

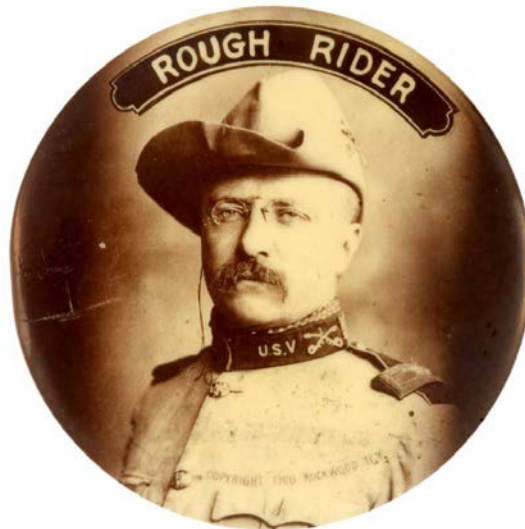
# Roosevelt Middle School

500 E. 24th Avenue Eugene, Oregon 97405

**2016 - 2017**

## Student – Parent Handbook

A Guide to Expectations, Policies, and Programs



**Chris Mitchell, Principal**  
**Mike Yocum, Assistant Principal**

**Main Office: 541.790.8500**

**Attendance: 541.790.8525**  
**Attendance Email: [dialroosevelt@4j.lane.edu](mailto:dialroosevelt@4j.lane.edu)**

**FAX: 541.790.8505**

**<http://roosevelt.4j.lane.edu/>**

# ROOSEVELT SCHOOL CALENDAR 2016–17

Please note: Roosevelt does NOT have any half-days.

## *FIRST TRIMESTER*

Sept.	5	(M)	Labor Day
Sept.	6	(Tu)	No School — Planning Day
Sept.	7	(W)	Orientation Day for 6th Graders and New 7th & 8th Graders
Sept.	8	(Th)	Classes Begin for all students
Oct.	13	(Th)	No School — Mid-Trimester Progress Reports
Oct.	14	(F)	No School — State In-Service Day
Nov.	11	(F)	No School — Veterans Day
Nov.	24–25	(Th–F)	No School — Thanksgiving Break
Dec.	2	(F)	No School — Grading Day
Dec.	5	(M)	No School — Professional Development/Planning Day

## *Second Trimester*

Dec.	6	(Tu)	Second Trimester Begins
Dec.	19–Jan. 2	(M–F)	No School — Winter Break
Jan.	3	(Tu)	No School — Professional Development
Jan.	16	(M)	No School — Martin Luther King Jr. Day
Feb.	3	(F)	No School — Mid-Trimester Progress Reports
Feb.	20	(M)	No School — Presidents Day
Mar.	16	(Th)	No School — Grading Day
Mar.	17	(F)	No School — Professional Development/Planning Day

## *Third Trimester*

Mar.	20	(M)	Third Trimester Begins
Mar.	27–31	(M–F)	No School — Spring Break
May	5	(F)	No School — Mid-Trimester Progress Reports
May	29	(M)	No School — Memorial Day
June	16	(F)	**Possible Last Day for Students (Full Day) (if no hazardous weather makeup days needed)
June	19	(M)	**Possible No School Day — Grading Day (if no hazardous weather makeup days needed)
June	19–22 and beyond		**Possible Hazardous Weather Makeup Days

**\*\*Snow Days:** Please be aware that the final school day may change. If any school days are missed due to hazardous weather (“snow days”), they will be made up on days added at the end of the school year.

*Instructional calendar approved by the Eugene School Board on April 6, 2016*

# ROOSEVELT 2016-2017 R/W CALENDAR

FIRST TRIMESTER	SECOND TRIMESTER	THIRD TRIMESTER
M T W Th F	M T W Th F	M T W Th F
<b>SEPTEMBER 2016</b> <div style="display: flex; justify-content: space-between;"> <span>5 6 7 8<sup>R</sup> 9<sup>W</sup></span> <span>12<sup>R</sup> 13<sup>W</sup> 14<sup>R</sup> 15<sup>W</sup> 16<sup>R</sup></span> <span>19<sup>W</sup> 20<sup>R</sup> 21<sup>W</sup> 22<sup>R</sup> 23<sup>W</sup></span> <span>26<sup>R</sup> 27<sup>W</sup> 28<sup>R</sup> 29<sup>W</sup> 30<sup>R</sup></span> </div>	<b>DECEMBER 2016</b> <div style="display: flex; justify-content: space-between;"> <span>5 6<sup>R</sup> 7<sup>W</sup> 8<sup>R</sup> 9<sup>W</sup></span> <span>12<sup>R</sup> 13<sup>W</sup> 14<sup>R</sup> 15<sup>W</sup> 16<sup>R</sup></span> <span>19 20 21 22 23</span> <span>26 27 28 29 30</span> </div>	<b>MARCH 2017</b> <div style="display: flex; justify-content: space-between;"> <span>20<sup>W</sup> 21<sup>R</sup> 22<sup>W</sup> 23<sup>R</sup> 24<sup>W</sup></span> <span>27 28 29 30 31</span> </div>
<b>OCTOBER 2016</b> <div style="display: flex; justify-content: space-between;"> <span>3<sup>W</sup> 4<sup>R</sup> 5<sup>W</sup> 6<sup>R</sup> 7<sup>W</sup></span> <span>10<sup>R</sup> 11<sup>W</sup> 12<sup>R</sup> 13 14</span> <span>17<sup>W</sup> 18<sup>R</sup> 19<sup>W</sup> 20<sup>R</sup> 21<sup>W</sup></span> <span>24<sup>R</sup> 25<sup>W</sup> 26<sup>R</sup> 27<sup>W</sup> 28<sup>R</sup></span> <span>31<sup>W</sup></span> </div>	<b>JANUARY 2017</b> <div style="display: flex; justify-content: space-between;"> <span>2 3 4<sup>W</sup> 5<sup>R</sup> 6<sup>W</sup></span> <span>9<sup>R</sup> 10<sup>W</sup> 11<sup>R</sup> 12<sup>W</sup> 13<sup>R</sup></span> <span>16 17<sup>W</sup> 18<sup>R</sup> 19<sup>W</sup> 20<sup>R</sup></span> <span>23<sup>W</sup> 24<sup>R</sup> 25<sup>W</sup> 26<sup>R</sup> 27<sup>W</sup></span> <span>30<sup>R</sup> 31<sup>W</sup></span> </div>	<b>APRIL 2017</b> <div style="display: flex; justify-content: space-between;"> <span>3<sup>R</sup> 4<sup>W</sup> 5<sup>R</sup> 6<sup>W</sup> 7<sup>R</sup></span> <span>10<sup>W</sup> 11<sup>R</sup> 12<sup>W</sup> 13<sup>R</sup> 14<sup>W</sup></span> <span>17<sup>R</sup> 18<sup>W</sup> 19<sup>R</sup> 20<sup>W</sup> 21<sup>R</sup></span> <span>24<sup>W</sup> 25<sup>R</sup> 26<sup>W</sup> 27<sup>R</sup> 28<sup>W</sup></span> </div>
<b>NOVEMBER 2016</b> <div style="display: flex; justify-content: space-between;"> <span>7<sup>R</sup> 8<sup>W</sup> 9<sup>R</sup> 10<sup>W</sup> 11</span> <span>14<sup>R</sup> 15<sup>W</sup> 16<sup>R</sup> 17<sup>W</sup> 18<sup>R</sup></span> <span>21<sup>W</sup> 22<sup>R</sup> 23<sup>W</sup> 24 25</span> <span>28<sup>R</sup> 29<sup>W</sup> 30<sup>R</sup></span> </div>	<b>FEBRUARY 2017</b> <div style="display: flex; justify-content: space-between;"> <span>6<sup>R</sup> 7<sup>W</sup> 8<sup>R</sup> 9<sup>W</sup> 10<sup>R</sup></span> <span>13<sup>W</sup> 14<sup>R</sup> 15<sup>W</sup> 16<sup>R</sup> 17<sup>W</sup></span> <span>20 21<sup>R</sup> 22<sup>W</sup> 23<sup>R</sup> 24<sup>W</sup></span> <span>27<sup>R</sup> 28<sup>W</sup></span> </div>	<b>MAY 2017</b> <div style="display: flex; justify-content: space-between;"> <span>1<sup>R</sup> 2<sup>W</sup> 3<sup>R</sup> 4<sup>W</sup> 5</span> <span>8<sup>R</sup> 9<sup>W</sup> 10<sup>R</sup> 11<sup>W</sup> 12<sup>R</sup></span> <span>15<sup>W</sup> 16<sup>R</sup> 17<sup>W</sup> 18<sup>R</sup> 19<sup>W</sup></span> <span>22<sup>R</sup> 23<sup>W</sup> 24<sup>R</sup> 25<sup>W</sup> 26<sup>R</sup></span> <span>29 30<sup>W</sup> 31<sup>R</sup></span> </div>
<b>DECEMBER 2016</b> <div style="display: flex; justify-content: space-between;"> <span>1<sup>W</sup> 2</span> </div>	<b>MARCH 2017</b> <div style="display: flex; justify-content: space-between;"> <span>6<sup>W</sup> 7<sup>R</sup> 8<sup>W</sup> 9<sup>R</sup> 10<sup>W</sup></span> <span>13<sup>R</sup> 14<sup>W</sup> 15<sup>R</sup> 16 17</span> </div>	<b>JUNE 2017</b> <div style="display: flex; justify-content: space-between;"> <span>5<sup>W</sup> 6<sup>R</sup> 7<sup>W</sup> 8<sup>R</sup> 9<sup>W</sup></span> <span>12<sup>R</sup> 13<sup>W</sup> 14<sup>R</sup> 15<sup>W</sup> 16<sup>RW</sup></span> <span>19<sup>?</sup> 20<sup>?</sup> 21<sup>?</sup> 22<sup>?</sup> 23<sup>?</sup></span> <span>26 27 28 29 30</span> </div>

<sup>R</sup>Red Day      <sup>W</sup>White Day       No School

June 16 · Possible Last Day of School · Full Day

? · possible additional school days due to hazardous weather days

# ROOSEVELT BELL SCHEDULE

M, T, Th, F		W - Early Release	
1	8:55 - 10:00	1	8:55 - 9:53
Break	10:00 - 10:10	Break	9:53 - 10:03
2	10:14 - 11:16	2	10:07 - 11:02
Lunch A	11:16 - 11:49	Lunch A	11:02 - 11:35
3 A	11:53 - 12:55	3 A	11:39 - 12:34
3 B	11:20 - 12:22	3 B	11:06 - 12:01
Lunch B	12:22 - 12:55	Lunch B	12:01 - 12:34
House	12:59 - 1:18	4	12:38 - 1:33
4	1:22 - 2:24	5	1:37 - 2:32
5	2:28 - 3:30	No House on Wednesdays	

# TRIMESTER CLASS SCHEDULE

		First Trimester		Second Trimester		Third Trimester	
Period		Class	Room	Class	Room	Class	Room
R E D  D A Y	1						
	2						
	3						
	4						
	5						
W H I T E  D A Y	1						
	2						
	3						
	4						
	5						

## SPECIAL NOTE FOR 2016-2017 SCHOOL YEAR

With our move into a new building this school year, some policies and procedures may have to be modified as we all discover how to maneuver through and around our new facilities. Students and parents will be notified of any changes.

### WHOM TO CONTACT FOR HELP

**All office staff can help with:** Illness or injury, free and reduced lunch forms

**Assistant Principal - Mike Yocum** – behavior issues, scheduling, report bullying, harassment, suspicion of drug use, thefts, threats, and all other educational needs

**Attendance Secretary - Theresa Elmore** - All student attendance, planned absences, excusing absences, lost items, locker help, arriving late and medication disbursement

**Counselor - Hollie Schultze**- friendship issues, getting along with others, personal issues and class/course load concerns

**Head Cook - Eva Glass**- cafeteria meal payments and credits

**Office Manager - Karen Kingzett** - announcement requests (24 hours in advance), financial issues and fees, calendar

**Principal - Chris Mitchell** - report bullying, harassment, suspicion of drug use, thefts, threats, and all other educational needs

**Psychologist - Barb Keyworth** - current and potential special education needs

**Registrar - Jane Kinports** - All demographic changes including phone and address, school enrollment, transcripts, report cards, school choice and school records

**Volunteer Coordinator - Laura Fuhriman** – all volunteer opportunities

### Staff Email Addresses:

Our staff email addresses can be found on the Roosevelt Website: <http://roosevelt.4j.lane.edu/>

Name followed by @4j.lane.edu. For example: John Doe: [doe@4j.lane.edu](mailto:doe@4j.lane.edu) OR [doe\\_j@4j.lane.edu](mailto:doe_j@4j.lane.edu)

### QUICK REFERENCE GUIDE

Office open .....	Mon. – Fri., 8:00 a.m. to 4:00 p.m.
Roosevelt Office .....	541.790.8500
24-hour Attendance Recording .....	541.790.8525
24-hour Attendance Email .....	<a href="mailto:dialroosevelt@4j.lane.edu">dialroosevelt@4j.lane.edu</a>
Roosevelt fax .....	541-790-8505
District 4J Office .....	541.790.7700

**Address/contact info change:** Report changes in demographic information to the registrar.

**Absence reporting, attendance concerns:** Contact the attendance secretary.

**Cafeteria meal account:** Purchase in the cafeteria or online at <https://www.mymealtime.com/signin.aspx>.

**Conflicts:** Check in with your advisor or the counselor for help.

**Course changes:** Talk with your advisor who will work with the assistant principal and registrar if changes are made.

**Drug/alcohol/violence:** Talk with the counselor, the advisor or one of the administrators.

**Excused absences:** Parents should call the attendance line, 541.790.8525 or email [dialroosevelt@4j.lane.edu](mailto:dialroosevelt@4j.lane.edu).

**Financial questions:** Contact the office manager.

**Illness/injury:** If you are ill or injured, immediately report to the office.

**Insurance:** Pick up an information form in the office.

**Locker help:** If you have a problem with your locker, report it to your advisor.

**Lost & found:** Check the lost and found before school, during break, at lunch or after school for lost items.

**Lunch (free and reduced):** You may apply for free lunch online at <https://district.ode.state.or.us/apps/frlapp/default.aspx> or complete a paper copy in the office. Bring a copy of your award letter to the office to receive reduced school fees.

**Planned absences:** Request a form from the attendance secretary.

**Student messages:** Messages for students are posted on our message window for pick-up in the office.

**Tardiness:** Check in at the office before going to class.

**Theft:** Complete a theft report in the office and talk with one of the administrators.

## PROGRAM HIGHLIGHTS

Our registration process facilitates student ownership and investment in his or her education.

Fine and applied arts are integral parts of our curriculum. We offer band, orchestra and choir in all grades. Art classes are varied. Students produce a spring musical and we have a fall Shakespeare Festival. There are also visual arts, technology, cooking and drama classes.

We offer an accelerated math program. All students may join the Math Club, which meets at the University of Oregon and participates in national competitions such as Mathcounts. Any advanced math student may also take the American Math Competition (AMC) test administered by a Roosevelt math teacher.

The French Immersion Program at Roosevelt is a “school within a school.” Students in the program attended 4J’s Fox Hollow French Immersion School since kindergarten, or have comparable experience in French. Roosevelt immersion students study entirely in French for four of ten periods. For the remaining six periods, they join other students in the regular school program.

### Required Courses for 6<sup>th</sup> Graders

Year-long Cultural Connections Language Arts/Social Studies Block (or French Immersion classes) (both meet daily)

Year-long Ancient Civilizations Social Studies or French Immersion classes (FI meets daily)

Year-long Math (meets daily)

Year-long Fitness

Year-long LEAP Science classes

Trimester Healthy Choices

Year-long Music (Band, Choir, Orchestra)

Trimester Check it Out

### Required Courses for 7<sup>th</sup> & 8<sup>th</sup> graders

Year-long Math (meets daily)

Year-long Science

Year-long Language Arts or French Immersion classes (both meet daily)

Year-long PE/Health combination (7<sup>th</sup> or 8<sup>th</sup> grade)

Year-long Social Studies or French Immersion classes (FI meets daily)

### House Advisor Program

The House/Advisor system is one of the most important components of the Roosevelt program. Licensed staff members advise approximately 22 students (known as House) for the three years they attend Roosevelt. House is multi-graded (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> graders) and meets on Monday, Tuesday, Thursday and Friday for 19 minutes. Advisors become well acquainted with their advisees and assist them to attain the best experiences while at Roosevelt. Advisors and housemates, along with the CORE leaders, orient new students to our school. An advisor also advocates for House members and is a staff person to whom students can turn when they need help. Occasionally, there may be a difficulty between the advisor and student. Parents are strongly encouraged to first speak directly to the advisor to try to resolve any issue. If the problem cannot be resolved directly between the advisor and parent, then the parent should meet with an administrator, who will attempt to mediate a meeting between the parent and advisor. As a last resort, the administrator may make an advisor change.

Advisors ensure that the following activities occur:

- Maintain an open line of communication with parents concerning advisees and their academic program
- Develop a relationship between the advisor and advisees to reinforce, guide and develop confidence, self-esteem, responsibility and good decision-making
- Help students gain an understanding of the goals and structure of the Roosevelt program
- Develop cooperative, supportive relationships among House members

## Creating Our Roosevelt Environment (CORE)

Our highly successful CORE program welcomes incoming 6th graders to Roosevelt. Eighth graders serve as role models for 6th graders who are divided into teams of 8-10 members. Each CORE team is then assigned two 8th graders who serve as mentors and friends for the school year. The CORE program has proven to enhance academic success through peer support. It allows successful older students to pass on positive traditions to younger students and introduce them to the Roosevelt community.

After the September kick-off orientation, social follow-up activities, designed to foster a feeling of safety and security for 6th graders, are scheduled. These gatherings facilitate the 6th graders' connections to their CORE leaders and their CORE groups.

## Homework Club

Roosevelt offers a before-and-after-school opportunity for students to catch up on their homework assignments. Homework club is open Monday through Friday mornings 8:15-8:45 and afternoons 3:35-4:25; except Wednesdays, when it meets 2:35-3:25.

## Activity Night

Activity Night is a once-every-trimester fun and safe opportunity for all Roosevelt students to socialize in a safe and familiar place. Included are dancing, karaoke, bingo, food and more. Activity Night is for Roosevelt students only, except: students wanting to invite a friend who attends another middle school, must fill out a permission form signed by both sets of parents and an administrator from both schools. Forms are available in the front office and are due by the Wednesday before Activity Night.

## Track & Field

Our track coach wants you to know 3 things before track practice begins in the second week in March:

1. Participation is available for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Scholarships are available to eligible students. All forms can be picked up and dropped off at the Roosevelt office.
2. All participants in sports must have accident insurance on file.
3. Students who participate in interscholastic athletics are required to have a physical examination by a physician or nurse practitioner prior to the first sport in which they participate. Furthermore, the state requires all students to have a physical examination every two years to participate in extracurricular sports. Students with a suspected health problem need to have an annual physical examination by a physician.

## NUTS AND BOLTS

School Supply List	
<b>All students:</b>	
1 – binder (suggest 2”-3” zippered w/pockets)	1 – box colored pencils
3 – packs of college ruled notebook paper	1 – ruler
1 – pack of 8-tab dividers	1 – pair of scissors
1 – zipper pencil pouch	2 – glue sticks
2 – boxes no. 2 pencils	1 – flash drive (4GB)
1 – beveled eraser (pink pearl type)	2 – boxes of tissues front office/advisor’s room
4 – pens: black and/or blue ink	
<b>As needed/requested by teachers:</b>	
1 – scientific calculator	spiral notebooks
1 – protractor	1 – inexpensive set of head phones or ear buds
1 – compass	1 – box of bandages
2 – graph paper pads (4-5 squares/inch)	PE class: shorts, tee-shirt and athletic shoes with laces
<b>Supplies should be replenished as students use them throughout the year.</b>	
Note: Students are not to bring permanent markers or whiteout to school. There is little legitimate use for these tools at school. Permanent markers and whiteout have been the principle tools used for graffiti at RMS.	
You may donate school supplies in the RMS Office. Reams of lined and copy paper are always needed, as well as pencils, pens, spiral notebooks and glue sticks. Thank you for your generosity.	
If you need a scholarship for supplies, please let your student’s advisor know.	

## Family Support

Roosevelt’s counselor works together with advisors and the administrative team to support students, families and staff. Our goal is to provide assistance for solving problems that may interfere with student learning. If a problem arises, parents should always begin by contacting their student’s advisor. If the parent or advisor believes additional help may be required, the counselor, principal or assistant principal may be called at Roosevelt, 541.790.8500

## **Financial Assistance**

Some Roosevelt students need financial assistance throughout the school year. We have access to good used clothing and scholarship funds. Contributions to the Roosevelt Student Assistance Fund are regularly needed and appreciated. If you know of a student in need, please contact the student's advisor, the counselor or the office manager.

## **Health Services**

Roosevelt shares a nurse with South Eugene High School. The nurse is scheduled at Roosevelt two afternoons each week. Health services are also available by scheduling an appointment at one of the School Based Health Clinics located at Churchill High School and North Eugene High School. A nurse practitioner and nurse staff those clinics. Their services are available to Roosevelt students free of charge. The clinic numbers are: Churchill 541-790-5227 and NEHS 541-790-4445.

## **Medications at School**

With two exceptions, ALL medications - prescription and over-the-counter - must be locked in the office. Parents must sign a form allowing office staff to dispense the medications to students. These forms may be picked up in the office. Prescription medications must be brought to the office in their original containers. **Exceptions:** (1) Students may keep asthma inhalers and bee-sting medications with them; and (2) Students may carry and self-administer one-day's dose of non-prescription medication with the written consent of the parent. Examples include Tylenol for headaches, Ibuprofen for dental pain, or Sudafed for cold symptoms.

## **Hall Lockers and Bags/Backpacks**

Hall lockers belong to the school. Each student is assigned his/her own locker by the advisor. Lockers are not to be shared, as they are only large enough to accommodate one student. All backpacks and bags must be kept in lockers throughout the school day and not taken to classes or into the halls. Bags and packs are only for carrying needed items to and from school. Students are to use passing times to go to lockers between classes, at break or lunch.

- Keep your combination confidential; do not share with friends.
- Keep the locker the advisor assigns.
- Over-filling lockers can cause damage. Students are discouraged from packing lockers too full.
- Keep money and valuables on your person or at home, not in lockers.
- Keep lockers clean and respect school property.
- Locker decorations may NOT utilize scotch or masking tape or any stickers. All decorations must be easy to remove. Our custodial staff thanks you for your cooperation.
- Keep any pictures in lockers in good taste for a school environment.

The health and safety of students, staff and visitors are at the heart of this policy

## **Library/Media Center**

The Library/Media Center is open when supervision is available. Students are welcome to use the library as long as they follow rules guiding appropriate behavior. Students who borrow books from the library are expected to treat them with care and return them by the due date. Students are responsible for lost library books and textbooks. Students must settle with the library staff before the end of the year for any lost materials.

## **School Hours**

Students who arrive before 8:30am will be directed to designated areas. Beginning at 8:30 students may move around the building. Roosevelt is a closed campus and once students arrive at school, they must remain at school. Roosevelt closes to students at 3:45 p.m. (2:45 on early release Wednesdays) unless they are involved in a supervised activity such as Homework Club or Track, or they are waiting for a bus.

## **School Insurance**

A voluntary school accident insurance program is offered as a service to students. Information and forms are available in the school office. Payments of premiums and processing of claims are handled directly through the insurance company.

## **Transportation/Anything with Wheels**

We strongly encourage alternative modes of transportation to and from Roosevelt. Walk, bike and roll to school. It is a goal of Roosevelt to be safe on wheels. Students may NOT ride skateboards, scooters, razors, heeies or bikes on school property. Violation of this policy may result in loss of skating or riding privileges or other consequences. Under Oregon law, all bicycle riders under 16 years of age are required to wear helmets. Students must walk their bikes on school property and store and lock them in the student bike paddock.



## Roosevelt Website

<http://roosevelt.4j.lane.edu/>

We encourage parents and students to log into our website to learn about our school. On the site you will find the following information: monthly calendar, upcoming events, Roosevelt staff directory, email and web pages, Roosevelt library, Roosevelt eNews, volunteer information and more.

# SCHOOL POLICIES

## Compulsory Education

Roosevelt provides a ten-period schedule over two days so all students can access a wide array of electives as well as their required classes, which address state standards. At the middle school level, Oregon (OAR 581.022-1620) requires students to participate in a minimum of 900 instructional minutes per year. Therefore students are expected to take a full schedule.

## Attendance

It is very important that parents call the Roosevelt attendance line, **541.790.8525**, when your student is unable to be present at school. If your child is absent three consecutive school days, or has irregular attendance, a note from a doctor or nurse practitioner may be required.

## Attendance Law

**Compulsory Attendance:** Oregon Revised Statute 339.020 states: “. . . every person having control of any child between the ages of 7 and 18 years who has not completed the 12<sup>th</sup> grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.”

**Irregular Attendance:** Oregon Revised Statute 339.065 states: “Eight unexcused one-half day absences [or the equivalent thereof] in any four-week period during which school is in session shall be considered irregular attendance.”

**Excused Absences:** Oregon Revised Statute 339.065 states: “An absence may be excused . . . if the absence is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.” The Roosevelt staff primarily limits “other reasons” to doctor or dentist appointments that cannot be made outside the school day.

**Truancy:** Oregon Administrative Rule 581-021-0077 states: “The failure to send the student and to maintain the student in regular attendance is a Class C violation.” The superintendent may issue a citation.

## Tardiness

All students should be in class, seated and with the proper materials before class begins. Consequences for tardiness are determined by the classroom teacher and may include such things as lunch detention and time owed. Chronic tardiness is considered a serious behavior issue. Administrators may use consequences to help change this behavior. If a student reports after 8:55am, he or she must come to the office immediately for a tardy slip.

## Planned Absences

Roosevelt uses a Planned Absence form to solicit anticipated homework assignments from teachers for students who plan to be absent at least five school days. Please have your student pick up a Planned Absence form from the office, take it to each teacher for assignments and return it to the attendance secretary, signed by a parent.

## Absences and Extra-Curricular Activities

Students who miss school, excused or unexcused (including suspensions), are not allowed to participate in after-school events on the same day, such as activity night, track meets, evening fundraisers, the spring musical and concerts. The only exception is if a student missed school due to a school related activity such as a field trip.

## Students Arriving/Leaving During the School Day

Anytime students arrive or leave during the school day they must check in/out in the office and be signed in/out by a parent, guardian or adult listed in the computer records as an emergency contact. If you know your student will need to leave school during the instructional day, please send your student to school with a signed note for the teacher asking that the student be sent to the office at the appropriate time to wait for you to sign him/her out. If the student shows the note to the teacher at the beginning of class, then disruptions in the classroom will be minimized and your waiting time in the office will also be reduced. If an unexpected appointment comes up, then please call the office as early as possible to give us time to send a note to class for your student. Please note, students may not leave school during the school day for appointments or any other reason without a parent or approved emergency contact coming to the office to sign out the student from school.

## ParentVue

ParentVue is a website that offers secure, private access to school and student information, including assignments, grades, attendance, school calendar and teacher contact details. While the website is accessible over the Internet, access is secured via a user name and password. To create an account, please contact the registrar, as you will need an activation key.

## Homework Requests

Students are encouraged to ask their friends about homework assignments they have missed. When a student is ill, parents are encouraged to check the Roosevelt website or Student/ParentVue as many teachers post their homework assignments on a daily or weekly basis. Homework requests may be made on the third consecutive day of absence. Homework will be ready for pickup in the office on the following day.

## Schedule Changes

Giving students the opportunity to express their preferences in class selection is intended to encourage choice as well as exploration. We encourage students to explore classes they might not have otherwise considered. It is expected that students will remain in the classes in which they are enrolled until the end of the term. There are times, however, when a student's schedule needs to be changed for various reasons. If a schedule truly NEEDS to be changed, then the advisor must first be consulted by the student and/or parent. If the advisor believes a change is actually necessary, then the advisor will meet with an administrator and advocate for the change. The administrator makes the final decision. In addition, all class change forms must be completed, signed, returned to the registrar and the student must be enrolled in the course before (s)he begins attending.

## Grading at Roosevelt

Throughout the school year, students and parents receive a report of their student's academic performance. At the end of the trimester a final grade is recorded for each class. In addition to assigning a grade, teachers choose from a list of possible comments to further describe the student's performance in class.

### Roosevelt Grading Scale:

A	Exceeds expectations
B	Meets expectations
C	Narrowly meets expectations
D	Below expectations
NP	Not passing
I	Incomplete

## Lunch/Break

Food consumption at school is limited to the cafeteria unless otherwise directed by a staff member. Plans and locations for lunchtime club meetings will be developed and announced to students. Drink containers must be plastic or reusable materials with re-sealable tops (no glass, cups, or cans). All trash must be picked up before the bell. Students may not have food delivered by vendors to campus.

## Cafeteria Meals

You may pay for meals directly in the cafeteria with cash or a check or you may place money in your student's cafeteria account by using the online system on the 4J Website: <http://www.4j.lane.edu/nutrition/payschoolmealsonline>. If you choose to pay online, there is a convenience fee that is passed along to you from the credit card company.

Students need their student ID number to purchase food. It takes 2-3 days for deposits and purchases to show up in the account. Students may not "charge" a meal to their account without money being in the account. Any student who does not have money in his or her account must pay with cash. Students with a negative balance over \$20 or who do not have money could be given a free emergency meal that consists of a bagel, milk and salad bar. Full prices are:

Breakfast	\$1.65 (Free for free and reduced meal students)
Lunch	\$3.15 (Free for free and reduced meal students)

## General School Conduct

- At Roosevelt we all pitch in to keep our spaces clean and free of items.
- Keep backpacks, binders and clothing in lockers, not on benches or the floor.
- Use garbage and recycling bins for waste.
- Use appropriate language. Remember, Roosevelt does not tolerate language that hurts any group of people in our community.
- Use our hallways courteously. Share space when using lockers and halls. Be safe and walk at all times.
- All property with wheels must be carried in halls and stored upon entry to school. Bikes are to be stored outside only.

## Personal Property and Money

Inappropriate personal property and large amounts of money must be left at home. These items are vulnerable to theft and/or are disruptive. At a minimum, these items will be confiscated if they are not well managed. **The school will not be responsible for lost, damaged, or stolen property.**

## **Cell Phones/Personal Electronic Devices**

Students may use cell phones/personal electronic devices before school, at lunch, and after school. During all other times, personal electronic devices should be powered off and put away unless a staff member directs an educational activity using the device. This policy will allow for ease of enforcement for staff (during most academic times, the phones should be powered off), an allowance for family communication (lunch, before school, and after school), as well as allowing students to secure their own devices and have them available in emergency situations.

Please do not call or text students during the instructional day. If families need to communicate with students during the school day, then please do not hesitate to call the office (541-790-8500) and have a note delivered. Otherwise please text or call during the appropriate times. Please help reduce disruptions in the classroom.

Students bringing electronic devices to school do so at their own risk. Roosevelt is not responsible for lost, damaged or stolen items.

## **Recommended Discipline related to Electronic Devices**

- First Incident: The student will be given a warning and asked to turn off the device and put it away.
- Second Incident: A minor referral may be written. Parents may be called and the device may be confiscated, to be picked up by the student at the end of the day.
- Third Incident: A major referral may be written. The administration may prohibit the student from carrying the device on his/her person at school.

## **School Phone Use**

Occasionally students may need to use a telephone to call home. Students are encouraged to use the phone in their advisor's classroom. With permission, students may use the phone in the main office during break times and after school.

## **Dress Code/Guide**

At Roosevelt, students' freedom of expression is a priority. We strive to enforce these values and to maintain a non-judgmental learning environment. However, we do understand that some articles of clothing can be unsafe, distracting, or harmful to students. Limitations to student expression should be constantly reviewed due to changes in styles; however, potential limitations regarding the dress code are as follows:

- Anything that has caused a class disruption (i.e. students constantly adjusting their clothing or drawing class attention away from the lesson)
- Any clothing that could be potentially dangerous to the student or others around him/her
- Any articles of clothing that reveal underwear or skin that has caused a disruption to other students
- Any articles of clothing that promote violence, alcohol, drugs, or tobacco
- Any clothing that is considered in violation of our harassment and discrimination policy

Potential dress code violations can be handled by all staff members, however, a few guidelines should be followed:

- The conversation should be private from other students
- Sensitivity to student freedom of expression should be considered
- The conversation should involve families
- Administrators may resolve disagreements regarding appropriate dress

## **Illegal Substances (alcohol, tobacco, marijuana, other drugs)**

Possession or being under the influence of any illegal substance, including alcohol, tobacco and marijuana, WILL result in a suspension from Roosevelt. Selling or distributing of drugs will result in an expulsion hearing. In addition, Roosevelt will report to the police ALL incidents involving drugs, alcohol or serious violation of the law, including possession of any weapon. Those reports may even cause a student to be interviewed by the police and may cause a citation or arrest.

## **Self-referral for Substance Abuse**

The Roosevelt staff strongly believes that all students have the right to an education in a drug-free environment. In an effort to be proactive and supportive, our substance abuse policy contains a self-referral clause. Students who are concerned about their involvement with drugs are encouraged to ask a staff member for assistance. The staff member will help the student contact the school's counselor or an administrator who will identify appropriate supports for them. We want to make sure that students who seek help can do so in a confidential manner without fear of any disciplinary action.

## **Student Visitors**

Occasionally, an RMS student wishes to bring a visitor to spend a day at school.

### **Procedure:**

**Step 1:** The Roosevelt student requests a visitor pass from an office staff member who will interview the student to be sure the following guidelines are met:

- The visitor must be from an out-of-town school - not Eugene, Springfield, or Bethel.
- The visitor must be a middle school student (not elementary or high school) in “good standing.”
- Visitors must have written permission from both their parents and their home school.

**Step 2:** The host student needs to get all administrative and advisor written approvals 48 hours in advance.

**Step 3:** The Roosevelt student and guest must check in at the front office on the day of the visit.

## **Volunteers and Visitors**

All volunteers and visitors to the building during the school day are required to report to the office, sign in and get a visitor badge. Your cooperation with this building safety policy is greatly appreciated.

## **Pledge of Allegiance**

The Pledge of Allegiance is recited weekly. Students who do not want to say the pledge are expected to stay seated quietly and listen respectfully as classmates complete the pledge.

## **Religious Instruction**

Oregon Revised Statute (ORS 339.420) allows secondary students who have written permission from their parents to be released from school for up to one hour per week to attend religious classes.

# **4J TECHNOLOGY GUIDELINES**

## **Prohibited Activities on 4J Devices and Networks**

- Downloading or installing programs on school equipment
- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information when using the school system, such as complete name, address, phone number or identifiable photo without permission from teacher, parent or guardian
- Harassing, insulting or attacking others (cyber bullying)
- Using others' passwords
- Using non-school network servers from school equipment
- Trespassing in others' folder, work or files
- Intentionally wasting limited school resources, including printer paper and ink
- Employing the network for commercial purposes

## **Student User Guidelines**

- Students will treat all equipment with care; quitting programs upon completion, removing server accounts from the desktop and leaving equipment as they found it.
- Students will use technology appropriately; including not looking at other students' work and respecting users' privacy; not copying, changing or deleting other students' work.
- Students will follow copyright and fair-use laws.
- Students will use networked storage services and computers correctly when saving work by using titles or names.
- Work will be saved with appropriate titles; slang is not acceptable.
- Students will work with school and district servers, accessing and using outside servers with teacher permission ONLY.
- Students will access email and the internet responsibly under supervision.

# **PARENTS GETTING INVOLVED**

## **Volunteer**

WE NEED YOU! There's a nasty rumor going around that when a student gets to middle school his or her parents are no longer welcome in the building. This is just not true. Here at Roosevelt we love our parent volunteers and quite frankly, we could not manage without them. We need all kinds of parental help, from volunteering in the library and the office to signing up families for eScrip at school events to chaperoning at activity nights and much more.

If your student is not too keen about having you around, we can find something for you to do where your paths will not likely cross. Please check out our parent volunteer form, available in the office, to see if there is something that catches your interest. If

nothing does but you would still like to volunteer, contact Laura Fuhriman, Volunteer Coordinator, 541.790.8500 or email her at fuhriman\_lj@4j.lane.edu. We're confident we can develop some activity that works for you and Roosevelt.

## Parents are Invited

Becoming a member of Site Council or PAR (Parents At Roosevelt) will allow you to take an active part in Roosevelt affairs. If you have time and are willing to make the commitment, please consider becoming part of either of these groups. Look for more information on the web site and in the enews.

## Weekly Roosevelt eNews

Our weekly eNews keeps you informed through weekly news briefs. Content includes calendar highlights, updates from administrators, upcoming events, volunteer opportunities, and more. Weekly updates are sent to all subscribing families by a parent volunteer, through a confidential list serve. You'll recognize the eNews when it arrives in your in-box because in the subject line you will see: "[RMS] eNews" and the date. You **MUST OPT IN** to receive the Roosevelt eNews. Here's how: Send a blank email to [rms-subscribe@npogroups.org](mailto:rms-subscribe@npogroups.org). Reply to the confirmation message from NPOGroups to complete your subscription. Questions or problems, email Sawa Saenger at [rmsnews@gmail.com](mailto:rmsnews@gmail.com). Roosevelt eNews is a service of Parents at Roosevelt, in cooperation with Roosevelt Middle School, and is produced by volunteers on privately owned equipment.

## Sign Up for eScrip

It's easy to support Roosevelt by signing up for eScrip. New merchants are joining our large number of contributors. Go to [www.escrip.com](http://www.escrip.com) and Identify Roosevelt Middle School, ID #67230454, as the recipient of the merchant's donation. Register the numbers of your debit, credit, and club cards and use those cards to make your usual purchases at participating stores. If you are already signed up for eScrip, thank you! Please check and make sure your registered card information is current, and that Roosevelt Middle School is your eScrip group. Questions? Please call the office.. Thank you for supporting RMS through your participation in eScrip!

## USING THE STUDENT PLANNER

One of the major challenges at middle school is to organize and stay current with classes. The planner is a versatile tool for organization and an effective tool designed to help students organize work to be completed and turned in for credit. Roosevelt encourages staff and parents to communicate about student work.

### Student Responsibilities:

- Bring your planner to class each day.
- Record ALL assignments. Write the assignments the day they are given and include the due date.
- Use your planner as a self-check to see if you completed all assignments.
- Record "No assignment" if there was no work.
- Use the monthly calendar for term projects.
- Share your planner with your parents to let them know what's happening in class and how you are working to stay current.

### Parent Suggestions:

- Track your student's assignments in the planner daily.
- Contact your student's advisor if you have serious or ongoing concerns.
- Use the planner to communicate with the advisor or teachers. Contact them if you want to formulate a plan.

### Teacher/Advisor Suggestions:

- Show ALL students how to use their planners.
- Routinely check students' planners to see they are being used.
- Post assignments you expect students to write in their planners. Clarify class work, homework and objectives to students.

**Organization Checklist** – Students, use this checklist daily to stay on track:

### Binder:

- All papers are placed neatly in the correct binder section.
- There are no loose or ripped papers.
- The only papers in the pockets or dividers are homework assignments that must be handed in or assignments that must be completed for homework.
- Dates are written on all handouts and are placed in the binder in the correct order.

### Planner:

- All assignments for the week have been recorded.
- All assignments are written in the correct section of my planner.
- What can I do before next week's binder check to improve my organization?

# ROOSEVELT MIDDLE SCHOOL EXPECTATIONS

As a community of learners, RMS strives to create an innovative, rigorous and culturally relevant learning environment that emphasizes collaboration and a culture of respect.

## Minors & Majors (M & Ms)

Roosevelt's behavior guidelines are to assure the safety and welfare of students and staff. These guidelines are intended to promote respectful behavior and maintain an environment where teachers may teach and students may learn. Roosevelt Middle School strives to promote positive relationships among students and staff, and we believe all students deserve to be heard, respected, valued, and understood. Another value at Roosevelt is the idea that conflicts can be resolved through compassion and a shared understanding of the perspectives of others. Staff will strive to manage discipline in a way that provides a learning experience for students on an individual basis because it is recognized that there are individual differences between students. In addition to these guidelines, students are expected to be aware of and follow the policies as listed in the Eugene School District 4J "Student Rights and Responsibilities Handbook." Copies are available in the office.

The role of the House Advisor is to inform students and to manage lower level behaviors (minors). When more serious behaviors occur (majors), House Advisors act as an advocate for the student. Teachers, advisors and staff can refer students for unacceptable behavior and recommend consequences. Administration decides on all consequences, including decisions on suspension and community service, and may recommend expulsion to the superintendent. Our goal is to maintain a safe and respectful environment. Certain behaviors are identified as being contrary to this goal. Unacceptable student behavior is divided into two categories: MINOR and MAJOR.

## Minor Referral Procedures

### MINOR OFFENSES include but are not limited to:

Running in halls  
Horseplay (playful pushing, wrestling, etc.)  
Closed campus violation  
Disruptive conduct  
Littering  
Abusing school property (ex. kicking a locker, throwing a book)  
Mild inappropriate language  
Blocking or obstructing passage in the halls  
Unacceptable use of technology (disruptive)  
Riding bike/skateboard on school property (helmet use)  
Use of backpack at inappropriate times  
Beverage in a non-sealable container (pop-top aluminum, glass, etc.)  
P.E. dress-down violation  
Failure to report to advisor when directed

### Procedures for MINOR Offenses:

Minor Referrals are designed to re-teach students about rules in the school. Consequences are left to the advisor or teacher for these infractions. When a pattern of behavior occurs 3 times, administration and the advisor work together to change student behavior. Three cumulative minors become a major.

**1st Minor Notification:** Advisor discusses incident with student and reviews Behavior Guidelines (Heads-Up).

**2nd Minor Notification:** Advisor contacts parent and may take corrective action. Student is warned of next step.

**3rd Minor Notification:** A third MINOR offense becomes a MAJOR one and consequences may result. The advisor and the student meet with an administrator.

## Major Referral Procedures

### MAJOR OFFENSES include but are not limited to:

Fighting and/or assault, including dangerous horseplay  
Harassment: physical, ethnic, racial, sexual, gender, religious  
Bullying, intimidation  
Violent threats to others or property  
Extortion  
Possession of lighters, matches or flammables  
Insubordination, defiance, refusal  
Theft  
Vandalism (including graffiti)  
Unlawful gambling  
Possession and/or use of alcohol, tobacco, marijuana, illegal drugs or unauthorized legal drugs  
Possession and/or use of a dangerous weapon

Failure to cooperate with a guest teacher  
Possession and/or use of a dangerous weapon  
Academic Dishonesty  
Truancy including skipping  
Excessive Tardiness  
Substantial Disruption  
Gang-related activity or dress  
Profane or obscene language  
Serious technology violations (including cyber bullying)  
Pantsing another student  
Leaving class without teacher permission  
Cheating/lying/plagiarism  
Violation of any policy listed in the Student Rights and Responsibilities Handbook

**Procedures for MAJOR Offense:** A conference will be held as soon as possible following the incident. Specific consequences depend on the seriousness of each situation. If a student is suspended from school, the administrator will determine the length of the suspension (a maximum of ten school days) and make appropriate contact with parents to ensure the student's safe arrival home. During his or her suspension, the student may not attend or participate in any district activities such as concerts, activity nights and district sponsored athletics and may not be on the Roosevelt campus.

Students and parents need to be aware that school personnel work closely with the Eugene Police Department. The selling of illegal drugs will be automatically reported to the police department and an expulsion hearing is required. Possession of a weapon will result in a request for an expulsion hearing and involvement by the police. Any student who brings a dangerous weapon onto school property or to a school sponsored activity may be expelled for one calendar year. Possession of drugs, vandalism, theft or assault may be reported to the Eugene Police Department and may result in an expulsion hearing.

## **Harassment/Bullying**

Students are expected to refrain from harassment and bullying. Roosevelt has a zero-tolerance policy for this behavior. Harassment can take a number of forms, including physically threatening someone, verbally abusing an individual, trying to make someone do something against his or her will, making racial or sexual statements about an individual, or repeatedly making fun of or taunting someone. This includes any electronic form of harassment. Students who wish to report incidents of harassment may contact any adult in the building and request a conference with an administrator. There are forms for students to complete when harassment occurs. These are available from the advisor, the counselor or the office. Infractions of the harassment policies are dealt with under the guidelines of a MAJOR referral

## **Guest Teachers**

Being a guest teacher is a particularly difficult job because it means working in a classroom full of unfamiliar students. All students are expected to make an extra effort to be helpful and cooperative. Roosevelt's behavior guidelines apply. Students who receive a minor for disruption, defiance or disrespect may receive consequences harsher than minor consequences after consultation with the advisor, regular teacher and the guest teacher.

## **Off-Campus Behavior**

Students may face disciplinary consequences for conduct that occurs off school premises at school-related or supervised functions or while traveling to and from school. Disciplinary consequences may be pursued if the behavior has a threatening effect on student safety or physical or mental health, or if the behavior would otherwise tend to disrupt the educational process or the operation of the school.

## **Investigation by Law Enforcement Officials**

School officials are faced with a dual responsibility. First, they must safeguard students' rights; second, they must cooperate with law enforcement officers. When an officer is investigating illegal acts that are not school related, school administrators will make a reasonable effort to contact the parent. However, we cannot impede the investigation even if we cannot reach the parent. We will contact the parent as soon as possible. Principals may involve a police officer investigating violations of school policies and rules, including student interviews, without first contacting parents. If, during the course of the investigation, a student becomes a suspect in an illegal act, the administrator will make a reasonable effort to contact the parent or guardian before allowing the interview to proceed. If parents cannot be present, an administrator will act in place of the parent.

## **Duty to Inform about Threats**

Oregon law requires schools to inform parents if their son or daughter's name appears on a targeted list - a "hit list" - that threatens violence or harm or when he or she receives a threat of violence or harm from another student. When students' names appear on a list threatening violence or harm or they receive other threats of violence or harm by another student, we will attempt to meet with parents personally or talk by telephone within 12 hours of learning about the threat. We will tell parents the specific threat, the suspect who made it (if we know), and the action we are taking to respond. We will also send parents a notice within 24 hours stating that your son or daughter did receive a threat. Our number one priority will be to make sure that school is safe for your student. If your son or daughter makes a threat of harm to another student, we will let you know that he or she made the threat. We will also let you know the corrective action we will be taking, including informing the parents of the student who received the threat, under guidelines of a MAJOR referral.

## **Student Rights & Responsibilities**

Eugene School District 4J has adopted important policies and procedures in compliance with tougher state laws. Out-of-school suspensions may be up to ten school days. Expulsions may last one full school year. Because of the seriousness of these and other changes, we encourage you to carefully review the current Student Rights and Responsibilities Handbook with your student. The handbook is available in the Roosevelt office and online at 4J's website. <http://www.4j.lane.edu/>