



**Roosevelt Middle School**  
**Mr. Larry Garstki-Principal**  
**Mrs. Tina Steketee – Assistant Principal**

**7560 Oak Avenue**  
**River Forest, IL 60305**

**708-366-9230 (main school phone)**  
**708-366-4295 (attendance phone)**

# Welcome to Roosevelt Middle School - 2015-2016

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

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

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Family Name - PRINTED

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Parent/Guardian Signature/Date

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Parent/Guardian Signature/Date

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Student Signature/Date

## Mission Statement

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

## Roosevelt Middle School *High Five Goals*

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

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

## GENERAL INFORMATION

### School Phone Numbers and Office Hours

- The main school phone number is 708-366-9230.
- The student **absence line** is 708-366-4295.
- Regular office hours are 7:30 AM to 4:30 PM.
- The District 90 homepage can be found at [www.district90.org](http://www.district90.org)
- Roosevelt's homepage can be found at [www.district90.org/roosevelt.html](http://www.district90.org/roosevelt.html)
- Mr. Garstki can be reached by e-mail at [garstkil@district90.org](mailto:garstkil@district90.org)
- Mrs. Tina Steketeet can be reached by e-mail at [steketeet@district90.org](mailto:steketeet@district90.org)

### The School Day

- The school year is divided into 4 quarters. Each school day has 8 periods.
- 5<sup>th</sup> and 6<sup>th</sup> grade, students are normally assigned to a core language arts teacher for 3 periods, either in the morning or the afternoon, and to different teachers, opposite their LA core, for science, math, and social studies.
- 5<sup>th</sup> and 6<sup>th</sup> graders are assigned 1 period of PE each day and 1 period of art, music, and foreign language, in a 3 day rotating schedule.
- 7<sup>th</sup> & 8<sup>th</sup> graders are assigned to a Language Arts teacher for 2 periods (non-consecutive), then to different math, science, social studies, and foreign language teachers.
- 7<sup>th</sup> and 8<sup>th</sup> graders are also assigned 1 period of PE each day and to 1 period of exploratory.
- 7<sup>th</sup> Grade will have 4 exploratory classes, one each quarter in art, music, technology applications, and oral communication.
- 8<sup>th</sup> Grade will have 4 exploratory classes, one each quarter in art, music, technology applications, and oral interpretation.

## Attendance and Homework Pick-up

- Regular and consistent attendance is expected of students in order that they receive the full extent of their education.
- If a student is to be absent from school, please call the student absence line before 8:45 AM.
- Assignments for absent students may be requested at the time of the absence call and be picked up after school in the main school office between 3:30 PM and 4:30 PM. The homework request email is sent out at 10:00 AM, requests after that time must be made by the parents to the teachers.
- Families who are planning vacations during the school year must notify the school about the dates their children will be away.
- Students are expected to obtain appropriate assignments/homework from their teachers before or upon returning from the absence.
- It is the responsibility of the student and parent/guardian to follow through on completion and turning in of work.

## Communication

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

- *The Roosevelt Review*, a monthly newsletter
- The Bulldog Bulletin - bi-monthly on the 1st and 15th
- Student Progress Report
- Report Cards
- Student Directory
- Parent/Teacher Phone Calls and E-mails
- Direct Mailings
- Daily Student Announcements
- Phone Calls/Meetings with Administration

## Bell Schedule

1st period	8:30 - 9:11	5th period	12:21 - 1:02
2nd period	9:14 - 9:55	6th period	1:05 - 1:46
3rd period	9:58 - 10:39	7th period	1:49 - 2:30
4th period	10:42 - 11:23	8th period	2:33 - 3:14
Lunch/Recess	11:27 - 12:17	Homeroom	3:17 - 3:20

## Honor Roll

- There is **no** honor roll for 5th grade.
- Students who achieve between a 3.20 - 3.49 in all subjects achieve Honor Roll status and are presented a certificate.
- A 3.50 - 3.74 in all subjects qualifies a student for a certificate and earns High Honors.
- A student whose average is 3.75 - 4.00 earns Highest Honors status and is presented a certificate.
- To be on any honor roll a student may not have any C-'s, D's, or F's.
- Letter grade values & point equivalents:

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

## Lost and Found

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

## Lockers

- Each student is assigned a hall locker.
- Locks and combinations are issued for lockers. Replacement locks will be issued at the cost of \$6.00.
- The student is responsible for keeping his/her locker locked at all times and keeping the combination confidential.
- Lockers should be kept clean and free of writing on the interior and exterior door surface.
- Placement of stickers on or in lockers is prohibited.

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

## Telephones/Mobile Phones

- School phones are to be used for emergency purposes and only with the permission of the office staff.
- Student Cell Phones can be used before or after school, **outside** of the school building (for more information see Cell Phones)

## Visitors

- **All visitors must sign in and out of the main office and wear a visitor's pass for the duration of their stay.**

# EXPECTATIONS

## Before School

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

## After School

- Attend 3:20 homework lab/detention when assigned.
- Students are to leave the building and grounds by 3:30 PM unless supervised by a staff member.

## Attendance/Tardies

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

## Homework

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

## Homework Lab

- A Homework Lab is assigned to students who do not complete and turn in their homework on the day it is due.
- A parent is notified by SchoolMessenger via email and phone. If a student can't serve Homework Lab on the assigned day, a parent/guardian needs to notify the main office.
- Homework Lab is daily from 3:20 to 4:00 PM.
- The lab is supervised by a staff member who will assess students' completion of homework.
- Missing Homework Lab may result in a detention and/or a zero on the assignment.
- Attending Homework Lab takes precedence over extra-curricular activities, both in and out of school (e.g. Roosevelt basketball games, Little League baseball, band, etc.)

## Field Trips

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

## **Fire and Tornado Drills**

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

## **Hall Passes**

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

## **Lunch Behavior**

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

## **Student Dress**

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

## **Test Taking**

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

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

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

## **School Property**

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

# CODE OF CONDUCT

## Discipline

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

## Behavior

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

## Minor Offenses

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

### MINOR OFFENSES

Including but not limited to the following:

- candy/food outside of lunch
- put-downs
- talking out of turn
- throwing objects
- unsupervised presence in school building before/after school
- physical contact
- abuse of another's property
- unwarranted use of copier and/or video
- general disrespect
- without hallway pass
- tardies
- gum chewing
- profanity
- French-locking a Pad-Lock

### MINOR CONSEQUENCES

Including but not limited to the following:

- warning
  - communicate with parent and document event
  - detention (40 minute)
  - parent/teacher/student conference
  - informal behavior contract
  - building/community service
  - loss of privileges
  - informal talk and/or logical consequence
  - in-school suspension
- (These consequences are not listed sequentially.)

## Major Offenses

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

### MAJOR OFFENSES

Including but not limited to the following:

- insubordination to teacher/not willing to submit to authority
- fighting
- chronic minor offenses (5 or more detentions)
- skipping class
- cheating/stealing/dishonesty
- destruction of property
- intimidation/harassment of students/school personnel
- forgery
- gambling
- possession of firearms, weapons, drugs/ drug paraphernalia, alcohol, other controlled substances (or "look-alikes")
- possession of unauthorized electronic devices
- gang related activity (representation, hand signals, clothing, and activities)
- verbal/written profanity directed at a teacher
- violation of technology "Acceptable Use Policy" or "Technology Lending Agreement"
- throwing dangerous objects
- starting/attempting to start fire on school property
- tampering with fire alarms
- any other acts which directly or indirectly jeopardize the health, safety, or welfare of students or school personnel

### MAJOR CONSEQUENCES

Including but not limited to the following:

- office referral
  - detention(s)
  - loss of privileges
  - call from teacher/administration
  - parent conference
  - building/community service
  - in-school/out-of-school suspension
  - expulsion/administrative hearing
- (These consequences are not listed sequentially)

## **Detention**

- If assigned to detention hall, the student will be required to stay after school from 3:20 to 4:00 PM on the next available detention day - Monday, Wednesday, or Friday.
- In some instances, the student may serve directly with teacher who assigned detention.
- Parent/guardian will be notified by the staff member assigning the detention.
- The parent/guardian will make arrangements for transportation.
- Serving detention takes precedence over extra-curricular activities, both in and out of school (e.g. Roosevelt basketball games, Little League baseball, band, etc.)
- Expectations and responsibilities in detention include the completion of self-reflection written response and copying of assigned portion of Code of Conduct.
- At the discretion of the detention moderator, some building/community service projects may be performed.
- Excessive detentions (10 or more per school year) are subject to additional consequences.

## **Restitution**

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

## **Suspensions**

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

## **Expulsions**

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

## **Harassment**

It is the school's responsibility to provide an educational environment free from all kinds of harassment, including but not limited to harassment based on race, color, religion, sex, national origin, age, or disability. Such harassment detracts from the dignity and privacy of its recipient, is disruptive to the educational environment, and may violate federal and state laws.

It is a violation of this policy for anyone to harass a student or retaliate against anyone who, in good faith, complains of harassment or participates in any proceeding to investigate and resolve such complaints.

## **Bullying**

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

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

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

## **Weapon-Free Schools**

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

## **Illegal Substances**

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

## **Nuisance and Dangerous Items**

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

## **Electronic Devices**

Radios, electronic games, and iPods/mp3 are not to be used in the building. iPod-head phones are to be taken off before entering the building. Students assume the risk of theft or damage when bringing these types of items to school.

## **Cell Phones**

Cellular phones must be kept in the student's locker and must remain **off** throughout the student's school day, including before school (8:00-8:30) and after school until the student exits the building. Students assume the risk of possible theft or damage when bringing cell phones to school. If taken to class, the phone will be confiscated and a detention will be assigned. If the phone is in the **on-position**, further action may be taken. Once confiscated the cell phone will be immediately sent to the office. If there is a second offense, a parent conference is required for return of confiscated phone.

## **Parents/Guardians' Responsibilities:**

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

## **Parents/Guardians' Rights:**

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

## **Teachers' Responsibilities:**

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



**Teachers' Rights:**

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

**Students' Responsibilities:**

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

**Students' Rights:**

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