

# Roosevelt Middle School

7560 Oak Avenue

River Forest, IL 60305

Mr. Larry Garstki – Principal

Mrs. Tina Steketee – Assistant Principal

708-366-9230 - Main School Phone

708-366-4295 - Attendance Phone

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##### **Welcome to Roosevelt Middle School - 2020-2021**

The faculty and staff of Roosevelt Middle School and District 90 welcome you to what we believe will be an excellent educational experience. Please read through this assignment notebook and sign the appropriate space below indicating you have read and understood the information contained within. If you have any questions, please call or come in.

**Parent(s)/Guardian(s) and student have read the Student Handbook and understand the content, responsibilities, and expectations for Roosevelt Middle School.**



Family Name - PRINTED



Parent/Guardian Signature/Date Parent/Guardian Signature/Date Student Signature/Date

**Mission Statement**

Roosevelt Middle School prides itself in providing a safe, respectful, and nurturing environment in which learning is our major goal. Our intent is to create an atmosphere that is student-centered and mindful of diversity in which certain rules and procedures have to be followed. To ensure this requires a spirit of shared responsibility among students, teachers, parents/ guardians, and administrators that promotes self-disciplined citizens in our educational community.

**Roosevelt Middle School *High Five Goals***

The High Five Goals are the cornerstone of our behavioral objectives at Roosevelt. These simple but powerful ideas should be the guiding force in our behavior at school and beyond.

* We treat each other with respect.
* We use language appropriate to the school setting.
* We respect the school environment.
* We make instruction time cooperative and productive for all.
* We stop and think when making choices.

**GENERAL INFORMATION**

**School Phone Numbers and Office Hours**

* The main school phone number is 708-366-9230.
* The student **absence line** is 708-366-4295.
* Regular office hours are from 7:30 a.m. to 4:30 p.m.
* The District 90 homepage can be found at [www.district90.org](http://www.district90.org/)
* Roosevelt’s homepage can be found at [www.district90.org/roosevelt.html](http://www.district90.org/roosevelt.html)
* Mr. Garstki can be reached by email at garstkil@district90.org
* Mrs. Tina Steketee can be reached by email at steketeet@district90.org

**The School Day**

* The school year is divided into 4 quarters. Each school day has 4 periods with a total of 8 periods over day 1 and day 2.
* 5th and 6th-grade students are normally assigned to a core language arts teacher for 3 periods and a different teacher for science, math, and social studies.
* 5th and 6th graders are assigned 1 period of PE every other day, and 1 period of art, music, technology (grade 5)/STEM (grade 6), and foreign language every other day in a quarterly rotation.
* 7th & 8th graders are assigned to a Language Arts teacher for 2 periods (non-consecutive), then to different math, science, social studies, and foreign language teachers.
* 7th and & 8th graders are also assigned 1 period of PE and 1 period of exploratory every other day.
* 7th grade will have 4 exploratory classes, one each quarter in art, music, STEM, and communications I.
* 8th grade will have 4 exploratory classes, one each quarter in art, music, STEM, and communication II.

**Attendance and Homework Pick-up**

* Regular and consistent attendance is expected of students so that they receive the full extent of their education.
* If a student will be absent from school, please call the student absence line before 8:45 a.m.
* Homework and class assignments are posted on Schoology.
* Families who are planning vacations during the school year must notify the school about the dates their children will be away.
* Students are expected to obtain appropriate assignments/homework from their teachers before or upon returning from the absence.
* It is the responsibility of the student and parent/guardian to follow through on completion and to turn in work.

**Communication**

There are many forms of communication between Roosevelt and parents, including:

* The Bulldog Bulletin - bi-monthly on the 1st and 15th
* Roosevelt Middle School Instagram Page
* Student Progress Report
* Report Cards
* Student Directory
* Parent/Teacher Phone Calls and Emails
* Direct Mailings
* Daily Student Announcements
* Phone Calls/Meetings with Administration

**Daily Schedule**

 **Day 1 Day 2**

|  |  |  |  |
| --- | --- | --- | --- |
| 1st period | 8:30 - 9:52 | 5th period | 8:30 - 9:52 |
| 2nd period | 9:57 - 11:19 | 6th period | 9:57 - 11:19 |
| Lunch/Recess | 11:25 - 12:12 | Lunch/Recess | 11:25 - 12:12 |
| 3rd period | 12:18 - 1:40 | 7th period | 12:18 - 1:40 |
| 4th period | 1:45 - 3:07 | 8th period | 1:45 - 3:07 |
| Homeroom |  3:12 - 3:15 | Homeroom | 3:12 - 3:15 |

**Honor Roll**

* There is **no** honor roll for 5th grade.
* A 3.50 - 3.74 in all subjects qualifies a student for a certificate mailed with their report card.
* A student whose average is 3.75 - 4.00 earns Highest Honors status and receives a certificate with their report card.
* To be on any honor roll, a student may not have any C-’s, D’s, or F’s.
* Letter grade values & point equivalents:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A+ | 4.0 | 99-100 | B+ | 3.25 | 91-92 | C+ | 2.50 | 83-84 | D+ | 1.50 - | 75-76 |
| A | 3.75 | 96-98 | B | 3.00 | 88-90 | C | 2.00 | 80-82 | D | 1.25 | 72-74 |
| A- | 3.50 | 93-95 | B- | 2.75 | 85-87 | C- | 1.75 | 77-79 | D- | 1.00 | 69-71 |

**Lost and Found**

* The Lost and Found area is located near the elevator.
* Check there for lost items and also report missing item(s) to the office.
* Small and/or valuable items are held in the main office.

**Lockers**

* Each student is assigned a hall locker.
* Locks and combinations are issued for lockers. Replacement locks will be issued at the cost of $6.00.
* Students are responsible for keeping their lockers locked at all times and keeping the combination confidential.
* Lockers should be kept clean and free of writing and stickers on the interior and exterior door surface.

*A student’s locker is the property of the school and must be used for the purposes intended (i.e., storage for books, school supplies, and outdoor garments). If school officials have a reasonable suspicion that a student has placed illegal, inappropriate, or dangerous materials or substances in the locker, school officials may search the locker with or without the student’s knowledge or consent.*

**Visitors**

* Visitors must sign in/out of the main office and wear a visitor’s pass for the duration of their stay.

**EXPECTATIONS**

**Before School**

* Students wishing to enter the building early should arrive between 8:00 and 8:10 a.m. at the Oak St. entrance.
* Students must report to a teacher or the Multi-Purpose Room at this time and **not** go to their lockers.
* All students are required to show a pass to see a teacher on Wednesdays.
* Otherwise, remain outside until 8:22 a.m. except during cold or inclement weather, whereby students may go to the Multi-Purpose Room.
* Students who ride a bicycle to school must properly park and lock the bicycle in a bike rack.
* Non-health-related wheeled devices (i.e., skateboards, rollerblades, scooters, ripsticks) are not allowed in the building; please leave them at home.

**After School**

* Attend 3:15-4:00pm homework lab/detention when assigned.
* Students are to leave the building and grounds by 3:20 p.m. unless supervised by a staff member.

**Attendance/Tardies**

* Students are expected to be in school and on time to classes unless a student’s parent/guardian notifies the school that the student will be absent for a valid cause. Students reporting to school after 8:30 a.m. need to sign in at the office and receive a pass to enter class. Three *unexcused* tardies to first-period class per quarter will result in an assignment to lunch study hall. After three *unexcused* tardies have been issued per quarter, each subsequent tardy will result in a lunch study hall assignment for the day. Repeated *unexcused* tardies to first-period class may result in additional consequences as well. For excessive *excused* tardies, consequences will also be considered on a case-by-case basis. Late arrival to classes throughout the rest of the day may result in a detention from the classroom teacher.

**Homework**

* Homework is a part of a student’s daily routine and needs to be turned in on time, completed with quality, and done by the individual student.
* Fifth graders average thirty to sixty minutes of homework per night.
* Sixth through eighth graders average one to two hours each night.

**Homework Lab**

* A Homework Lab is assigned to students who do not complete and turn in their homework on the day it is due.
* A parent is notiﬁed by BrightArrow via email and phone. If a student can’t serve Homework Lab on the assigned day, a parent/guardian needs to notify the main oﬃce.
* Homework Lab is daily from 3:15 to 4:00 p.m.
* The lab is supervised by a staﬀ member who will assess students’ completion of homework.
* Missing Homework Lab may result in a detention and/or a zero on the assignment.
* Attending Homework Lab takes precedence over extracurricular activities, both in and out of school (e.g., Roosevelt basketball games, Little League baseball, band, etc.)

**Field Trips**

* While ﬁeld trips are connected to the curriculum, participation in ﬁeld trips is also a privilege.
* You will receive an email with the details of each ﬁeld trip. By paying for the ﬁeld trip online, you are granting permission for your child to attend.
* School rules and High Five Goals are in eﬀect for ﬁeld trips.
* Students excluded from a ﬁeld trip will be expected to report to school and complete work in an alternative setting, as appropriately assigned.

**Safety Drills**

* Fire, tornado, earthquake, and lockdown drills are conducted regularly throughout the school year.
* When a drill alarm is sounded, the teacher will guide students through the emergency by following the School Emergency Response Plan located in all rooms.

**Hall Passes**

* Any student who is in the hall while classes are in session must have a hall pass issued by a staﬀ member.
* Students must sign in and out each time they leave and return to the classroom.

**Lunch Behavior**

* Students are expected to follow the High Five Goals as well as to adhere to a code of good behavior during lunchtime.
* Students may be issued a lunch isolation or other disciplinary measures for violations of the code of conduct during the lunch period.
* After 4 lunch isolations have been issued, the lunch supervisor will contact the student’s parent/guardian directly to discuss concerns and additional interventions.
* 5 or more lunch isolations will result in a loss of lunchtime privileges and a behavior concern meeting with the student, lunch supervisor, and principal or designee. The parent/guardian will be contacted with the details of a behavioral plan.
* 8 or more lunch isolations will result in the student meeting with the principal, and parents/guardians will be contacted.

**Student Dress**

* Students will not be allowed to dress in an unsafe manner.
* Indecent or illegal dress will not be allowed. Tobacco, alcohol, gang, and drug-related clothing is not acceptable.
* Dress or appearance that is disruptive to the educational process will not be allowed.
* Student dress and appearance will be reasonably clean.
* Unless temperature extremes dictate, coats, jackets, hats/caps are not to be worn in the building.

**Test Taking**

* Students are expected to learn and follow appropriate test-taking behaviors.
* During a test, students need to focus on their own performance and the directions given by the teacher.
* Inappropriately disrupting the test-taking environment in any way may result in a grade penalty or other consequences.
* Parents/Caregivers will be notified if cheating is suspected or confirmed.

**Textbooks, Materials, Equipment, and Other School Property**

* Students are to write their names in the front of each textbook.
* Textbooks must be turned in at the end of the school year or upon withdrawal from school.
* Fines are levied when textbooks are lost or damaged beyond ordinary wear, such as torn bindings, damaged covers, ink spots, and other types of damage.

**School Property**

* Students are expected to show appropriate respect for school property.
* Students are expected to maintain high standards of cleanliness in the school building.
* All debris should be deposited in appropriate receptacles.
* Students will be expected to pay for property damaged through willful or careless actions.

**CODE OF CONDUCT**

**Discipline**

Discipline is a clear, consistent, and cooperative approach to create solutions for molding desirable behavior. It is designed to be a learning process aimed at providing logical consequences that maintain self-worth and develop self-discipline.

**Behavior**

It is impossible for good teaching and learning to take place in a classroom unless order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their benefit but also for the welfare of others.

**Minor Offenses**

These day-to-day problems (e.g., talking out of turn, not coming prepared to class, not turning in assignments, misuse of materials and equipment) will be handled individually by the teacher and/or administrator.

**MINOR OFFENSES MINOR CONSEQUENCES**

Including, but not limited to, the following: Including, but not limited to, the following:

* candy/food outside of lunch - warning
* put-downs - communicate with parents and document event
* talking out of turn - detention (40 minutes)
* throwing objects - parent/teacher/student conference
* unsupervised presence in the school building - informal behavior contract before/after school - building/community service
* physical contact - loss of privileges
* abuse of another’s property - informal talk and/or logical consequence
* unwarranted use of a copier and/or video - in-school suspension
* general disrespect
* without hallway pass (These consequences are not listed sequentially)
* tardies
* gum chewing
* profanity
* French-locking a Pad-Lock

**Major Oﬀenses**

These are deﬁned as extreme acts (e.g., physical abuse of person or property, disruptive classroom behavior, repeated use of profanity, etc.) that, in the teacher and/or administrator’s judgment, call for removing the student from the class or other areas of the school.

**MAJOR OFFENSES MAJOR CONSEQUENCES**

Including, but not limited to, the following: Including, but not limited to, the following:

* insubordination to teacher/not willing to -oﬃce referral submit to authority -detention(s)
* ﬁghting -loss of privileges
* chronic minor oﬀenses (5 0r more detentions) -call from teacher/administration
* skipping class -parent conference
* cheating/stealing/dishonesty -building/community service
* destruction of property -in-school/out-of-school suspension
* intimidation/harassment of students/school personnel -expulsion/administrative hearing
* forgery
* gambling (These consequences are not listed sequentially)
* possession of ﬁrearms, weapons, drugs/ drug paraphernalia, alcohol, other controlled substances (or “look-alikes”)
* possession of unauthorized electronic devices
* gang-related activity (representation, hand signals, clothing, and activities)
* verbal/written profanity directed at a teacher
* violation of technology “Acceptable Use Policy” or “Technology Lending Agreement”
* throwing dangerous objects
* starting/attempting to start a ﬁre on school property
* tampering with ﬁre alarms
* any other acts which directly or indirectly jeopardize the health, safety, or welfare of students or school personnel

**Detention**

* If assigned to detention, the student will be required to stay after school from 3:15 to 4:00 p.m. on the next available detention day - Monday, Wednesday, or Friday.
* In some instances, the student may serve directly with the teacher who assigned detention.
* Parents/caregivers will be notified by the staff member assigning the detention.
* The parent/caregivers will make arrangements for transportation.
* Serving detention takes precedence over extracurricular activities, both in and out of school (e.g., Roosevelt basketball games, baseball, band, etc.)
* Expectations and responsibilities in detention include the completion of self-reflection written response and copying of an assigned portion of the Code of Conduct.
* At the discretion of the detention moderator, some building/community service projects may be performed.
* After 5 detentions, parent/guardian and student are required to meet with the school team.
* Excessive detentions (10 or more per school year) are subject to additional consequences.

**Restitution**

If a student damages or vandalizes school property, another student’s possession(s) or property, or the property or possession(s) of a faculty or staff member, the student will be expected to make arrangements for restitution.

**Suspensions**

* While suspended, the student is either A) assigned to the In-School Suspension (ISS) room or B) excluded from school.
* Parents/Caregivers will be notified by telephone of the existing situation
* Parents/Caregivers will also receive a letter stating the reasons for an out-of-school suspension.
* No suspended student (ISS or Out of School Suspension) may participate in lunchtime or extracurricular activities until readmitted to school.
* For an out-of-school suspension, students will be readmitted to school following a parent conference.
* The period of suspension may last from one to ten school days.

**Expulsions**

In cases of extreme disobedience or misconduct, a student may be excluded from school for a period of time greater than ten days but no longer than the school year. The decision to expel a student is by the action of the Board of Education. A copy of the Board of Education’s policy concerning suspensions and expulsions is in the Student/Family Handbook and the District 90 website.

**Harassment**

It is the school’s responsibility to provide an educational environment free from all kinds of harassment, including but not limited to harassment based on race, color, religion, sex, national origin, gender identity, age, or disability. Such harassment detracts from the dignity and privacy of its recipient, is disruptive to the educational environment, and may violate federal and state laws. It is a violation of this policy for anyone to harass a student or retaliate against anyone who, in good faith, complains of harassment or participates in

any proceeding to investigate and resolve such complaints.

**Bullying**

Bullying has three qualities:

* It is repetitive
* It is unwanted. Not teasing, but harmful taunting
* It involves a power imbalance.

All three conditions equal bullying.

No student should be subject to bullying, aggression, and violence in school. Accordingly, aggressive student behavior, including student bullying in all forms, is prohibited and violates the district’s Bullying Policy (7:22). Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke, or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior that hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

**Physical Bullying:** punching, shoving, poking, or other similar behaviors.

**Verbal Bullying:** name-calling, gossip, humiliation, intimidation, or other similar behaviors.

**Weapon-Free Schools**

Any student who brings a weapon to school, or is in possession of a weapon at school, any school-sponsored activity, or any activity that bears a reasonable relationship to the school, shall be expelled from school for at least one year as required by the Goals 2000: Educate America Act. The Board may, on a case-by-case basis, modify the minimum expulsion requirement of the policy.

**Illegal Substances**

Drugs (including Anabolic Steroids), alcohol, and tobacco (including e-cigarettes) are strictly prohibited on school grounds or during school-sponsored events or athletic contests. The prohibition on the use of illegal substances is intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to the consumption of such substances. If a student is in possession, transfers, or uses illegal substances, parents will be notified immediately. Suspension or expulsion may be imposed. The River Forest Police Department will be notified and will receive a copy of the incident report. Given reasonable grounds for suspicion, school officials may search for and seize illegal drugs, alcohol, or tobacco brought to school or any school function.

**Nuisance and Dangerous Items**

Toys, tools, lighters, matches, fireworks, squirt guns, and other nuisance and dangerous items are inappropriate and not to be brought to school. Students will be relieved of any or all items that prove to be a distraction to the educational process and will be subject to the consequences of the code of conduct.

**Cell Phones**

Cellular phones and Smart Watches, including Apple watches, must be kept in the student’s locker and must remain **off** throughout the student’s school day. Students assume the risk of possible theft or damage when bringing cell phones to school. If taken to class, the phone will be confiscated, and a detention will be assigned. If the phone is in the **on-position**, further action may be taken. Once confiscated, the cell phone will be immediately sent to the office. If there is a second offense, a parent conference is required for the return of the confiscated phone.

**Parents/Guardians’ Responsibilities:**

* To see that their child arrives at school on time with the proper materials for school, wearing appropriate attire, clean, and in good health.
* To recognize that the home needs to assume the primary responsibility for each student’s development.
* To provide a telephone number where they can be reached in an emergency and respond to notices and suggestions from school.
* To follow the school calendar and ensuring that their child does not miss school or related events unnecessarily.
* To provide conditions at home designed to help their child(ren) study, complete homework, and work to their fullest capacity.
* To familiarize their child with school rules.
* To support the school by discussing with their child the expectations for student behavior.
* To cooperate with the school in modifying the child’s behavior when necessary.

**Parents/Guardians’ Rights:**

* To expect that their child will be provided with an opportunity to learn in a safe environment.
* To expect their child will be treated with respect.
* To expect that discipline policies will be administered consistently.
* To inquire and to be informed about their child’s progress.
* To be informed of available counseling services and their rights to due process.
* To receive cooperation and support from teachers and other school staff members.

**Teachers’ Responsibilities:**

* To educate and provide opportunities for students that maintain a rich and varied educational experience.
* To encourage the development of self-discipline and self-respect.
* To develop positive classroom procedures which facilitate learning.
* To act as role models for their students by exhibiting high personal standards of courtesy, respect, trust, honesty, and language.
* To make a conscientious effort to be consistent and fair in dealing with children.
* To follow the school’s rules and procedures.
* To provide supervision to ensure a safe and secure atmosphere for all.
* To communicate to students and parents about academic and behavioral concerns.
* To have respect for students’ feelings, to recognize their unique differences and needs, and to be a ready listener.

**Teachers’ Rights:**

* To receive the cooperation and support of parents/guardians and administration concerning the behavior expected of students.
* To teach in an environment of mutual respect with the authority to discern its infringement.
* To teach in an atmosphere conducive to learning that is free of disruptions and distractions.
* To receive the cooperation, individual attention, and appropriate preparedness of every student.
* To employ physical contact, when necessary, to prevent injury to themselves, another person, or property damage.
* To have their possessions respected by others.

**Students’ Responsibilities:**

* To show courtesy and respect to the school personnel, to their classmates, as well as to the possessions of others.
* To resolve conflicts peacefully.
* To learn and follow the expectations of the school and community.
* To attend school except when illness, religious observance, or family emergencies prevent it.
* To be in their seat and on time for all classes and be prepared with all necessary materials.
* To take responsibility for and accept the consequences of their actions.
* To develop their abilities and interests to the fullest potential.
* To protect and maintain school property.

**Students’ Rights:**

* To feel physically and emotionally secure at Roosevelt Middle School.
* To be treated with courtesy and decency.
* To have a positive learning environment free from unnecessary distractions.
* To be given fair treatment in all academic and disciplinary matters.
* To express their viewpoint courteously and in an appropriate manner at an appropriate time.
* To have their possessions respected by others.