

# Kennedy Middle School

## Information for Students

“Green Sheet”

*“Our vision for the Kennedy Community is to provide a safe, respectful and caring environment where individuals are encouraged and empowered to fulfill their potential as engaged and responsible participants in a culturally-diverse and ever-changing world.”*

We have high expectations for all students who attend Kennedy. All students will be expected to learn as much as they can. Each student will also be expected to do his or her part to develop a positive environment where everyone can learn and feel safe. To ensure Kennedy a positive environment the following rules/expectations will be in effect in every classroom:

**Our Kennedy Culture begins with PRIDE!**

**Positive Attitude**

**Respect**

**Integrity**

**Discipline**

**Excellence**

During the first week of school, teachers will be sure that students understand these expectations, along with other rules that are specific to the classroom or other sites. Following are brief descriptions of these expectations:

**Positive Attitude:** Actively participate in discussions and activities. Follow directions. Encourage others to excel. Use positive comments to support others.

**Respect:** Use respectful words and tone of voice when talking to anyone. Leave other people’s property alone. Work to solve problems constructively, in a calm manner.

**Integrity:** Build relationships with peers and staff based on trust and honesty. Be honest with words and actions.

**Discipline:** Be in classroom and ready to learn when class begins. Have appropriate materials and completed homework. Stay on task. Socialize when appropriate. Take responsibility for your words and actions.

**Excellence:** Learn all you can. Take pride in your work. Do your best at all times! Work completed and turned in on time.

### **Student Recognition**

In addition to excellent grades, students may be recognized for their positive contributions in a wide variety of ways. These include:

- PRIDE Program
- Lunch Bunch
- 6<sup>th</sup> Grade Recognition Assemblies
- 7<sup>th</sup> & 8<sup>th</sup> Grade Multicultural Awards
- Informal Personal Recognition
- Honor Roll

### **Kennedy PRIDE**

Students who exemplify personal responsibility in daily efforts are recognized and rewarded by the school every nine weeks. To qualify for PRIDE awards students must meet the following requirements during the nine-week grading period:

- Tardy – No more than three unexcused
- Behavior – No reports of misconduct filed.
- Responsibility – All assignments in.
- Overdue Library Books – on day of PRIDE activity, no overdue library books.

Student is responsible for contacting teachers for missed work whenever student has been absent from class for any reason.

### **Student Opportunities**

Kennedy offers students a wide variety of optional activities to help make school an enjoyable experience. Following is a partial list. Ask any teacher how to become involved. Keep your eyes open for information regarding other opportunities.

- Star Quest (Florida Trip)
- Robotics Club
- Band and Orchestra
- Kennedy and Kidsport Athletics
- Site Council
- Multicultural Club
- Mentors Program
- Recreation (REC) Zone
- Yearbook
- Homework Club

### **Counseling Services**

Kennedy's counselor can help students and parents in the following areas: individual and group counseling, student schedules, and academic advising. Each new student is paired with a peer helper for orientation on his/her first day at Kennedy. To see the counselor, please sign up in the office. Parents can call 541-790-5500 for an appointment.

## **OTHER RULES AND POLICIES**

### **Regular School Hours**

8:30 a.m. Office opens

8:45 a.m. Buildings are open to students

9:00 a.m. Classes begin

3:25 p.m. School is dismissed.

3:45 p.m. Buildings are closed to students unless involved in a supervised activity.

### **Attendance (Phone 790-5525)**

- Attendance is a crucial factor to school success. Oregon State law mandates that students maintain regular attendance. The administration may excuse an absence, or a tardy in the case of emergency, student illness, or death in the family. Tardiness is not customarily excused. Parents may request, in writing if possible, that an absence or tardy be excused by contacting the office. Written requests should note the specific reason for the absence or tardy.
- In the event of chronic nonattendance, due to illness, the administration will require communication from the child's doctor before absences will be excused. If your child needs to have medical attention, a referral may be made to Churchill's health clinic for an assessment.

### **Tardy Policy**

- Students are expected to be in the classroom with all materials ready to work when class begins. Kennedy allows a generous five-minute passing time between each class. This provides students with ample time to walk from class to class with stops at lockers or restrooms as needed. During passing time there may be time to visit for a moment; however, the purpose of passing time is to get from class to class. **Kennedy will send home a phone message each time your child is tardy to class.**

### **Hall/Off Campus Passes**

- Kennedy is a closed campus.
- Any student out of a scheduled class must have a hall pass issued by a staff member.
- Students are expected to remain on the school grounds during the day. Once a student arrives on campus he/she is not permitted to leave campus without a parent's note. Parents need to call or send a note to the office if a student is to be dismissed early.
- Students with parent permission to leave school will be issued an off campus pass.
- Students must check out through the main office before leaving.
- Students leaving school without permission will be considered truant and disciplinary action may be taken.

### **Student Messages**

We ask that you please make your personal plans before school. We are not able to guarantee delivery of messages after 3:00 p.m. **unless it is an emergency.** We try to minimize student messages so as to not interrupt teachers during instruction. Classroom phones are for teacher use and emergencies. Students may use the student phone in the front office before school, during lunch, or after school.

### **Harassment.**

Harassment and discrimination of any type are not permitted at Kennedy (see Student Rights and Responsibilities Handbook, or School Board Policy section 5205 for complete district policy and definitions of harassment and discrimination). If you observe/experience harassment or discrimination at Kennedy please report the incident to a staff member or administrator.

## **Food, Candy, and Drinks**

Food, candy, and drinks are allowed only in the cafeteria unless a staff member has given prior approval.

## **Graffiti: Markers, Paint and Whiteout**

Students are not permitted to have permanent markers, paint, or whiteout at school. Graffiti is an ongoing problem and a major expense for our school. Permanent markers, spray paint, and whiteout are identified as principle graffiti tools. Please do not bring these items to school!

## **Personal Property and Money**

**Personal property and large amounts of money are vulnerable to theft.** Lockers are not a safe place to store valuables. The school will not be responsible for lost, damaged, or stolen personal property. **If you can't live without it - please don't bring it to school!**

## **Bikes, Skateboards, and Rollerblades**

**Bikes, skateboards and rollerblades may not be ridden on school grounds during school hours (7:00am to 5:30pm).** A bike rack is located in front of the building. While it is in an area that is frequently monitored, the school can't guarantee the safety of bikes in the bike rack. Students are encouraged to lock bikes securely. Skateboards should be stored in the owner's locker. Kennedy will not be responsible for lost, damaged, or stolen property.

## **Cell Phones**

Cell phones are now part of our culture and are an excellent means for communication between a parent and child. However, cell phones can be a disruption in the learning environment and are not allowed to be on during the entire instructional day (9:00 a.m. to 3:25 p.m.). If a cell phone causes a disruption, it will be confiscated and returned to the student at the end of the day. The third time a phone is taken the student's parent will need to come pick up the phone. Kennedy will not be responsible for lost, stolen, or damaged property.

## **Student Dress**

Students are expected to dress in an appropriate manner at all times. What a student wears should be conducive to maintaining a good learning environment and should not create a disruption of the educational process. Student dress and grooming shall be clean and in keeping with health, sanitary, and safety practices.

- Dress should cover the midriff and all underwear. Shorts and skirts should extend beyond arms length fingertips.
- Clothing should not display tobacco, alcohol, drug or sexual imagery or language.
- Shoes that contain wheels are not allowed.

- Clothing or accessories that are linked with gangs will not be allowed. (e.g. Bandanas)

In the event a student is in violation of our dress and appearance standard, he/she will be asked to go to the office to call home for appropriate clothing. If possible student may use office "loaner" clothing for the day. This standard is in effect for all school events including: activity nights, socials, athletic games, and fieldtrips. Because of health and safety considerations, students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off property.

## **Hall Lockers**

- Lockers are the property of the school district and must be kept clean and in good condition.
- Use the locker for school materials only. Don't keep money or other valuables in lockers.
- All pictures posted in lockers must be appropriate for a school environment.
- Keep combinations confidential.
- For extra security a second lock from home may be put on the locker.
- Don't change lockers without approval from the office.
- Students may be held responsible for damage to lockers.

## **Student Visitors**

- Students are strongly discouraged from bringing student visitors to school.
- Advance administration permission is always required.
- Requests for permission must be made at least two days in advance. Please contact the office.
- Visitors should be students of middle school age who are in good standing at their home school.

## **Student Telephone Use**

- A student telephone is available in the office.
- The phones in classrooms are for teachers only.
- Students may use the office phone before school, after school, or during lunch breaks.
- Line up and wait outside the office door until the phone is available.
- Keep phone calls to one minute.

## **Student Relationships**

- Sometimes middle school students develop very close relationships with other students. Planned social activities such as afternoon socials and activity nights provide opportunities for appropriate socializing among students. While on school grounds students are expected to limit expressions of affection to holding hands.

## **Guest Teachers and Volunteers**

Students are expected to follow all reasonable instructions given by all adults who work at Kennedy Middle School. Guest teachers, other substitute staff, and volunteers are to be treated with respect at all times.

## **Work Expectations**

- All school papers must be headed with the student's name, date, and class in the upper right hand corner.
- Work must be handed in on time. Late work will not usually be accepted unless arrangements are made with the teacher.

Reminder- Students are responsible for contacting the teacher for missed work whenever they are absent from class.

## **RULES FOR SPECIFIC SITES**

**In all areas appropriate voice and language are expected.**

### **Restrooms**

- Respect others.
- Keep restrooms clean.
- Use during breaks if possible.

### **Cafeteria**

- Respect others.
- Sit while eating or visiting.
- Wait to be dismissed.
- Clean up and recycle
- Walk around the tables- never over!

### **Courtyard**

- Respect others.
- Sit or walk.
- Keep area clean.
- Use sidewalks and stairs. Don't cut through the railings!
- Hillside are off limits.
- Stay off planted areas.

### **Field Area**

- Respect others. Keep hands to self.
- Stay safe – no rough play!
- Stay within the boundaries.
- Use equipment properly.
- Return checked out equipment.
- All hillsides are off limits.

### **Assemblies**

- Respect others.
- Walk to and from the site as a group.
- Sit together in your assigned spot.
- Talk quietly while waiting.
- Applaud to show appreciation.
- Wait until directions have been given for dismissal.

## **Locker Bay/Breezeway**

- Respect others
- Walk at all times
- Keep the buildings clean.
- Be on time to class
- Stay off lockers
- Keep your area clean

## **Misconduct**

Students are expected to follow Kennedy's Behavior Guidelines at all times. This includes the time while at school, at school-sponsored events such as field trips and athletic events, and while coming to school and returning home. Students who fail to follow these guidelines will be in violation of the School District 4J student conduct rules found in the *Student Rights and Responsibilities Handbook*.

Consequences will result from violations of these expectations. These range from a conference in order to re-teach expectations, to suspension or expulsion. Consequences will be progressively more serious if student continues to violate the rules. The following behaviors are prohibited:

## **Prohibited Behaviors (partial list)**

Substantial disruption Willful disobedience Truancy Tardy Theft Property damage Profane/obscene language, or inappropriate gestures Use of physical violence or aggression Possession of a weapon Any form of harassment Possession and/or use of fireworks, matches, or lighters Threat Bullying Failure to follow rule(s) Disrespect Disrespect towards a Guest Teacher Cheating/Forgery/Lying Possession of tobacco, drugs, or alcohol Misbehavior during an Emergency Drill
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See 4J *Student Rights and Responsibilities Handbook* for information about suspension and expulsion guidelines. Copies of the student handbook are available in the office.