

# Roosevelt Middle School

*“Every Student Matters, Every Moment Counts”*



## *Parent and Student Handbook 2021-2022*

**Grades:** 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>

**Address:** 2500 Oak St. Bellwood, IL 60104

**Telephone:** (708) 410-3900 **Fax:** (708) 544-0192

**Roosevelt Middle School Web Page:** <https://www.sd88.org/Roosevelt-Middle>

**Remind Code:** @k6h8624

## **Mission**

The mission of Roosevelt Middle School is to educate every child by means of a nurturing, creative learning environment, with an effective home-school partnership. Through a model of cooperation and example, we will help our students realize the joys of learning and the rewards of mutual respect. We believe the RMS experience will enable students to continue to be life-long learners.

## **Vision**

The vision of Roosevelt Middle School is to educate every child in a safe environment that is conducive to learning so he/she can be academically successful, socially responsible, physically fit, multi-culturally conscious lifelong learners.

## **School Motto**

“Every Student Matters, Every Moment Counts”

## **Core Values**

- **Integrity** - We will behave in an honest, trustworthy manner.
- **Respect** - We have confidence in our own identity and will acknowledge, understand, and support the rights of others.
- **Collaboration** - We will actively participate with others in sharing information and ideas towards a common goal.
- **Accountability** - We will take responsibility for the content and processes of decisions made, actions taken, and the resulting outcomes.
- **Excellence** - We take pride in our work, give our best efforts, persevere, reflect on results, and have the courage to apply new understanding to other tasks.

## **Bulldog P.R.I.D.E. for Success**

I am a Roosevelt Bulldog. I **Practice** self control daily. I **Respect** myself and others around me. I **Include** kindness and speaking positivity. I **Demonstrate** accountability and responsibility for my actions. I **Expect** to be successful in everything that I do.

**TOGETHER**  
*We are*  
**STRONGER**

**School Mascot:** Bulldog

**School Colors** Purple and Gold

**School Administration:**

**Principal:** Mr. Adrian Durry

**Asst. Principal:** Mrs. Michelle Owens

**Dean of Student Affairs:** Mrs. Violet Swilley

**Dean of Student Affairs:** Mrs. Claire Lansford

**Office Staff:**

**8<sup>th</sup> Grade Secretary:** Ms. Lany Wilson

**7<sup>th</sup> Grade Secretary:** Mrs. Maria Macias-Lopez

**6<sup>th</sup> Grade Secretary:** Ms. Sonya Lee

**Building Assistant:** Ms. Sarah Turner

**District Administration:**

**Superintendent:** Mr. Mark Holder

**Assistant Superintendent of Curriculum:** Dr. Victoria Hansen

**Director of Assessment & Innovation:** Ms. Karen Mitchell

**Director of Human Resources:** Mrs. Jeanine Rusike

**Director of Special Education:** Ms. Charlotte Larson  
**Director of Finance:** Ms. Jan Baptist  
**Director of Technology:** Mr. Harold Daniels  
**Director of Transportation:** Mr. Tyreese Stafford  
**Director of Buildings and Grounds:** Mr. Joseph Burdi  
**Food Service Director:** Ms. Carmella Parker

**Board of Education**

**President:** Ms. Sondra McClendon  
**Vice President:** Mr. Lindsley Griffin  
**Secretary:** Mrs. Dorothy C. Clark-Smith  
**Board Member:** Mrs. Madalyn Arredondo  
**Board Member:** Mr. Tony Morton  
**Board Member:** Ms. Maria Perez  
**Board Member:** Ms. Constance Riales

Dear Roosevelt Parents and/or guardians,

My name is Mr. Adrian Durry and I have the esteemed honor of serving as the Principal of Roosevelt Middle School for the 2021-2022 school year. I am excited, energized and optimistic about this school year. The last two years were different from any school years any of us have ever experienced. After the last year of functioning in a fully virtual environment, we have moved back to five days in person instruction. The safety and health of our scholars is still our number one priority and we will continue doing everything we can for our scholars and staff. I look forward to a productive partnership with you as we know that in order for us to reach our goals, **WE NEED YOU** more than ever to support and collaborate with our efforts to provide your children with the best educational experience possible.

As collaborative partners, we share the responsibility of ensuring the child's success. My staff and I want you to know that we are committed to your children achieving high levels of achievement as we are striving toward our **STANDARDS OF EXCELLENCE** as a building. As our partner parents, we ask that you reinforce and support us in the following ways:

- Our goal is 100% attendance and engagement daily. (School begins at 7:45am)
- Ensuring scholars are in proper uniform.
- Emphasize the importance of learning and education
- Encourage your child to complete assigned work and check it for accuracy
- Encourage your child to read at least 30 minutes per day
- Communicate concerns with teachers, related service staff, and/or support staff.
- Encourage daily participation and engagement in each class period as scheduled.
- Health, wellness and social emotional needs are priorities for all children during this time. We encourage parents to contact our social workers if there is a need.
- Monitor social media engagement and text chats through cell phone and computer.

If at any time you have any questions or concerns, please feel free to reach out to me or any member of my administration team to assist and support you. It is vitally important to me that you and your child have a vitalizing educational experience. We have put in countless hours to ensure that this year goes as smoothly and successfully as possible.

We thank you for your patience and support and look forward to an amazing 2021-2022 SY!

Best Regards,

Mr. Adrian M. Durry, Principal  
Roosevelt Middle School

### **Normal Hours of Operation**

The building will be open at 7:15 am. to students who want to eat breakfast, and then scholars are expected to be in their Homeroom by 7:45 a.m. The school day ends at 2:25 pm. Supervised after school programs are held between 2:30 pm and 4:30 pm. Students are required to vacate school premises promptly at the end of their designated school day.

### **Daily Schedule**

7:15am – 7:45am - Students enter the building and are served breakfast

7:45am – 7:57am - Homeroom

8:00am – 9:00am - 1<sup>st</sup> Period

9:03am – 10:03am - 2<sup>nd</sup> Period

10:06am – 11:06am - 3<sup>rd</sup> Period/8th Grade Lunch

11:09am – 12:12pm - 4<sup>th</sup> Period/6th Grade Lunch

12:15pm – 1:15pm - 5<sup>th</sup> Period/7th Grade Lunch

1:18pm – 2:18pm - 6<sup>th</sup> Period

2:18pm – 2:25pm - Dismissal

*Students are expected to be on the bus prior to 2:25pm. Buses leave promptly at 2:28pm*

### **Early Release Days**

7:15am – 7:45am - Students enter the building and are served breakfast

7:45am – 7:57am - Homeroom

8:00am – 8:43am - 1<sup>st</sup> Period

8:46am – 9:29am - 2<sup>nd</sup> Period

9:32am – 10:15am - 3<sup>rd</sup> Period

10:18am - 10:25am - Dismissal

*Students are expected to be on the bus prior to 10:25pm. Buses leave promptly at 10:28am*

## **EIGHTH GRADE REQUIREMENTS FOR GRADUATION**

### **Promotion Policy**

This is an exciting time for you and your child. This is their eighth grade year, and there are many exciting activities this school year. Maintaining excellent grades and behavior is a priority here at Roosevelt Middle School. To ensure that scholars stay focused, we have instituted the following expectations and requirements for participation in eighth grade privileges. These guidelines should be helpful to you and your scholar in determining their overall status.

### **Category 1**

Scholars in this category **will receive a diploma of graduation and will participate in the graduation ceremony.**

**These scholars met the academic criteria.**

### **Academic**

1. Scholar has maintained a cumulative grade average of at least a “C” in 3 or more academic subject areas.
2. Scholar has not been on academic probation for three marking periods. (Scholar does not have a “D” or “F” average in three or more academic subject areas.)
3. Scholar passed the State and Federal Constitution Tests.
4. Scholar have successfully completed all 30 community service hours These scholars met the behavior criteria.

**Behavior**

1. Scholar has no more than 24 Tardies to school.
2. Scholar has no more than 2 Out-of-School Suspensions.
3. Scholar has no more than 8 In-School Suspensions.

**NOTE: Two In-School Suspensions are recorded as One Out-of-School Suspension.**

**Category II**

Students in this category *will receive a diploma of graduation but will not participate in the graduation ceremony*. These students have failed to meet both the behavior criteria. **These students did meet academic criteria but did not meet behavior criteria.**

**Behavior**

1. Scholar has 24 or more Tardies to school.
2. Scholar has 2 or more Out-of-School Suspensions.
3. Scholar has 8 or more In-School Suspensions.

**NOTE: Two In-School Suspensions are recorded as One Out-of-School Suspension.**

**Category III**

Students in this category *will not receive a diploma of graduation and will not participate in the graduation ceremony*. These students have failed to meet both the academic and behavior criteria. **These students did not meet the academic criteria.**

**Academic**

1. Scholar has not maintained a cumulative grade average of at least a “C” in 3 or more academic subject areas. (Student has a “D” or “F” average in three or more academic subject areas.)
2. Scholar has been on academic probation for three marking periods.
3. Scholar failed the State and/or Federal Constitution Test(s). (Students are given three attempts to pass these tests.)
4. Scholar has not completed 30 hours of community service.

**These students did not meet the behavior criteria.**

**Behavior**

1. Scholar has 24 or more Tardies to school.
2. Scholar has 2 or more Out-of-School Suspensions.
3. Scholar has 8 or more In-School Suspensions.

### **Lost Textbook/Materials**

Graduates must clear all accounts with Roosevelt Middle School before they are permitted to participate in graduation. This includes returning all textbooks and library books in good condition, cheerleading uniforms, basketball uniforms and any other property belonging to the school. A price for lost or damaged items, including any damage to ChromeBooks, can be obtained in the office.

### **Community Service Learning Hours/Volunteerism**

8<sup>th</sup> grade students are required to complete 30 hours of community service/volunteerism by May 1, 2022

### **Homeroom**

Each student is assigned to a homeroom. Students are to report daily and on time. Attendance is taken during homeroom. Every student must be in his or her assigned seat before the bell rings. Important announcements are conducted during Homeroom. Students receive important information pertaining to daily school activities.

### **School Closing Information**

For important information on decisions related to school closings, please check the district website ([www.sd88.org](http://www.sd88.org)) as well as be on the lookout for emails and/or robocalls from the school district.

### **Bus Transportation and Schedule**

Bus Service is provided at no cost for all students in district 88. All bus assignments as well as routes and stops are determined by the District 88 Transportation Department. You will receive a district bus schedule, which contains all routes and route information. Please contact the school if you do not receive this form. Students should be on time at the designated school bus stop and ride only the bus they are assigned. For bus safety, please be aware that **the bus driver is in full charge of the bus and riders all times**. Any concerns regarding decisions or actions of the bus driver should be directed to Roosevelt Middle School and/or District 88 Transportation Department. (NEED CONTACT INFORMATION)

### **Bus Rules**

- Scholars must show their School ID's to board the bus.
- Bus riders **must remain seated at all times**.
- Bus riders are expected to be courteous to their fellow riders and to the bus driver/assistant.
- No food is allowed on the bus.
- Bus riders are **not to distract the driver, use profanity on the bus or otherwise cause a safety hazard**.
- Bus riders may not put their heads or arms out of the windows at any time.
- Nothing may be thrown or discarded from the bus.
- Screaming, loud talking or laughing on the bus could present a safety hazard and is not allowed.
- Bus riders must not tamper or vandalize the bus. Any scholar found to have violated this rule is subject to removal and loss of privileges. **(See Rules of Conduct and Discipline)**
- Scholars who damage the buses will be required to pay for any repairs.
- Bus riders who miss the bus must make their own transportation arrangements.
- Bus transportation is not an approved excuse for missing before or after school responsibilities such as make- up work and/or detentions.

**Scholars who violate the bus rules can be subject to losing bus riding privileges.**



**First Offense:**

- Bus driver referral
- Verbal warning/Conference with administration
- Phone call to parent
- Violation documented

**Second Offense:**

- Bus driver referral
- Conference with administration
- Letter sent home to parent concerning scholar behavior.
- Phone call to parent.
- Violation documented

**Third Offense:**

- Bus driver referral
- Parent/Student/Administrator conference
- Violation will be documented

**Fourth offense:**

Scholar will lose bus privileges for a specific amount of time determined by the Administration. Students can lose bus privileges sooner if the offense puts the driver and students at risk.

**Home/School Communication**

Communication between the home and the school is an essential part of our school program. We encourage you to contact your child's teacher or Administrator if you have questions or concerns about your child's progress in school. Programs and important events are posted on our website calendar and should be checked regularly as well as emails and blast through our remind app.

**Curriculum Night**

An evening is set aside each fall for parents to visit their child's school and meet his/her teachers. The principal will meet with parents in a large group setting to explain the school program and policies and then dismiss the parents to their child's classrooms. Teachers explain the curriculum and discuss course expectations, grading practices, and homework. This night is **NOT** a conference night.

**Conferences**

Opportunities are provided to share information about students, school programs, and policies. Parents are encouraged to attend these functions. Conferences are scheduled throughout the school year.

**Newsletters**

Newsletters are posted on District 88/Roosevelt Middle School website to provide timely information about school programs.

**Phone Conferences** Phone conferences can be held during the teachers' plan times. Please contact the teachers or the office for scheduling.

**Change of Address/Contact Numbers**

It is very important that parents/guardians notify the school promptly in writing of any changes of address, phone numbers, living arrangements or emergency contacts. Parents reporting address changes will be asked to provide forms of identification that show both the parent/guardian name and new address.

**Emergencies**

It is extremely important that the school office have up-to-date home and work telephone numbers, address, and emergency contacts on file. Parents will be contacted in the event your child becomes sick or is injured. Children will be released only to their parents or legal guardians during an emergency. No child will be released to a non-family member unless the school has a letter from the parent/guardian on file. Students with outdated emergency information will be removed from the school setting until such information is provided to the school.

**School Withdrawal/Transfers**

The office should be notified 3 days before a pupil expects to transfer from RMS to another school. The parent must come into the school office and complete a "Request for a Transfer Form". The student will be given a "Transfer Check-Out Sheet" which must be signed by his/her teachers and returned to the office. All textbooks and library books must be returned. All outstanding financial obligations must be met prior to a form transfer being approved. At the time of approval, the student will be given an official transfer slip for their new school along with their current health records. Cumulative records and test data will be sent directly to the new school upon written request submitted from the new school and signed by the parent/guardian.

**School Fees Collection**

School fees are payable by money order prior to the first day of attendance. Please save your receipts. All financial obligations must be cleared before the end of the school year. Non-payment of fees and fines will result in delay of transfers, report cards, diplomas, as well as registering for the next academic school year.

**Parent/Visitor Procedures**

Parents of students are welcome to visit classes involving their children at any time during the school day. (please see classroom Observation section below) The Board of Education requires all visitors in our schools to obtain a visitor's pass from the main office before going to a classroom or a conference. If visitors need help locating classrooms or teachers please notify the office when you receive your visitor pass.

Parents are asked to handle all family necessities prior to the start of the school day. Students will not be called out of class for the following: Keys, money, phone calls, homework, etc. Any delivery for your child will be given to the student at the office's earliest convenience. Students will not be allowed to call home for things forgotten (homework, money, etc.) This interrupts the office's incoming and outgoing calls and could impede real emergencies.

**Classroom Observation**

Classroom observations require 24-hour notification prior to visitation and principal approval. Classroom Observations Guidelines: No communicating with students or teachers during the observation. The classroom teacher will provide a seat to you for your visit. After the observation, it is required of you to

set up an appointment with the principal to discuss any concerns you may have.

### **Permission Slip Policy**

Parents are required to complete and sign a permission slip prior to any student participating in a school field trip.

## **Attendance Policies**

### **Absences and Early Dismissal**

If your child is unable to attend school, per Illinois School Code you are required by law to contact the school. Please call us at (708) 410-3900 no later than 8:00 am. Notification for an extended absence need only be made on the 1<sup>st</sup> day of the absence. A dated excuse signed by the parent/guardian is required upon a student's return for admission to school and should be presented to your child's Homeroom teacher if the absence was less than 3 days or not due to infectious disease. This written excuse is required even though a phone call was made notifying school authorities.

If your child was absent 3 or more days, a release form is required from a doctor. If your child was absent due to a contagious disease, a doctor's statement must be presented before your child can be admitted to classes. When your child is absent due to a dental or doctor's appointment, permission may be granted and approved by the school office when submitted in writing by the parent/guardian in advance of absence.

An excused absence allows the student to make up the work missed but the student is responsible for obtaining the make-up assignments from their teachers. In case of an extended absence, parents may request assignments before a student returns to classes. Parents should call the office giving the expected length of absence and the subject areas in which the assignments are desired. A 24-hour turnaround time is required for the teacher to submit materials to the office once the call is received. After 24 hours from the initial call, Monday-Friday, assignments can be picked up in the school office.

In cases of early dismissal, we would appreciate you submitting a written request to the office at the beginning of the day not at the time your child leaves for the day. Students leaving the building early must sign out of the building and if the student returns prior to dismissal must sign back in with the office before returning to the classroom. If the student is leaving the building without adult supervision, the written request will be verified by a phone call to the parent/guardian. Parents assume full responsibility for students leaving the premises without adult supervision.

### **Vacation**

Students missing school for vacations during scheduled school time, is discouraged and is considered an unexcused absence. If a student is absent because of a family vacation, parents should notify the school office in writing at least one week prior to the planned vacation date and request Homework at this time. Homework will not be provided prior to vacation without proper notice.

### **Tardy Policy**

Good attendance and punctuality are indicators of success in school. Students who are tardy miss important announcements and academic instruction. Their late entry also interrupts students who have started their lessons. Students should report to their Homeroom no later than 7:50 am. Students who are

tardy must report to the office, sign in, and receive a tardy slip before going to class.

1. Three (3) tardies to school or class - Call Home & Detention
2. Five (5) tardies to school or class - Referral/Parent conference is required

**Note: Tardies also affect year-end activities. (See 8<sup>th</sup> Grade Graduation Requirements) 6<sup>th</sup> & 7<sup>th</sup> Grade students can lose several privileges to attend or participate in extra- curricular activities throughout the school year.**

## **General Information**

### **Student IDs**

In order to provide a safe learning environment for students and staff, each student must wear his/her Roosevelt Middle school picture ID for bus service, during school hours, and all after school activities. The school ID must be worn around the neck and above the waist so that the picture is visible at all times. Students must present their ID cards when requested to do so by any school district employee including but not limited to bus drivers and cafeteria staff. Each student will receive an ID as part of registration at the beginning of each academic year. Students are required to report the loss of their ID card to the Dean of Students immediately. A fee of \$7.00 is required to purchase a replacement.

### **Book Bags/Purses**

Due to the alarming national average of concealed weapons and contraband brought into the schools, students are required to place their book bags and purses in their locker until dismissal. **NO BOOK BAGS WILL BE ALLOWED DURING THE SCHOOL DAY.**

### **Lockers**

Their homeroom teacher will assign each student a locker during the 1st week of classes. Students may not share lockers. Students should refrain from giving out his/her locker combinations to anyone. Lockers are to be locked at all times by spinning the dial of the lock after closing. Lockers must be kept neat and clean. NOTE: Lockers are subject to inspection at any time by authorized personnel including Law Enforcement Agencies.

Roosevelt Middle School will not be held responsible for missing property and will not investigate items stolen from “rigged” or “unlocked” locker. If a lock is stolen or missing, students must report to the main office and purchase a new lock for \$5.00. Lockers that are not functioning properly should be immediately reported to the Dean of Students. All locker combinations are changed annually.

Access to lockers should be limited to scheduled times only. Students may go to their locker before school, before their lunch period, and after the school day unless otherwise authorized by staff. A student must have written authorization to go to their assigned locker.

### **Lost and Found**

When lost or misplaced articles are found, students should return the item to the designated location. Students should inquire about lost articles in the Main office. Books and personal items should be returned to the Main office.

### **Cafeteria**

A complete lunch is provided from the cafeteria or you may bring your lunch.

All students must remain in the cafeteria during their assigned lunch period. Students wishing to use the restroom must exchange their Student ID for a restroom pass. Students are expected to remove all trays, trash and food items from their table before they will be called to exit the cafeteria. Students are required to keep their table and floor area clean. Pop cans and bottles are not allowed in school. No running or excessively loud talking will be tolerated during lunch periods. Students caught throwing food will receive a three day Out of School Suspension. Chronic offenders will lose lunchroom privileges.

### **Lunch Program**

National lunch programs are available for Roosevelt Middle School students:

#### **Free Lunch**

A lunch form is completed by the parent/guardian. Eligibility is determined based upon family size and income. All District 88 students receive a free breakfast and lunch. If you choose to send your student with a home packed lunch, we encourage you to send healthy choices. Chips and drinks should be of a snack size. No gum, candy, mints, sunflower seeds, high sugar drinks, or carbonated drinks of any type. FLAMING HOT snacks of any type are highly discouraged.

#### **School Health Policy**

The Board of Education, in compliance with State and County Law, requires that every student transferring into Roosevelt Middle School submit a complete form signed by a healthcare provider and be immunized against Measles, German Measles, Tetanus, Diphtheria, Poliomyelitis, Whooping Cough, Mumps and Hepatitis. Students who are non-compliant will be removed from the school setting until the proper forms are completed.

In cases of illness, students should report to the office with a written pass, from their teacher, to see Health Services. If it is necessary for the student to go home, Health Services or the office staff will contact a parent/guardian or emergency contact.

Parents requesting a student exemption from gym class must send a note to the Health Services Office prior to 8:00 am for approval. A parent's request for gym exemption is valid for only one class. If the student requires a gym exemption for more than one class, a note from a doctor will be required.

#### **Accidents**

Students involved in an accident, no matter how minor, while under the supervision of school personnel should report the accident immediately to the instructor in charge, a member of the faculty or office staff. Students should report to the main office with a written pass to Health Services. If it is necessary for the student to go home, Health Services or the office staff will contact a parent/guardian or emergency contact.

#### **Student Medication**

Parents are urged to adjust a student's medication schedule so that medication may be given under parent supervision. If it becomes necessary for a student to take any form of medication at school, a signed note from a parent and the Physician must accompany the medication. The medication must be in the original prescription container and must be presented to the Health Services. A copy of the original Physician order must be submitted and will be put on file in the Main Office. This includes over the counter medication such as Tylenol, Midol, Tums, cough drops, etc.

## **Dress Code**

In order to promote a better and safe atmosphere in our schools, the Bellwood School District 88 School Board Approved a Dress Code for District 88 Students. Therefore, all students from kindergarten through 8<sup>th</sup> grade must be in compliance with the specified dress code.

## **Roosevelt Middle School's Dress Code – School Uniform**

In order to promote a better and safe atmosphere in our schools, the Bellwood School District 88 School Board Approved a Dress Code for District 88 Students. Therefore, all students must be in compliance with the specified dress code.

## **Student Attire**

- Solid Black or Dark Blue uniform pants with belt (**No** Insignias)
- Skirts must be knee length or longer (**No** Insignias)
- **White Shirts must have collars** (**No** T-Shirts and **No** insignias)
- Plain White Shirt (No Insignias on undershirts)
- Plain Dark Belt for Belt Loops or Suspenders (no Studs)
- Sweater (Solid Black, Dark Blue, or White) **NO HOODED SWEATSHIRTS**
- Snow boots and Crocs are not to be worn in school
- **Jeans, sweat pants, yoga pants, leggings, jeggings, stretch pants, capris and tutus are not allowed. Skirts must be knee length. Cuffing, rolling, and bands on pants are not allowed.**

NOTE: SCHOOL BOARD POLICY 7.162 MANDATES THE FOLLOWING:

1. **Boys may NOT wear earrings.**
2. **No false nails are allowed**
3. **Body piercings are not allowed.**
4. **Boys may have one part in their hair.**
5. **Designed cuts are NOT allowed.**
6. **Pants must be worn above the hip.**
7. **Jackets may not be worn in the building.**
8. **Shaved lines cut in the eyebrows are NOT allowed.**

## **Out of Dress Code Consequences**

1. 1<sup>st</sup> Offense: A call to the parents. Students will receive a written warning.
2. 2<sup>nd</sup> Offense: A call to the parents. Students will be placed in-school suspension until the parents bring in the appropriate uniform. Violation is recorded.
3. 3<sup>rd</sup> Offense: A call to the parents. Students will serve a full day in-school suspension.

**If a student acquires more than three offenses, a more severe consequence will be given.**

## **Curriculum and Instruction**

A 3-year program of studies for Roosevelt Middle School consists of the following subjects:

1. Language Arts: Reading, Grammar, Literature, and Composition/Writing
2. Social Studies: 6th - Geography, History; 7th - Civics, Consumer Career Education, Geography, History, Federal and State Constitutions; 8th – History, Illinois History, Geography
3. Mathematics
4. Science

5. Physical Education/Health
6. S.T.E.M.
7. Art
8. Music/Band
9. Spanish
10. French

**\*\* Please note courses 5-10 are electives. Students will repeat courses in the 3-year cycle.**

### **Grading Scale**

- 100-90 A
- 89-80 B
- 79-70 C
- 69-60 D
- 59- below F

Generally, students will have homework every night, per school board policy. Students should plan to spend from 60 to 90 minutes each evening on homework assignments. Special projects, such as the science fair display, will require more time. Homework includes studying and reading, as well as written assignments. Parents should monitor homework completion. It is helpful to purchase a homework assignment book for your child so that you can see the list of homework assignments for yourself.

Questions concerning homework assignments should be directed to the individual class teacher. All homework assignments must be completed and returned to the teacher in a timely manner. Late assignments are generally not accepted unless specific permission from a teacher is given. Specific guidelines regarding homework will be explained by your child's teachers at Open House held in September

### **Interim Progress Reports**

Interim Progress Reports are issued at the 4th-5th week of every grading period. This report indicates a student's academic progress to date. It indicated the areas in which the student needs to improve academically or behaviorally. Please utilize this report as an opportunity for your child to improve their grades before the end of the grading period. Interim Progress Reports must be signed and returned to the classroom teacher.

### **Report Cards**

Report cards are distributed 4 times each school year (every 9 weeks). Report cards are sent home one week after the end of the grading period.

The first report card is given to parents during the November Parent Conferences. All other report cards are sent home with the student. At the end of the school year, a report card and/or diploma may be held if a student has not returned all textbooks, library books or has outstanding fines.

### **Standardized Testing**

The IAR assessments serve as an "educational GPS system," assessing students' current performance, and pointing the way to what students need to learn to be ready for the next grade level and, by high school graduation, for college and/or a career.

The IAR assessments are designed to give schools and teachers more information to improve instruction. Moreover, IAR is designed to let parents know how their child is progressing academically. This more detailed information can lead to strong engagement between parents and teachers.

The single testing window will simplify the test administration for schools that expressed concerns about the challenge of scheduling two testing windows. Although the assessment will be given in one testing window in future years, the test will still contain the same extended tasks and writing exercises that are important for measuring students' critical thinking and concept mastery. The testing window will be up to 30 days and will extend from roughly the 75 percent mark of the school year to the 90 percent mark.

### **NWEA MAP Assessment**

They're research-based, computerized assessments that help educators answer a crucial question: Are my students learning? By delivering precise, real-time information about every student's learning triumphs and challenges, we set educators—and students—up for success. Measures of Academic Progress (MAP) create a personalized assessment experience by adapting to each student's learning level. You'll have assessment data—and essential information about what each student knows and is ready to learn—within 24 hours.

### **Promotion**

Roosevelt Middle School follows the guidelines of Every Student Succeeds Act (ESSA). In accordance with ESSA, we will not do social promotions. In order to be promoted to the next grade level, students must demonstrate that they earned a promotion by successfully passing the requirements in the Core subjects. Students receiving an "F" cumulative grade point average in three (3) or more core subjects – Reading, Language Arts, Social Studies, Math and/or Science will be retained. There is no promotion offered through summer school. It is very important for parents to monitor the progress of their children by reviewing homework, interim progress reports, and quarterly report cards and by maintaining contact with your child's teachers.

### **Student Record Policy**

Parents have the right to view any information in their son's/daughter's cumulative file, as well as, the results of any testing. The parents must contact the principal in writing for an appointment to view student records.

### **DRILLS**

Fire, tornado, and lockdown drills will be held periodically during the year. Exiting and emergency procedures will be posted in each classroom. It is the responsibility of each student to know the emergency procedure for each area.

### **Fire Alarm**

The fire alarm is a continuous blast on the fire horn. The teacher is in complete charge of the class and will lead the class, so follow quickly and quietly. Absolute silence is required throughout a drill so that oral instructions may be given, if necessary. The last students to leave the room are to turn out the lights, close the windows, and close the door. The first students to reach an outside exit are expected to hold the doors open or adjust them to an open position. The last student to leave by a given outside exit is expected to close the door. Learn the fire drill schedule that applies to you for every class and be ready to follow them promptly and quietly. Any student sounding a fire alarm will be subject to serious disciplinary measures.



## **ROOSEVELT MIDDLE SCHOOL BEHAVIOR MODIFICATION AND IMPROVEMENT PLAN**

The Roosevelt Middle School Discipline Plan: promotes effective classroom discipline, develops positive student-teacher relationships, improves parent-teacher communication, fosters student integrity and increases instructional time in every class, thus improving student achievement.

### **Minor Disciplinary Infractions (Can result in discipline referrals)**

- Defiance/Disrespect/Non-compliance
- Classroom Disruption
- Dress Code Violation
- Inappropriate Actions/Language
- Physical Contact/Play Fighting
- Verbal Disagreement
- Property Misuse
- Tardy
- Technology Violation
- Usage of cell phones

### **Major Discipline Infractions (Will result in discipline referral)**

- Abusive Language/Inappropriate Language/Profanity
- Arson
- Bomb Threat/False Alarm
- Defiance/Disrespect/ Insubordination/ Non-Compliance
- Major Classroom Disruption
- Dress Code Violation Student
- Fighting/Physical Aggression
- Forgery/Theft
- Gang Affiliation Display
- Harassment/Bullying
- Cyber-Bullying
- Inappropriate Display of Affection
- Inappropriate Location/Out of Bounds Area (Out Bounds)
- Other Behaviors (Other)
- Property Damage/Vandalism
- Skip class/truancy
- Excessive Tardies
- Technology Violation
- Use/Possession of Combustibles or look alikes
- Use/Possession of Weapons or look alikes
- Use/Possession of tobacco/drugs/vape pens

### **General School Rules**

1. Follow directions the first time they are given to you
2. Come to class on time
3. Food, including candy, sunflower seeds, or gum, chips and soda are not allowed
4. Respect yourself, your teacher and your classmates
5. Scholars cannot use or carry cell phones in the building. Cell phones must be secured in the

- student's locker during the instructional day.
6. Wear your school uniform and ID daily. ID must be worn around your neck at all times.

**Note: Non-compliant students will be subject to further disciplinary actions**

**Consequences:**

1. 1<sup>st</sup> Offense: Verbal Warning/Call Parent
2. 2<sup>nd</sup> Offense: Afterschool Detention/Call Parent/Administrator's Conference
3. 3<sup>rd</sup> Offense: Referral to Administrator

**Consistent disruptions in the classroom will result in student losing the privilege to participate in classroom and school sponsored activities.**

**Building Wide Expectations**

1. **Movement:** Movement in the hallway is always done to your right. There should be no student(s) walking in the middle of the hallways.
2. **Violence:** Violence of any type will not be tolerated. Any student that hits someone for any reason (even if he or she was hit first) will be suspended
3. **Harassment** (verbal or physical): Harassment will result in immediate consequences. This includes cyber during the day.
4. **Gang related issues:** Students who show any gang affiliation (tattoos, gang slogans, gang related statements or gestures) will be suspended immediately pending parent conference and/or district hearing.
5. **Racial and sexual harassment:** Verbal, physical, or written statements involving sexual harassment or racial harassment will result in immediate suspension. This includes cyber during the day.
6. **Hugging and other physical contact:** Hugging and other physical contact are inappropriate behavior at school and will result in a teacher initiated offense sheet.
7. **Hall Passes:** Students in the hallways during class time must have a staff/teacher-issued hall pass.
8. **Electronic Devices:** Laser pointers, personal radios, CD players, iPods, MP3 players, headphones, earbuds and digital cameras are not allowed in the building.
9. **Cell phones:** Are allowed in the building but cannot be used in the building. Cell phones must be secured in the student's locker during instructional hours.
10. **Outside Food & Beverages:** No outside food or beverages are permitted in the building (including candy, gum, sunflower seeds, etc.)

**Conduct In The Halls**

- Walk to the right, not more than 2 across.
- Be courteous and considerate of others.
- Take the shortest route to your class unless instructed to do otherwise.
- Avoid gathering and loitering in the halls.
- Go to your locker only at the designated times, which are before school, before your specific lunch period, and after school.
- Walk at a moderate pace. No Running.
- Talk quietly.
- Be on time to all of your classes.
- Individual written passes are necessary when going to the learning center, using the washrooms, or going to the office even before school starts in the morning.

- Students are expected to obey the directives of **ALL** personnel on duty.
- Students must have a written classroom pass to be in the hallway during class.
- Students caught with a forged hall pass will receive the maximum penalty – five (5) day suspension.
- No hand holding and/ or other display of affection.

### **Hall Passes**

Students must carry a pass when going to various designations (office, nurse, locker, bathroom, etc.) during class time. Students are expected to be in their classroom and ready to work before the tardy bell rings. A small printed form is issued by the teacher for a student to leave the room for any other area within the building, or the office for admittance may issue it to class or to leave the school grounds. Students failing to report to areas designated or being excessively late may be subject to disciplinary action. A student should never be in the hall without a pass from a teacher/staff member after the bell rings.

### **Cafeteria Rules**

Scholars must:

1. Wear your school ID around your neck to enter the cafeteria
2. Remain silent upon entering the lunchroom
3. Go directly to assigned table
4. Remain at assigned table unless moved by a member of the administrative team
5. Keep their voices at a conversational tone when given permission to talk
6. Raise their hand if they need something
7. Be respectful to cafeteria staff
8. Stay in his/her seat
9. Leave all food in the cafeteria
10. Sit appropriately
11. Walk throughout the cafeteria
12. Use good table manners
13. Clean up after themselves
14. **No throwing food (Automatic three (3) days out of school/in-school suspension)**

### **Cafeteria Consequences**

1. 1st offense: Verbal warning
2. 2<sup>nd</sup> offense: One (1) hour lunch detention and a parent phone call
3. 3<sup>rd</sup> offense: In-school suspension

**Consistent disruptions in the cafeteria may result in permanent placement at the discipline table and/or removal from the cafeteria.**

### **Suspension**

1. Fighting or play fighting
2. Using directed and explicit profanity
3. Gambling
4. Continuous class disruption
5. Missing detentions, disrespect toward school personnel or classmates, etc.
6. Fire alarm tampering
7. Possession and or use of unacceptable materials – cigarettes, matches, drugs, weapons, fireworks,

- etc. Possession of any of these could also lead to an arrest
8. Misuse or destruction of fire equipment
  9. Intimidation of the use of bullying techniques

Classroom assignments will be issued to students during their suspension. If the suspension occurs at a time where it is inconvenient for the teacher to give the suspended student his/her assignments, an arrangement must be made to have someone other than the suspended student to pick it up the next school day.

Students suspended from Roosevelt Middle School are temporarily non-members of the student body. These students, consequently, are not permitted to participate in or attend any school-sponsored activity, whether such activity is held on a regular school day or on a weekend. Suspended students cannot be on school property and will therefore be trespassing.

### **In School Suspension**

There will be in- School suspension given to students per their various infractions. In School Suspension is an alternative to the out of school suspension. This program services the student's academic expectations, as well as behavioral expectations, and provides the opportunity for continued success. ISS will operate on Monday through Friday each week.

### **Guidelines**

1. Scholars must report to school at regular time and in uniform.
2. The scholar will be required to complete a written reflection as well as all assigned school work that is issued for that day.

**Note: Any student who can't adhere to these guidelines and procedures will be issued an out-of-school suspension.**

### **Suspension Students**

Students suspended from Roosevelt Middle School are temporarily non-members of the student body. Consequently, these students are not permitted to participate in or attend any school-sponsored activity, whether such activity is held on a regular school day or on a weekend. Suspended students will be charged with trespassing if found on school property. The City of Bellwood also has an ordinance that bars suspended students from being outside in the neighborhood during school hours.

### **Unauthorized Organizations (Cults, Gangs, Secret Societies)**

Gang and cult activity will not be tolerated. This includes both verbal and nonverbal communications, such as displaying symbols, emblems, and other gang –related graffiti. Adornments and clothing associated with gangs, scarves, or bandannas worn on the head are not allowed. Gang activity also includes any effort to recruit for, or further the interest of a gang or to be intimidating any other student on behalf of a gang. Students who engage in this activity may be suspended up to ten (10) days from school and expulsion may be recommended. Police will be notified when students are involved in illegal activities.

### **School Spirit Day**

The purpose of a School Spirit Day is to promote unity and school spirit. Roosevelt Middle School has School Spirit Day every Friday. Students may be out of uniform only if they have purchased a Roosevelt Middle School Spirit Shirt. The authorized school spirit shirt and jeans are the appropriate attire for the

day. Students who do not participate in School Spirit Day must be in the proper school uniform.