbing instrument, nor shall any instrument capable of producing bodily harm be displayed in such a manner as to intimidate another person or create fears for the safety of another person. Any such objects discovered at school will be confiscated.

Procedure – Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Under Oregon Law a student bringing a dangerous weapon to school must be expelled for a calendar year. The Superintendent will decide exceptions on a case-by-case basis.

Please Note: School choice in neighborhood schools may be revoked by the superintendent or designee for irregular attendance, chronic tardiness, or persistent refusal to abide by rules for student behavior in effect at the school.

History of the School

The Colin Kelly Junior High School student body was organized in 1945 and was the third junior high school to be established in the Eugene School District. It was the first consolidation in the overall merging of smaller school districts in Lane County. The seventh and eighth grade students chose the school's name from a list of heroes, statesmen and presidents. They wanted to commemorate a modern-day hero. Captain Colin P. Kelly, a B-17 bomber pilot, was among the first servicemen to lose his life at the beginning of World War II. Students wanted to honor Kelly and all young flyers who were giving their lives to win the war.

During the early months, this young school was honored by a personal visit from Col. Charles H. MacDonald and Maj. Leonard Flo of Washington, D.C., in memory of the famous flyer. These distinguished guests presented the school with a picture of Colin Kelly and replica of his plane. Through Maj. Flo's efforts, the Boeing Aircraft Company presented the students with a B-17 propeller on April 23, 1947. The propeller can be seen today on the outer wall at the entrance to the school.

The new junior high school officially opened its doors in a foster home at Woodrow Wilson Junior High, now Lincoln Community Center, in September, 1945. The first year and a half the students were double-shifting with the Wilson students and had classes from 7:15 a.m. to 12:15 p.m. A ground-breaking ceremony was held on October 24, 1945, for the first new school building in Eugene in 21 years.

On January 27, 1947, 375 students and 14 teachers moved into their new 18-room building. It was the showplace of the area with its unique architectural design. Window placement assured electricity was not needed most days. Built toward the end of World War II, the building reflects the shortage of materials.

As student enrollment increased, it became necessary to add rooms. In the fall of 1951 a music room was added. Also added were a new industrial arts room, a homemaking room, and another classroom on the north side of the gym. The following year a new art room, health room, and combination science-mathematics room were built. Several years later, eight more rooms were added. During the summer of 1966, the girl's locker room was enlarged. At the same time, the homemaking rooms and staff room were enlarged.

In 1951, the seventh and eighth grade students of the Coburg School District were assigned to Kelly when it consolidated with the 4-J District. The addition of these students filled Kelly to the brim with a student population of 900. Once again in the fall of 1957 Kelly hosted another school. The newly formed North Eugene High School held classes at Kelly until its building was completed.

In the 1983-84 school year, the 4-J School District changed from junior highs to middle schools. Middle schools included sixth, seventh, and eighth graders, moving ninth graders into the high schools.

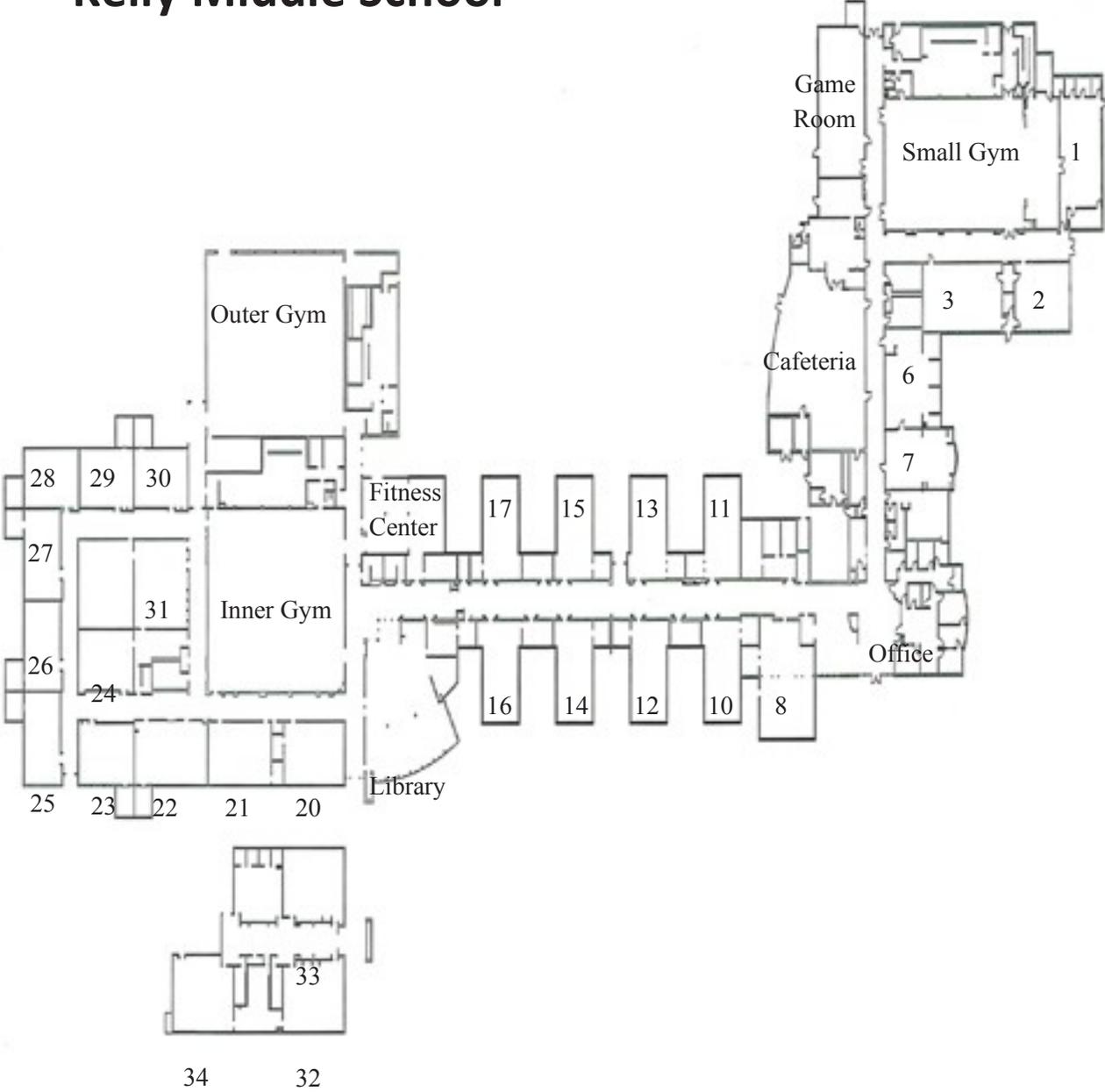
In 1985 a group of teachers and administrators began planning the Eugene School District's first technology-based alternative program. While planning the alternative program, proposals submitted to Apple Computer, Inc. resulted in the district's participation in the Apple Classroom of Tomorrow project. Through this project, the district acquired more than \$300,000 of donated instructional technology products for use by the da Vinci Alternative Program. Classes began in September, 1987. In the fall of 2002 Apple computers were replaced with PC's.

There have been many changes at Kelly since its beginning in 1945. With the 1993 addition of the mid-level program for the Japanese immersion school, Yujin Gakuen, the name was amended to Kelly Middle Schools: home of Colin Kelly, da Vinci Alternative and Yujin Gakuen. Kelly focuses on continual instructional improvement and uses project-based learning to promote critical thinking skills and habits that foster lifelong learning.

In the fall of 2008, the da Vinci alternative program was merged with the Kelly neighborhood school blending together the strengths of both.

We are welcomed the Spanish dual language enrichment program to Kelly in the fall of 2014. Students working in our dual immersion program may qualify for a seal of bi-literacy in high school if they continue to make progress and complete a program of study in high school that begins with strong instruction in our immersion program.

Kelly Middle School



Student iPad Expectations

1. Students will immediately report any damage or malfunction of an iPad or its cover to a teacher.
2. Students will return iPads to Advisory and plug it in at 3:35 each day. You are responsible for keeping track of your own iPad.
3. Access only the core apps during instruction as directed by your teacher.
4. Students will use the iPad for school-related activities in classrooms.
5. Students will keep electronic communication school-related during instructional activities and electronic communication must be focused only on the current classroom activity. Non-school related e-communication is NOT allowed during the school day.
6. Students will keep the iPad in its case at all times to ensure it stays protected from accidental damage, wear and tear.
7. Students will store the iPad in a safe place when not in use. Place the device in your locker. If you are not using the iPad during a portion of a class be sure to secure it in a safe location.
8. Students will protect the iPads by:
 - a. Always carrying with two hands.
 - b. Keeping the keyboard attached
 - c. Never taking it out of its case; spinning, chewing, or flipping it into the air.
 - d. Keeping it away from liquids, heat, direct sunlight and rain.
 - e. Keeping it secured and out of sight if temporarily unattended.
 - f. Cleaning the screen with a microfiber soft cloth and wiping the screen in a circular motion. Do NOT use any cleaning liquids.
 - g. Storing the iPad away from sharp or hard objects that might damage the screen.
9. Students will retain use of the iPad by always:
 - a. Waiting to use iPad until directed by teacher
 - b. Using only the apps a teacher asked you to use
 - c. Avoiding "free" internet browsing.
 - d. Avoiding installing or deleting apps on the iPad
 - e. Avoiding game playing
 - f. Avoiding YouTube browsing and viewing
 - g. Avoiding Airdropping to any other users
10. Students will manage iPads by
 - a. Closing all browser tabs and apps and shutting down your iPad
 - b. Deleting pictures that you do not need - ones that you do want to keep should be uploaded to Google drive.
 - c. Keeping your hands clean when using the iPad