

# Kennedy Behavior Guidelines and Information (2017/2018)

Kennedy vision statement: "Excellence every day for every knight"

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 is a positive environment the following rules/expectations will be in effect.

**Our Kennedy Culture begins with:**

## **Positive Attitude**

**Respect**

**Integrity**

**Discipline**

**Excellence**

During the first week of school, teachers will be sure students understand these expectations, along with other rules that are specific to the classroom and other sites. The 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. Do the right thing even when no one else is watching.

### **Discipline:**

- Be in classroom and ready to learn when class begins. Have appropriate materials and assignments. Stay on task. Socialize when appropriate. Take responsibility for your words and actions. Giving Guest Teachers your best behavior, effort, and cooperation.

### **Excellence:**

- Learn all you can. Take pride in your work. Do your best at all times! Turn in completed work 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
- Recognition Assemblies (MC Awards)
- Informal Personal Recognition
- Honor Roll
- Knights of Honor
- JFK Award

### **Kennedy PRIDE**

Our school will recognize all students who exemplify our PRIDE qualities and characteristics.

### **Student Opportunities**

Kennedy offers students a wide variety of optional activities to help make school an enjoyable experience - the following is a possible partial list.

Ask any teacher how you may get involved with:

- Robotics Club
- Band/Choir
- Kennedy and Kidsports Athletics
- WEB Program
- Mentors Program
- Yearbook Club
- Activity Nights
- Fall and Winter Socials
- Talent Show
- Spirit Week
- Video Game Club
- Drama Club
- Play/Musical
- History Club
- Wetlands Walk Fundraiser
- GSA Club
- Garden Club

- Weightlifting Club
- Other various Clubs
- AVID

### Counseling Services

Kennedy's counselor, Stephanie Baxter, can help students and parents in the following areas: individual and group counseling, student schedules, and academic advising. To see the counselor, please sign up in the office. Parents can call 541-790-5500 for an appointment.

### Other School 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. Campus is closed to students unless involved in a supervised activity.

#### **Attendance (Phone 541-790-5525)**

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. 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.

#### **Tardy Policy**

Students are expected to be in the classroom with all materials 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 locker or restroom as needed. During passing time there may be time to visit for a moment; however, the purpose of passing time is to move from class to class. **Kennedy will send home an informational phone message and email message each time a student 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 must call or send a note to the office if a student is to be dismissed early.
- Students who have parent permission to leave school early will be issued a yellow off-campus pass from the office.
- Students must check out through the main office before leaving campus.
- 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. Please refrain from texting your child during school hours.

#### **Bullying, Harassment and Intimidation**

*School board policy JB prohibits harassment, intimidation, hazing, bullying, cyberbullying, teen dating violence and retaliation, as defined by school board policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation or at any official school bus stop. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or district.*

#### **Definitions**

**a. Bullying, harassment or intimidation** means any act that substantially interferes with a student's educational benefits, opportunities or performance; that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-

sponsored transportation, or at any official school bus stop; and that has the effect of:

- Physically harming a student or endangering a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- Creating a hostile educational environment.
- It may be based on, but is not limited to, the protected class status of a person.

**b. Cyberbullying** is the use of any electronic communication device to harass, intimidate or bully.

**c. Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as sex-oriented verbal kidding, teasing or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

**d. Hazing** means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent or location of the participants. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity and almost always includes new members showing subservience to existing members. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.

**e. Protected class** means a group of persons distinguished or perceived to be distinguished by disability, race, color, national origin, ethnicity, sex, sexual orientation, gender identity or expression, age, religion, marital status, socioeconomic status, source of income, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

**f. Teen dating violence** means a pattern of behavior, within a dating relationship, in

which a person uses or threatens to use physical, mental or emotional abuse to control another person, or threatens sexual violence against another person, when one or both persons in the dating relationship are 13–19 years of age.

**g. Retaliation** means acts of reprisal, intimidation, or harassment toward a person in response to previously reported harassment.

### **Student Responsibility**

Students are expected to refrain from harassment, intimidation, bullying, sexual harassment, cyberbullying, hazing, teen dating violence, or retaliation. Students who violate these rules may be disciplined.

Students are expected to hold their peers to the standards established by policy and the *Student Rights and Responsibilities Handbook*, and are encouraged to bring violations to the attention of a teacher, counselor, administrator or other staff member. These reports may be made anonymously.

### **Reports and Complaint Process**

The district is committed to preventing and responding to incidents of bullying, harassment, intimidation, cyberbullying, sexual harassment, hazing, and teen dating violence or retaliation. Staff and volunteers will follow school board policy requiring that such incidents be reported to the school administrator, or to the superintendent where the administrator is believed to have been involved.

Students and parents who have experienced an incident of bullying, harassment, intimidation, cyberbullying, hazing, teen dating violence or retaliation are strongly encouraged to contact the school principal or other staff member to report it. If the administrator is believed to be involved, the report may instead be made to the superintendent's office.

Administration will respond quickly and appropriately to investigate and resolve such reports, making effort to provide the student with a practical, safe, private and age-appropriate way to discuss the matter. Interim measures necessary to provide a safe educational environment may be considered. When reports are substantiated, administration will take sufficient measures to

remediate and prevent recurrences.

Examples include:

Support from counseling and/or administration to address the needs of the victim, support interventions or consequences to address the behavior of the perpetrator, and safety plans where appropriate. Parents will be notified in a timely manner, within the constraints of laws governing the confidentiality of student records.

If students and parents cannot resolve the issue working with the school administrator or staff, they may submit a complaint to the superintendent's office. The form, and the district publication *Bullying, harassment & discrimination: Step-by-step complaint process*, is available from school offices or from the superintendent's office at the 4J Education Center, 200 North Monroe Street, Eugene, OR 97402, 541-790-7706.

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

Food, candy, and drinks are allowed only in the cafeteria unless a staff member has given prior permission. Drinks and/or food are not permitted in locker-bays. No glass containers on campus, please.

### **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 (Sharpies), 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, wheelies and/or rollerblades may not be ridden on school grounds during school hours (7:30 a.m. to 5:00 p.m.). Bike racks are located at the flagpole and along the G-building. Bike racks are frequently monitored, although the school can't guarantee the safety of bikes in the bike racks.

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.**

### **Electronic Devices**

All electronic games, phones, and music players must be turned off during the day - with the following exceptions: during lunch and rec time, or when used with teacher's permission for academic purposes.

Supervised use of electronics during classes will be at the teacher's discretion.

Any electronic devices found to be on during an inappropriate time will be confiscated and returned to the student at the end of the day. The second time a device is taken, the student's parent may have to pick up the device from an administrator. Listening devices (earphones) should not be worn, nor be visible, during the school day - except during lunch/rec time, or when being used with teacher permission. Kennedy will not be responsible for lost, stolen, or damaged property.

### **Computer Use**

All students will be encouraged to use technology available to them at Kennedy. Appropriate use of computer equipment is essential. Any misuse of equipment may result in the student being restricted from further access to equipment.

Rules to live by:

- Always use appropriate (approved) sites.
- No food, candy, or liquids near computers.
- Carry computers with both hands.
- Place computers on desktop - never set portable computers on the floor.
- Use only your identification and password when using computer.
- Report any problems immediately.
- Return to COW and plug it in.

### **Dress and Grooming**

The responsibility for dress and grooming of a student rests primarily with the student and his/her parents or guardians. A student's dress or grooming should not affect participation in school classes, programs, or other school-related activities, except as provided below.

#### **1. Student Dress and Grooming**

Student dress and grooming shall be clean and in

keeping with health, sanitary, and safety practices. 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 school property.

When a student is participating in the educational program or a school sponsored activity, dress and grooming will not substantially disrupt the activity or constitute a threat to the health and safety of the student or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity.

## **2. Clothing with Vulgar and Plainly Offensive, Obscene, or Sexually Explicit References, or Illicit Drug References**

Clothing with illicit drug or alcohol messages, or that encourages the use of illicit drugs and/or alcohol is prohibited. Clothing with vulgar and plainly offensive, obscene, or sexually explicit references, graphics or comments is also prohibited.

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 field trips. 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.

## **Gang Activity**

The presence of members of gangs and gang activities on campus or at off-campus, school-sponsored activities is likely to cause a substantial disruption or material interference with school and school activities. A “gang” is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity. (ORS 336.109 (2))

The following activities are prohibited at school or at school-related activities:

**1. No student shall wear or display** clothing or other objects that are commonly considered evidence of membership or affiliation with any gang if it

disrupts or is likely to cause a substantial disruption or material interference with school and school activities.

**2. No student shall commit** any act, or use any speech, verbal or nonverbal, showing membership in, or affiliation with, a gang if it disrupts or is likely to cause a substantial disruption or material interference with school and school activities.

**3. No student shall commit** any act that furthers gangs or gang activity including, but not limited to, wearing garb or displaying symbols directly associated with affiliation of a known local gang, soliciting others for membership in any gangs or inciting other students to act with physical violence upon any other person. Such acts are presumed to undermine the school’s basic mission, and will create an immediate danger to the orderly operation of the school.

## **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 the locker**
- All items 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/parents may be held responsible for damage to lockers.

## **Backpacks**

Students are encouraged to use backpacks, but all backpacks must remain in lockers during the entire day. For safety reasons, backpacks will not be allowed in classrooms. Exceptions will be made on a needs basis.

## **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 three days in advance.

- Visitor should be a student of middle school age who is in good standing at his/her home school.

### Student Telephone Use

- A student telephone is available in the office.
- The phones in classrooms are for teacher use only.
- Students may use the office phone before school, after school, or during lunch break.
- Line up and wait outside the office door until the phone is available.
- Please 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 adults 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 should be completed and handed in on time. Late work arrangements must be made with the teacher – know the teacher's expectation. **Reminder - the student is responsible for contacting the teacher for work missed whenever the student is absent from class.**

## RULES FOR SPECIFIC SITES

**In all areas appropriate voice and language are expected and appreciated. Be safe – walk, don't run, on concrete.**

### **Restrooms**

- Respect others.
- Keep restrooms clean.
- Use during breaks if possible.
- Wash your hands!

### **Cafeteria**

- Respect others.
- Sit while eating or visiting.
- Wait to be dismissed.
- Clean up and recycle
- Walk around the tables- never over!
- All food stays in cafeteria unless given permission to take it with you.
- No glass containers.
- Must have a "Blue" pass to take food to a classroom.

### **Courtyard**

- Respect others.
- Sit or walk.
- Keep area clean.
- Use sidewalks and stairs. Don't go through/under/over the railings!
- Hillsides are off limits.
- Stay off planted areas.
- Leave cones and sticks on the ground!
- Enjoy the benches.

### **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.
- Applaud to show appreciation.
- Wait until directions have been given for dismissal.

### **Locker Bay/Breezeway**

- Respect others
- Walk at all times – right side of yellow lines!
- Keep the buildings clean.
- Be on time to class
- Stay off lockers
- No food or drink in locker-bay
- No glass containers at school
- Use only locker assigned to you
- Please don't bounce, toss or throw anything
- Place trash in the trash cans

### **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 may result from violations of these expectations. These range from a conference in order to re-teach expectations, to suspension or expulsion.

Consequences may 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

Excessive Unexcused Tardies

Theft

Property damage

Profane/obscene language, or inappropriate gestures

Use of physical violence or aggression

Possession of a weapon

Any form of harassment, bullying/teasing/taunting

Possession and/or use of fireworks, matches/lighters

Threat

Spreading rumors

Failure to follow rule(s)/directions

Disrespect -including disrespecting a Guest Teacher

Cheating/Forgery/Lying

Possession of tobacco, illegal drugs, or alcohol

Misbehavior during an Emergency Drill

Noncompliance

Unsafe behavior