



## WELCOME BACK TO SCHOOL 2023

All of our staff members at Kelly continue to prepare for your students' safe and engaging return to our school building and programs in September. This message will repeat some of the information you received from our district or school as well as a few new details to support the first two weeks of school.

### Schedules in ParentVUE August 25

If you are able to access ParentVUE in Synergy, your student's schedule will be visible no later than Friday August 25. Information about accessing ParentVUE will be shared via email. **Additionally, we give each and every student a paper copy of individual schedules at the beginning of the school day on September 6 and 7 between 8:15 and 8:50 before the school day begins.**

### Open House

**Thursday, September 21 5:30 - 7:30 pm**

A traditional, in-person Open House is scheduled for Thursday September 21. It's an opportunity to meet your student's teachers, learn about classroom expectations and curriculum, and ask a few questions. Because these will be short meetings, this is not a time for discussing individual student issues. Should there be a need to meet with teachers, you are invited to contact the teacher via e-mail.

### First Day for Grade 6 September 6

ONLY Sixth Grade students report to school at 8:45a.m. on September 6 Orientation to Kelly. Breakfast will be available beginning at 8:25. Students DO NOT need to bring backpacks or school supplies on this day but a water bottle is a good idea.

Additionally, lunch will be served by the cafeteria. Students will stay with their Advisory teachers until lunch and then meet with each teacher in the afternoon on a shortened periods 1-6 schedule. Advisory activities will include community building activities, meeting staff, getting lockers, touring the school building and becoming School ends at 2:35 p.m.

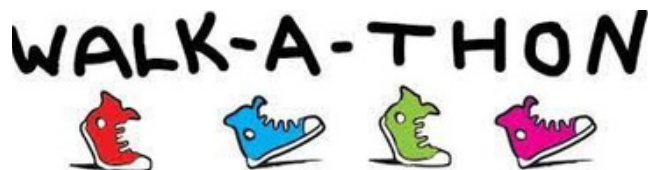
### All Students Thursday, Sept 7

Students will attend all classes. We will have a regular school day that focuses on building relationships and getting to know the culture of Kelly Middle School.

### Walk-a-thon October 18

The Kelly parent group will be organizing the walk a thon fundraiser that will provide money for school programs and is our biggest fundraiser of the year! Where students get friends, family and neighbors to sponsor them with pledges and students try to get as many laps as they can.

We will be using an electronic fund raising platform to raise funds and keep students safe with your help and volunteer support!



## AT-A-GLANCE

### September

- Welcome Back
- Grade 6 only
  - September 6
- All Students Report
  - September 7
- Parent Group
  - September 13
- Open House
  - September 21
- School Pictures
  - September 25
- Site Council
  - September 28

### October

- NO SCHOOL
  - October 13
- Walk-a-Thon
  - October 18

### In this issue:

- Technology
- Schedules
- Transportation
- Student Expectations



### Elective Classes at Kelly: Period 6

We revised our course schedule to provide students in all grade levels with an elective class during period 6 at the end of the day. Many teachers prepared new offerings this summer for students to choose before the beginning of Semester 2. In addition to period 6 electives, students will have a second elective class within their school day. These electives vary by grade level and may include Health and PE.

During Semester 1, students will be assigned to one of the following classes for the first 9 weeks of school: PE, Health, Spanish Immersion, Japanese Immersion, Projects, Fitness for Life, Band 6/7, Spanish 1A/1B, Digital Media or AVID. Before Semester 2 begins, we will provide a process in Advisory classes for students to choose electives for the remainder of the year.

#### Affinity Groups Begin in September

This year, we will begin offering Affinity Groups on Wednesdays bimonthly. We are excited to offer six groups this year: Black Student Union (BSU), Native American Student Union (NASU), LatinX Student Union (LSU), Gender Sexuality Alliance (GSA), Jewish Student Union (JSU), Asian Pacific Union (APU). The first meeting will be held Wednesday September 13.



#### Student Technology Information

This year, all 4j Middle Schools will be restructuring our technology model. MacBooks will be kept in teachers' classrooms and used only as an instructional tool in the classroom. Many students have demonstrated a strong attachment to district-issued devices for non-instructional purposes during the school day. This often looked like students playing games, watching videos or socially communicating with other students for non-instructional purposes during classes and at other times.



We will be resetting expectations for school-appropriate use of this important learning resource for students. Each student will again be trained to use this learning tool within established parameters for appropriate educational use. Planned Advisory lessons will focus on protocols to manage devices as well as a series of lessons on Digital Citizenship. As with all school property, we expect students to treat equipment with pride and respect and to be accountable for any misuse or damage.

#### Cell Phones OFF and AWAY during the school day

##### A Distraction in the Learning Environment

Talking, texting, video- recording, and taking photos on cell phones during the school day is a distraction to the learning environment. Please make sure your students are familiar with our policy.

- Cell Phone use is allowed only before and after school.
- Cell Phones must be turned off and put away during the school day.
- Students needing to contact parents/guardians may use the office phone.

Students using their phones during the school day:

**1st Offense:** Student must pick the phone up from an administrator, at the end of the day.

**2nd Offense:** Parent must pick up the phone from the front office



#### All Students Eat Free at School

No-cost breakfasts and lunches available to all students during 2023–24 school year

Families will have one less thing to worry about this fall: There's no need to pack a lunch or pay for students' cafeteria accounts. School meals will continue to be free for all students in 4J schools for the 2023–24 school year, regardless of family income. No applications are necessary.

### SUPPLIES

#### All Grades

- 3 ring binder
- College ruled notebook
- paper
- Dividers
- Spiral Notebook
- Pencil Pouch
- Black or blue pens
- #2 Pencils
- Markers
- Ear buds/headphones compatible with MacBook
- Tennis Shoes (PE)

The School will have extra supplies for students who are unable to obtain the items above.



# Standard Schedules

## Early Release Day for Students moves to Wednesdays in 2023-24.

### KELLY PILOTS

At Kelly, we use a unifying framework to help guide the work we do with students. We want ALL students to be able to demonstrate these concepts before moving to high school. We have captured these concepts in the following acronym that also dovetails with our aeronautic history.

**P = PERSEVERE**  
**I = IMAGINE**  
**L = LEARN**  
**O = OWN**  
**T = TEAM**  
**S = SUPPORT**

Our teachers will address these concepts in advisory as well as throughout their curriculum when helping 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.

### Kelly Middle School DAILY SCHEDULE

TIME	SCHEDULE
9:00-9:30	Advisory
9:35-10:25	Period 1
10:25-10:35	Break
10:40-11:30	Period 2
11:35-12:25	Period 3
12:25-12:55	1st Lunch
1:00-1:50	Period 4
12:30-1:20	Period 4
1:20-1:50	2nd Lunch
1:55-2:45	Period 5
2:50-3:40	Period 6

### Kelly Middle School EARLY RELEASE SCHEDULE Wednesday

TIME	SCHEDULE
9:00-9:45	Period 1
9:50-10:35	Period 2
10:35-10:45	Break
10:50-11:35	Period 3
11:40-12:25	Period 4
12:25-12:55	1st Lunch
1:00-1:45	Period 5
12:30-1:15	Period 5
1:15-1:45	2nd Lunch
1:50-2:35	Period 6

### Driving Kids to School Important Safety Procedures

To promote safety for all, please follow our student drop off/pick up procedures.

1. West lot "pause" parking (by Head Start off Howard Avenue) When dropping off/picking up your student please be sure to watch for traffic and avoid lingering in the lot too long to allow traffic to flow smoothly.
2. Main lot "pause" parking (in front of the building) PLEASE drop students off near the science wing away from the main entrance. **Please do not stop near the main entrance** to avoid blocking buses and other arriving vehicles, so we do not back up onto Howard Avenue.

### Make Your Bus Plans

Many school bus routes and times have changed this year due to a bus driver shortage. You'll want to review your bus stop and pickup and drop-off times before the first day of school. Go to the Find My Bus Stop Eugene 4j or <https://findmystop.4j.lane.edu/liveweb/webquery/> enter your home address and student's grade, and find your route number, closest bus stop and times. Questions? Call 541-790-7474 and select option 4. Note: All students also can ride for free on LTD buses. Please all Kelly for LTD bus pass information.

### Parent Meetings

#### Kelly Parent Group | Second Wednesday of each month

THE KELLY Parent Group is the name of our parent organization. We meet the second Wednesday of each month at 6:00 p.m. Please join us for our first meeting on Wednesday September 13, 6:00 -7:00 p.m. in the Kelly Library.

#### Site Council | Fourth Thursday of each month

THE PURPOSE OF SITE COUNCIL is to share information, make decisions that affect the entire school, and to provide a support base for Kelly Middle School. We are in need of parent representatives for the upcoming school year. Site Council parents attend meetings on the fourth Thursday of every month from 3:45 – 5:00 p.m. The first site council meeting will be September 28. If you are interested in applying for a parent position, please contact the front office, at [moncadapacheco\\_l@4j.lane.edu](mailto:moncadapacheco_l@4j.lane.edu), for an application.



## HOURS

### Building Opens at 8:25 am

Students are permitted in the building at 8:25 a.m. to access breakfast in the cafeteria

We strongly encourage families to avoid dropping students off early as there is not supervision before 8:25.

### AM Supervision

Staff will provide organized opportunities for students to meet in the gym and begin the day in an active way beginning at 8:25 every day.

Thank you for your help in ensuring the safety and well-being of our students.

## Progress Monitoring

### To Help Improve Reading and Math

EVERY FALL, WINTER AND SPRING

Eugene 4j School District administers reading and math assessments to each of our students. If a student scores below the 30th percentile they may be recommended by the building team to receive instructional interventions in reading and or math to help improve their reading and math capabilities and to have their progress monitored.

## Messages for Students

### Remind your student to check the message board near the library

TO AVOID CLASSROOM DISRUPTIONS, we ask that you communicate "after school plans" with your students before they leave for school in the morning. Should you need to get a message to your child during the school day, we will place their name on the Message Board located just outside the front office and the library. For urgent messages, please call the front office and we can get a message to your student in a matter of minutes. On a related note, if your student will be leaving before school is excused for the day, she/he must have a signed note from you. This note becomes their pass from class at the appointed time. **Your student must also check out at the office before leaving campus.** For safety reasons, at no time may students leave campus without checking out in the office.

## Personal Property

How to reduce the risk of loss PERSONAL PROPERTY IS VULNERABLE to theft and may be disruptive to the learning environment. To reduce the risk of personal loss and to minimize disruptions, we ask that students adhere to the following guidelines regarding personal property:

Kelly Middle School is NOT responsible for any personal items that are lost, damaged, or stolen at school including all electronic devices such as ear buds, cell phones, digital cameras, etc. All personal electronic devices should be turned off, and put away, during the school day. Electronics may be confiscated if they are out at inappropriate times. Items that may disrupt learning such as matches, lighters, laser pointers, toys and games and other non-educational materials are not allowed at school.

Personal laptops are not allowed at school, except under special, pre-arranged, circumstances. With wireless systems in place, we are unable to monitor Internet usage on laptops not owned by Kelly Middle School and the 4j school district.

## No Riding Skateboards, Scooters, or Bicycles on Campus

### Due to Safety and Liability Issues

skateboarding or scootering on campus is not permitted. Due to safety and liability issues, this practice is not allowed. Students who use skateboards or scooters as their transportation to and from school may continue to do so. As soon as you come to the edge of campus, please pick your board up and carry it to the building and make sure it is secured in your locker during the school day. Bikes and Scooters should be locked in the bike cage during the school day.





## Lockers are School Property

### Inspections can happen at any time

LOCKERS ARE SCHOOL PROPERTY and provided as a convenience for students. The school reserves the right to inspect lockers at any time if there is a reasonable suspicion of a safety concern. Students agree to the following conditions:

- Keep your combination private.
- Never get into another person's locker, and do not be in possession of the combination/s of other locker/s.
- The security of your locker is YOUR responsibility. The school is NOT liable for any items taken from lockers.
- Personal locks are not allowed on lockers.
- Students are NOT allowed to share lockers.
- Any damage to the locker above normal wear and tear may result in the student being fined.

## Free After-school Program for All Kelly MS Students

### BEST for Kids and Families

THE CITY OF EUGENE AND RIVER ROAD PARKS and Recreation will continue their awesome support of our after school program. The program has four main components: Homework Club, Snack, Enrichment Classes and Transportation. BEST runs Monday through Thursday after school. The program is expected to start in October, additional information will be sent home as soon as more details are available. The after school program is also funded by the 21st Century Community Learning Center Grant.

### Kelly's Dress Code

#### Appropriate 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:

- Any articles of clothing that promote, or make inferences or references to sex, violence, alcohol, drugs, tobacco, racism, or discriminatory language; this includes any drug-related paraphernalia that could be worn;
- Gang-related clothing and other gang-related communication;
- Any other content inconsistent with a positive learning environment as interpreted by school



## Volunteer Opportunity

### Every Two Years

HERE AT KELLY WE LOVE OUR VOLUNTEERS! There are many opportunities during the school year to help at Kelly Middle School. The district uses a volunteer sign in and background check system called Help Counter. All volunteers and visitors must sign in and out on a computer in our front office. In order to volunteer at Kelly you must complete the short online background check at <https://www.4j.lane.edu/hr/volunteers/>

Don't forget to check the boxes for all the schools you may want to volunteer at this year, including Kelly. The background check must be filled out in order to volunteer and are required every two years.



## CLOSED CAMPUS

Kelly Middle School is a closed campus. This means students must check in and out through the Main Office when they arrive late or leave early from school.

Once students arrive on campus, they need to stay on campus, please make any trips for drinks or snacks prior to drop off.

If students are to be checked out any time during the school day the parent must contact the Main Office, preferably by a written note. Parents may only check out their own students.

The best way to check out your student is to send a note to school with them. They show the note to the teacher, drop it by the office to check out and then they can be waiting for you in the office. If you forget to send a note or make an appointment for the same day call the office ASAP. We need time to locate your student and get a note out to them.



## ABSENCES

Punctual and regular attendance is an extremely important part of an official permanent school record. When a student is absent, the parent is requested to call 541-790- 4740, before 9 a.m.

Oregon law states, "The school may consider an absence or late to be excused for reasons such as the student's illness, illness of a student's family member, a planned absence, or an absence/tardy either in writing or by a phone call to the school attendance office.

The school Administrator has the right to determine whether or not the excuse presented by the parent/guardian is an acceptable reason. If the reason is not acceptable, the absence/late may be deemed unexcused. The school Administrator may also excuse absences/late for other reasons where satisfactory arrangements are made in advance of the absence.

## Immunization Requirements

### Protect Kids and Communities

EVERY U.S. STATE REQUIRES certain immunizations for children to attend school. Oregon's immunization law helps protect kids and communities against 11 different diseases: tetanus, diphtheria, pertussis, polio, measles, mumps, rubella, chicken pox, hepatitis A, hepatitis B, and Hib. Some of these diseases are more common than others, but all still exist and can be serious. To attend public schools, charter schools, private schools, preschools and childcare facilities in Oregon, students must have a complete and up-to-date record of vaccination, medical or non-medical exemption, or immunity documentation for every immunization required for the student's grade. Vaccines are available at many health care providers' offices, many pharmacies, Lane County Public Health (541-682-4041), and the school-based health centers at North Eugene (541-790-4445) and Churchill (541-790-5227). Call for information or to schedule an appointment.

### SafeOregon

#### Prevent Violence

SafeOregon is a program created for Oregon students, parents, school staff, community members and law enforcement officers to report and respond to student safety threats. The goal of SafeOregon is to prevent school safety threats from occurring by providing schools and communities with a relevant tool for reporting potential threats. Tips can be submitted in a variety of ways, including email, phone calls, text, our mobile app and our web portal: [www.safeoregon.com](http://www.safeoregon.com). All tips go immediately to a tip line technician 24x7. Tips are promptly analyzed and forwarded to designated personnel who can provide further assistance in resolving reported incidents. Encouraging reporting at schools or online leads to a culture of safety.



## When Your Child Is Ill

When your student is running a fever, or vomiting they should not be in school. School district recommendations are fever free for 24 hours prior to returning to school and the same applies to vomiting. When a child is home sick they need to rest: that means no TV or video games. If a student stays home sick, they shouldn't attend sports practice or play with friends even if they feel better. Please contact Eden Van Bloem, RN with concerns about your child's health.

### Health and Safety Reminder

We ask that families please follow these guidelines to help all students stay healthy and ready to learn.

- Please do not send an ill student to school.
- Please contact your health care provider about any **SERIOUS ILLNESS** or if you are worried about your student's health. If you need help in finding a healthcare provider, you may contact your local health department.
- Please notify the school if your child is diagnosed with a **CONTAGIOUS DISEASE**.
- Please notify the school if your student requires **MEDICATIONS** during school hours.
- Follow school protocols for medication at school. If your student's illness requires antibiotics, the student must have been on antibiotics for at least 24 hours before returning to school, and longer in some cases. Antibiotics are not effective for viral illnesses.
- Please notify the school if your student has a **CHRONIC HEALTH CONDITION**. We will work with you to address the health condition so that the student can learn. To contact the school nurse, please email Eden Van Bloem at [vanbloem\\_e@4j.lane.edu](mailto:vanbloem_e@4j.lane.edu).

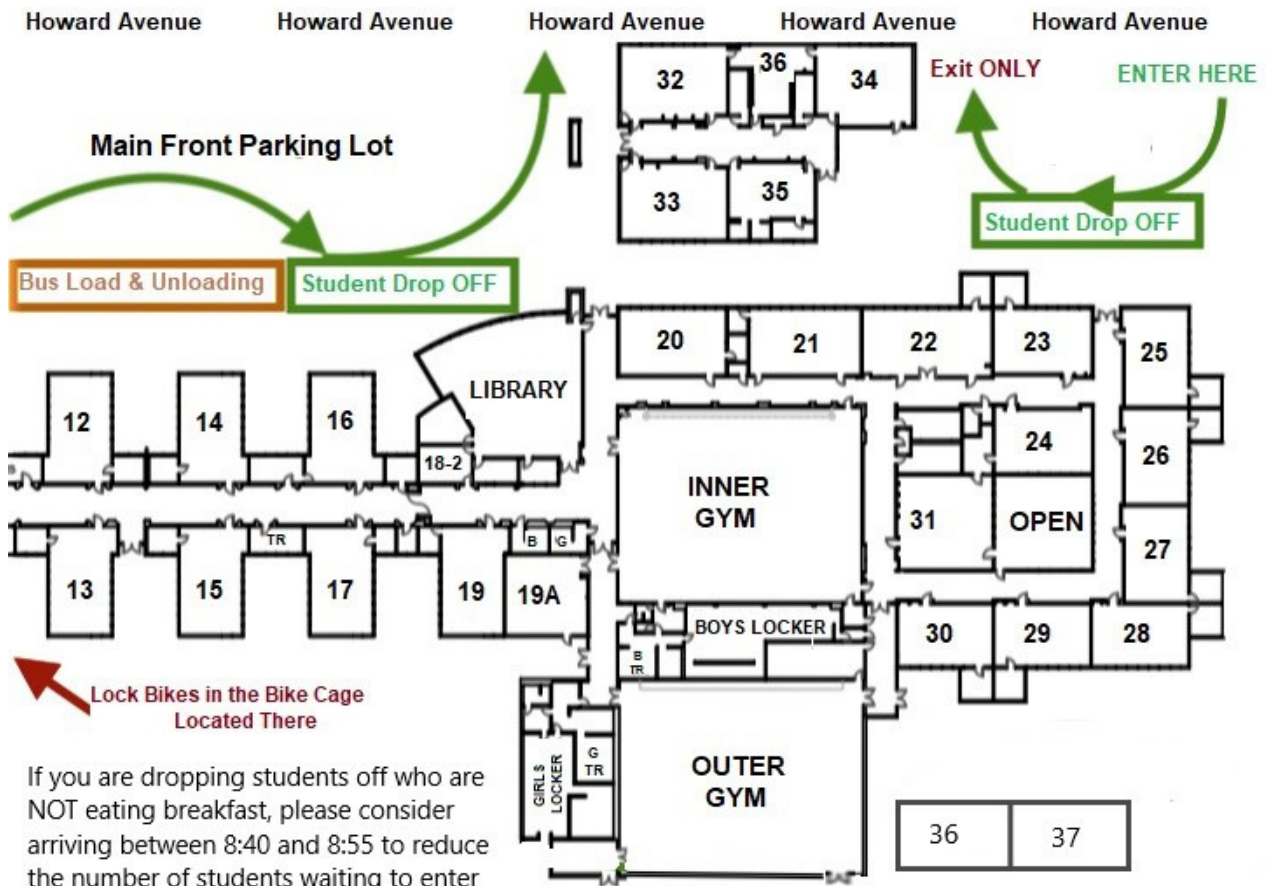
### Medication

#### What is Allowed?

**SCHOOL PERSONNEL MAY ASSIST** a student with prescription medication only if it is in its original container, and properly labeled by the pharmacist. It will be stored in a locked cupboard in the school office. Contact the school office for medication consent forms and details.

A one-day's supply of nonprescription medication in original container may be carried by a student only if they also carry a note from a parent specifying the name of the medication and dose to be taken. The same guidelines apply to emergency medication inhalers.

# Student Drop Off/Pick Up



If you are dropping students off who are NOT eating breakfast, please consider arriving between 8:40 and 8:55 to reduce the number of students waiting to enter the hallways to go to their advisory classes.