Roosevelt Middle School
***"EXCELLENCE IS OUR STANDARD"***

*Home of the Bulldogs*

***Parent and Student Handbook***

***2017-2018***

 **Grades 6th, 7th & 8th**

2500 Oak St.
Bellwood, IL 60104

**Telephone:** (708) 410-3906
**Fax:** (708) 544-0192

**Roosevelt Middle School Web Page:  www.sd88.org**

**District/School Mission, Vision, Values**

**District Mission Statement**

Under our administrative leadership for Bellwood School District 88, our mission is to enable and inspire our diverse student body to achieve academic excellence and make positive contributions to our world.

**Vision**

**Our Students:** Are curious and creative learners who succeed through personal initiatives and sustained efforts to reach high academic goals.

**Our Educators:** Teachers, staff, and administrators together form a rich professional learning community where all are supported to hone our professional craft to improve our effectiveness in educating our children.

**Our Families:** Are active, engaged and welcomed partners in their child’s education, who give valued input and participate in making important decisions about our academic and enrichment programs.

**Our Schools:** Are vital centers of community life, enriched by the diversity of our cities and welcoming to all families.  We offer an enriched learning environment and a comprehensive system of supports to address the needs of the whole child.

**Values & Beliefs of Bellwood School District 88:**

Students are our #1 Priority

We take pride in our diversity

We hold high expectations for ourselves and our students

We treat each other with respect and with integrity

**Roosevelt Middle School’s Mission Statement**

Roosevelt Middle School’s mission is to educate every child by means of 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.

**Roosevelt Middle School’s Vision Statement**

Roosevelt Middle School’s vision is to educate every child so he/she can be academically successful, socially responsible, physical fit, multi-culturally conscious life long learners.

**Principal Glover’s Vision**

My vision is that children will leave Roosevelt Middle School with:

1. Prerequisite skills needed to be successful in any high school regardless of the district or state (Common Core Standards).
2. Moral values – 6 Character Counts Pillars: Caring (ability to express and show others love), Respect, Responsibility, Fairness, Citizenship, and Trustworthiness (Honesty).
3. A sense of moral, ethical, intellectual, social, and emotional stability.
4. Positive memories and experiences that leave an impact lasting a lifetime.
5. Parents that are supportive and actively involved in their child’s education in some capacity.

My vision is that **ALL** Roosevelt Middle School staff members will:

1. Apply the Golden Rule – Treat Roosevelt Middle School students and their parents the way you expect to be treated by others, ie: Showing compassion, respect and dignity.
2. Embrace the doctrine of ***In Loco parentis*** best defined as follows: General education and control of pupils who attend public schools are in the hands of school boards, superintendents, **principals**, and **teachers**. This control extends to health, proper surroundings, necessary discipline, promotion of morality and other wholesome influences, while parental authority is temporarily superseded.
3. Be sensitive to the cultural diversity that exists at Roosevelt Middle School.
4. Take the initiative to learn about other cultures.
5. Embrace the Professional Learning Community (PLC) initiative.
6. Treat **ALL** students equitably regardless of race, creed, color, background, and parental views…
7. See the importance of accentuating the positive as opposed to focusing primarily on the negative – There is something good in every child.
8. Have high expectations for **ALL** students.
9. Look at and treat our art, music, and physical education programs on the same level as our core classes.
10. Embrace the notion that **ALL** students should have a voice and an opinion that should be heard and taken seriously (when presented in the proper manner) when planning and making decisions that will specifically affect those students (Due Process).
11. Recognize the magnitude of the importance of what we are dependent upon to be successful at doing; educating **OUR** children!

**School Mascot**

 BULLDOG

**School Colors**

Purple and Gold

**School Administration**

**Principal:** Mr. Paul Anthony Glover
**Asst. Principal:** Mr. Carlos Delgato

**Dean of Student Affairs:** Antonette Maxwell

**Dean of Student Affairs:** Ms. Kathrine Clark

**Office Staff**
**8th Grade/Head Secretary:** Mrs. Maria Macias

**7th Grade Secretary:** Ms. Sonya Lee

**6th Grade Secretary:** Ms. Natasha Washington

**Building Assistant**: Ms. Sarah Turner

**District Administration**

Mark Holder, Interim Superintendent of Schools

Karen Mitchell, Assistant Superintendent

Victoria Hansen, Dir. of Curriculum & Instruction

Jeanine Rusike, Human Resource Manager

Charlotte Larson, Director of Special Education

Jan Baptist, Director of Finance

Harold Daniels, Director of Technology

Tyreese Stafford, Director of Transportation

Joseph Burdi, Director of Buildings and Grounds

Gladys Robinson, Food Service Director

Dorsey Rivers, Principal Coach/Curriculum Consultant

**Board of Education**

Sondra McClendon, President

Maria Perez, Vice President

Dorothy C. Clark-Smith, Secretary

Deborah Giles, Member

Lindsley Griffin, Member

Annie Copeland, Member

Marilyn Thurman, Member

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Principal Letter………………………………………………………………………………………………...

**Hours of Operation**

The building will be open at 6:30 am. The building is open to students at 7:00 a.m. Students are expected to be in their Homeroom by 7:45 a.m. The school day ends at 2:27 pm. Supervised after school programs are held between 2:35 pm and 4:00 pm. Students are required to vacate school premises promptly at the end of their designated school day.

**Daily Schedule**

7:10 – 7:45 am Students enter building, are served breakfast, visit their lockers to prepare for classes and then report to their homeroom by 7:45 am.

7:50 – 7:57 am Homeroom and Attendance

8:00 – 8:47 am 1st Period

8:50 – 9:37 am 2nd Period

9:40 – 10:27 am 3rd Period

10:30 –11:14 am 4th Period/8th Grade Lunch

11:17 – 12:01 pm 5th Period/6th Grade Lunch

12:04 –12:48 pm 6th Period/7th Grade Lunch

12:51 – 1:38 pm 7th Period

1:41 – 2:28 pm 8th Period

2:30 – 2:37 pm Bus dismissal and Car pool

***Students are expected to be on bus prior to 2:37pm.***

***Buses leave promptly at 2:37 pm***

**First and Third Wednesday Schedule**

7:10 – 7:40 am Students enter building, are served breakfast, visit their lockers to prepare for classes and then report to their homeroom by 7:45 am.

7:45 – 7:54 am Homeroom and Attendance

7:57 – 8:36 am 1st Period

8:39 – 9:18 am 2nd Period

9:21 – 10:00 am 3rd Period

10:03 –10:42 am 4th Period/8th Grade Lunch

10:45 –11:24 pm 5th Period/6th Grade Lunch

11:27 –12:06 pm 6th Period/7th Grade Lunch

12:09 – 12:48 pm 7th Period

12:51 – 12:48 pm 8th Period

1:30 – 1:37 pm Bus dismissal and Car pool

***Students are expected to be on bus prior to 1:37pm.***

***Buses leave promptly at 1:37 pm***

**Eighth Grade Requirements For Graduation**

**Promotion Policy**

Upon successful completion of a three-year program of studies at Roosevelt Middle School, students will be eligible to receive a diploma of graduation as well as participate in the graduation ceremony provided the following requirements have been met.  These guidelines should be helpful to you and your son/daughter in determining his/her overall status.

**Category I**

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

**These students met the academic criteria.**

***Academic***

1.  Student has maintained a cumulative grade average of at least a “C” in 3 or more academic subject areas.

2.  Student has not been on academic probation for three marking periods.

    (Student does not have a “D” or “F” average in three or more academic subject areas.)

3.  Student passed the State and Federal Constitution Tests.

**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 not meet the behavior criteria.**

***Behavior***

1. The behavior is based on principal’s discretion.

**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. Student 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. Student has been on academic probation for three marking periods.
3. Student failed the State and/or Federal Constitution Test(s).

      (Student is given three attempts to pass these tests.)

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

***Behavior***

1. The behavior is based on principal’s discretion.

**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 Chrome Books, can be obtained in the office.

**Community Service Learning Hours/Volunteerism**

Students are required to complete 30 hours of community service/volunteerism by April 27, 2018

**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. Please be aware that lunch count is taken during this time.

**School Closing Information**

For important information on decisions related to school closings this winter, check this website and listen to WGN radio station, which is 720 AM.

For complete school closing list, visit [http://www.wgntv.com](http://www.wgntv.com/)

**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**

* Students 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 students found to have violated this rule are subject to removal and loss of privileges. (See Rules of Conduct and Discipline)
* Students 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.

**Students 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 Offence:**

1. Bus driver referral
2. Conference with administration
3. Letter sent home to parent concerning student behavior.
4. Phone call to parent.
5. Violation documented

**Third Offense:**

1. Bus driver referral
2. Parent/Student/Administrator conference
3. Violation will be documented

**Fourth offense:**

Student 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 of concerns about your child’s progress in school. Programs and important events are posted our website calendar and should be checked regularly.

**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) 544-3318 no later than 8:00 am. Notification for an extended absence need only be made on the 1st 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 for 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 turn around 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 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 7:45 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 One (1) hour after school detention.
2. Five (5) tardies to school or class Parent/teacher conference is required.
3. 10 (10) tardies to school or class Loss of extra-curricular activities for the

remaining quarter.

Tardies also affect year-end activities. (See 8th Grade Graduation Requirements) 6th & 7th 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 Police.

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 may be purchased 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 rest room 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 a send 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 required 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 8th 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.

**Female Attire Male Attire**

Solid Black uniform pants or Solid Black uniform pants with belt (**No**

Skirt knee length or longer Insignias)

(**No** Insignias)

Plain White Shirt (under) Plain White Shirt  (under)

**(Shirts must have collars)** (**Shirts must have collars)**

(**No** T-Shirts and **No** insignias) (**No** T-Shirts or **No** insignias)

Solid Black or Solid White gym shoes Solid Black or Solid White gym shoes

Plain Dark Belt for Belt Loops or Plain Dark Belt for Belt Loops or

Suspenders (no Studs) Suspenders (no Studs)

Shoe laces must be black or white Shoe laces must be black or white

(Snow boots are not to be worn in school) (Snow boots are not to be worn in school)

Sweater (Solid Black or White)Sweater (Solid Black or White)

**NO HOODED SWEAT SHIRTS NO HOODED SWEAT SHIRTS**

**(Except School Spirit Sweat Shirts) (Except School Spirit Sweat Shirts)**

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

**If a student acquires more than three offences, 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, Spellings, Penmanship, Literature, and Composition/Writing
2. Social Studies: 7th – Civics, Consumer Career Education, Geography, History, Federal and State Constitutions
3. Social Studies: 8th – History, Illinois History, Geography
4. Mathematics
5. Physical Education
6. Science
7. S.T.E.M.
8. Computer Literacy
9. Art
10. Vocal Music
11. Instrumental Music
12. General Music
13. Drama
14. Spanish
15. French
16. Health
17. Life Science

 \*\* Please note courses 6-14 are electives. Students will repeat courses in the 3-year cycle.

**Grading Scale**

Classroom Grading Scale     \_ Honor Grading Scale

100-93 A A=3 Points

92-85 B B=2 Points

84-75 C C=1 Points

74-67 D **Super Honor Roll**

 19-21 Points

 **Honor Roll**

14-18 Points

**Homework**

In order to achieve academic excellence, it is necessary for every student to complete and bring back to school all assigned homework. Papers should be neat and well organized.

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 assignment 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 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, 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 PARCC 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 PARCC assessments are designed to give schools and teachers more information to improve instruction. Moreover, PARCC 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 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 No Child Left Behind. In accordance with NCLB, 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” accumulative 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.

**Community Service**

All students must complete 30 hour of community service before the end of their eighth grade year.

**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.

**Disaster Or Severe Storm Warning**

**SILENCE IS ABSOLUTELY NECESSARY AT ALL TIMES!**

A disaster drill will be indicated by the following signal or signals:

* Community siren
* Consecutive ringing of three (3) short bells –pause – two (2) short bells
* Oral instructions
* Sounding of portable siren – three (3) wails – pause – three (3) wails

Memorize your directions, which are always the same in a disaster situation.  At the command of the teachers the students will move quickly to the assigned area and if a “duck and cover” instruction is given, place your head on your knees and cover the back of your head and neck with your hands.  Remain in the above position until given an all-clear signal.  Classes will remain at the assigned area and take no further action until an all-clear is sounded: one long bell, one-minute interval, and one long bell or oral instruction.

**Emergency School Closing**

On mornings of inclement weather or should there be a change in the school day; it will be announced over\_\_\_\_\_\_\_\_\_\_\_, and posted on the district’s website (www.sd88.org).

**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 Offenses/Major Offenses**

|  |  |
| --- | --- |
| **Minor Problem Behavior** | **Definition** |
| Defiance/Disrespect/Non-compliance | Student engages in brief or low-intensity failure to respond to adult requests. |
| Disruption | Student engages in low-intensity, but inappropriate disruption. |
| Dress Code Violation | Student wears clothing that is near, but not within, the dress code guidelines defined by School District 88. |
| Inappropriate behavior | Student engages in any other minor problem behaviors that do not fall within the above categories. |
| Physical Contact/Physical Aggression | Student engages in non-serious, but inappropriate physical contact.  |
| Property Misuse | Student engages in low-intensity misuse of property. |
| Tardy | Student arrives at class after the bell (or signal that class has started). |
| Technology Violation | Student engages in non-serious but inappropriate (as defined by school) use of cell phone, music players, cameras, and/or computer. |
| Unknown | Student engages in problem behavior that is unknown. |

|  |  |
| --- | --- |
| **Major Problem Behavior** | **Definition** |
| Abusive Language/Inappropriate Language/Profanity | Student delivers verbal messages that include swearing, name calling or use of words in inappropriate way. |
| Arson | Student plans and/or participates in malicious burning of property. |
| Bomb Threat/False Alarm | Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. |
| Defiance/Disrespect/Insubordination/Non-Compliance | Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions. |
| Disruption | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Dress Code Violation | Student wears clothing that does not fit within the dress code guidelines practiced by School District 88. |
| Fighting/PhysicalAggression | Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Forgery/Theft | Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission. |
| Gang AffiliationDisplay | Student uses gesture, dress, and/or speech to display affiliation with a gang. |
| Harassment/Bullying | Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages includes negative comments based on race, religion, gender, age, and/or national origin, disabilities or other personal matters. |
| Inappropriate Display of Affection | Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student, either consensual or non-consensual. |
| InappropriateLocation/Out ofBounds Area(Out Bounds) | Student is in an area that is outside of school boundaries (as defined by school). |
| Lying/Cheating(Lying) | Student delivers message that is untrue and/or deliberately violates rules. |
| Other Behavior(Other) | Student engages in problem behavior not listed. |
| PropertyDamage/Vandalism(Prop dam) | Student participates in an activity that results in destruction or of class/school without permission. |
| Skip class/truancy | Student leaves class/school without permission or stays out of class/school without permission. |
| **Major Problem Behavior** | **Definition** |
| Tardy | Student is late to class or the start up of the school day (and tardy is not considered a minor problem behavior in the school). |
| Technology Violation | Student engages in inappropriate use of cell phone, music players, cameras, and/or computer. |
| Unknown | Student engages in problem behavior that is unknown. |
| Use/Possession ofCombustibles | Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). |
| Use/Possession ofWeapons | Student is in possession of knives or guns (real or look alike), or other  |

**Classroom 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. Students 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.  Non-compliant students will receive a one day school suspension

**Consequences:**

1st Offense: Verbal Warning

2nd Offense: Verbal Warning/Call Parent

3rd Offense: Teacher Conference/Call Parent/Think Sheet (See Offense Sheet)

4th Offense: Afterschool Detention/Call Parent/Administrator’s Conference

5th 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 Rules**

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 student’s locker during instructional hours.
10. **Outside Food & Beverages:** No outside food or beverages and 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**

Students 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**

1st offense: Verbal warning

2nd offense: Recess privilege taken for two (2) days

3rd offense: One (1) hour afterschool detention and a parent phone call

4th offence: In-school suspension.

**Playground Rules**

1. Students are to play inside the designated area.  If a ball goes over the fence, notify a   supervisor.  **Never** leave the designated area.
2. No food, gum, or candy is permitted on the playground.
3. Roller blades, skateboards, and bikes are not allowed.
4. Rough games can be dangerous “Play fighting” and karate or mixed martial arts – type activities will not be permitted.
5. Throwing rocks or snowballs or sliding on ice is not permitted.  Students should not play on the snow hills for safety reasons.

Adults must report to a playground supervisor before approaching children, even their own.  Supervisors must know who you are.  Do not take children from the playground.  They must report to the main office or early dismissals.

**Quarterly Playground Consequences**

1st offense: Recess privilege taken for then remaining period

2nd offense: Recess privilege taken for two (2) days

3rd offense: One (1) hour afterschool detention and a parent phone call

4th offence: Privilege revoked for the rest of the quarter.

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

**Suspension**

Student will be suspended for the following:

1. Fighting or play fighting
2. Using 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, 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**

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. Student must report to school at regular time and in uniform.
2. The students will be required to complete a written therapeutic assignment as well as all assigned school work that is issued for that day.
3. In School Suspension notice must be returned with parent’s signature.  Failure to return signed notice will result in out of school suspension

Any student who can’t adhere to these guidelines and procedures will be issued an out-of-school suspension.  Refer to the Bellwood School District Student Discipline Code (Revised July 2011) for violations that would warrant an ISS.

**NOTE: Every three (3) in school suspension will be recorded as one (1) out of school suspension.  This will affect graduation privileges and end of the year activities.**

**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 student 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.

**Roosevelt Middle School Calendar Of Events For 2017-2018**

**August**

25 School Spirit/Character Counts Day (**Beginning today, this event occurs every Friday)**

**September**

7 PTA Meeting 6:00 p.m.

11 Eighth Grade Parent Meeting/Curriculum Night

14 Sixth Grade Curriculum Night

19 Fall Pictures

19 Seventh Grade Curriculum Night

26 Eighth Grade Curriculum Night

15 Hispanic Heritage Kick-Off Month

22 Interim Reports Distributed

**October**

2 Bring Your Parents to School Day

5 Grandparents Day Breakfast

5 PTA Meeting 6:00 p.m.

13 Hispanic Heritage Month Ends

23 Red Ribbon Week Begins

25 Math/Reading Day

26 First Quarter Ends

26 PTA Movie Night

31 Red Ribbon Week Ends

31 Principal Scholar Luncheon

31 Honor Roll Gift Bags

**November**

1 1st Quarter Evening Awards Ceremony 6:00 p.m.

2 PTA Meeting 6:00 p.m.

3 Fall Retakes

7 Parent/Teacher Conferences (12-7)

21 Harvest Dance

**December**

1 Interim Progress Reports Distributed

7 PTA Meeting 6:00 p.m.

**January**

17 Graduation Pictures

19 2nd Quarter Ends

19 PTA Movie Night

26 Report Cards Distributed

31 Principal Scholar Luncheon

31 Honor Roll Gift Bags

31 Second Quarter/First Semester Evening Awards Ceremony 6:00 p.m.

TBA Math/Reading Day

TBA Dr. King Celebration

**February**

1 Black History Month Kickoff

1 PTA Meeting 6:00 p.m.

12 Valentine Day Dance

15 Graduation Picture Make-Up

15 Interim Progress Reports Distributed

23 Pennies for Patients Ends

28 Black History Month Program

TBA PARCC Night

**March**

1 PTA Meeting 6:00 p.m.

22 3rd Quarter Ends

23 PTA Movie Night

28 Principal Scholars Luncheon

28 Honor Roll Sundae Fun Day

28 3rd Quarter Evening Awards

Ceremony

29 Spring Dance

29 3rd Quarter Report Cards Distributed

TBAPARCC Testing

**April**

10 P/T Conference 10:00 a.m. – 5:00 p.m.

21 Earth Day

16-20 Administrative Assistant Week

18 Administrative Assistant Day

27 Interim Progress Reports Distributed

TBA Science Fair

**May**

1 Teacher Appreciation Week

3 PTA Meeting 6:00 p.m.

4 Cinco de Mayo/Red, Green, & White Day

7-11 Teacher Appreciation Week

9 Teacher Appreciation Day

23 4th Quarter/2017-2018 Academic Extravaganza

24 4th Quarter Ends

31 Report Card Distribution/Last Day of School

TBA Talent Show

TBA Staff/Student Game

TBA Fun Fair

TBA Reading/Math Day

TBA Eighth Grade Boat Luncheon

TBA Eighth Grade Great America Trip