

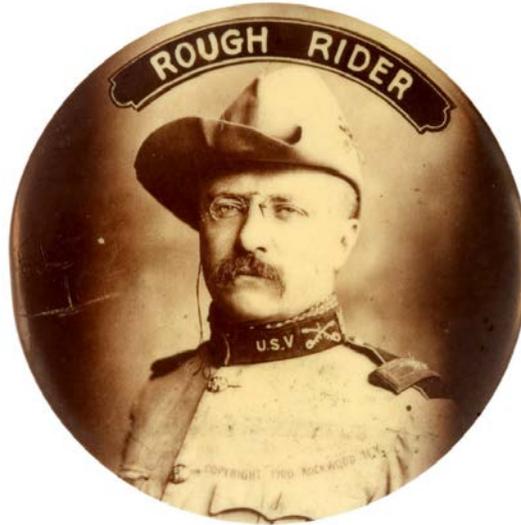
# Roosevelt Middle School

500 E. 24th Avenue Eugene, Oregon 97405

**2018 - 2019**

## **Student – Parent Handbook**

A Guide to Expectations, Policies, and Programs



**Eric Anderson, Principal**  
**Mike Yocum, Assistant Principal**

**Main Office: 541.790.8500**

**Attendance: 541.790.8525**

**Attendance in Spanish: 541.790.8507**

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

**FAX: 541.790.8505**

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

# ROOSEVELT INSTRUCTIONAL CALENDAR 2018–2019

## ***First Trimester***

Sept. 3	(M)	Labor Day
Sept. 5	(W)	6th grade and new 7th and 8th grade orientation
Sept. 6	(Th)	Classes begin for all students
Oct. 11	(Th)	No School — Progress Reports/Professional Development
Oct. 12	(F)	No School — Statewide In-Service Day
Nov. 8	(Th)	No School — Parent Conferences
Nov. 9	(F)	No School — Professional Development
Nov. 12	(M)	No School — Veterans Day
Nov. 22-23	(Th-F)	No School — Thanksgiving Break
Dec. 3	(M)	No School — Grading Day

## ***Second Trimester***

Dec. 4	(Tu)	Second Trimester Begins
Dec. 24–Jan. 4	(M-F)	No School — Winter Break
Jan. 7	(M)	No School — Professional Development/Planning
Jan. 21	(M)	No School — Martin Luther King Jr. Day
Feb. 1	(F)	No School — Progress Reports/Professional Development
Feb. 18	(M)	No School — Presidents Day (possible weather makeup)
Mar. 14	(Th)	No School — Grading Day
Mar. 15	(F)	No School — Professional Development/Planning Day

## ***Third Trimester***

Mar. 18	(M)	Third Trimester Begins
Mar. 25-29	(M-F)	No School — Spring Break
May 3	(F)	No School — Progress Reports/Professional Development
May 27	(M)	No School — Memorial Day
June 13	(Th)	**Possible Last Day for Students (Full Day) <i>(if no hazardous weather makeup days needed)</i>
June 14	(F)	**No School — Grading Day <i>(if no hazardous weather makeup days needed)</i>
June 17-19 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 President's day or on days added at the end of the school year.

# ROOSEVELT DAILY BELL SCHEDULE

M, T, W, Th		F - Early Release	
1st - 9:00-9:55		1st - 9:00-9:51	
2nd - 9:59-10:52		2nd - 9:55-10:41	
3rd - 10:56-11:49		3rd - 10:45-11:31	
1st Lunch 6 11:49-12:19	4th (7/8) 11:53-12:46	1st Lunch 6 11:31-12:05	4th (7/8) 11:35-12:21
4th (6) 12:23-1:16	2nd Lunch 7/8 12:46-1:16	4th (6) 12:09-12:55	2nd Lunch 7/8 12:21-12:55
House - 1:20-1:41		5th - 12:59-1:45	
5th - 1:45-2:38		6th - 1:49-2:35	
6th - 2:42-3:35		No House Fridays	

# TRIMESTER CLASS SCHEDULE

Pd	First Trimester		Second Trimester		Third Trimester	
	Class	Room	Class	Room	Class	Room
1						
2						
3						
4						
5						
6						

# WHOM TO CONTACT FOR HELP

All office staff can help with: illness or injury

**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** - student attendance, planned absences, excusing absences, lost items, locker help, arriving late and medication disbursement

**Counselor - Lee Baker** - 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, free and reduced meal forms, calendar

**Principal - Eric Anderson** - 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** - school enrollment, transcripts, report cards, school choice, school records and all demographic changes including phone and address

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

## Staff Email Addresses:

Our staff email addresses can be found on the Roosevelt Website: <http://roosevelt.4j.lane.edu/>  
last 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 .....	school days 8:00 a.m. to 4:00 p.m.
Roosevelt Office .....	541.790.8500
24-hour Attendance Recording .....	541.790.8525
24-hour Spanish Attendance Recording .....	541.790.8507
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

**Absence reporting, attendance concerns:** Contact the attendance secretary or leave a message on the attendance line.

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

**Cafeteria meal account:** Pay in the cafeteria (checks payable to 4J Nutrition Services) or online at <https://www.mymealtime.com>.

**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 in Spanish 541.790.8507 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, 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 table 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 and orchestra in all grades, while Choir is available to 7<sup>th</sup> and 8<sup>th</sup> grade students. Art classes are varied. Students perform theatrical productions. There are also visual arts, technology, cooking and drama classes.

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

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

Year-long Cultural Connections Language Arts (or French Immersion)	Year-long Math
Year-long Ancient Civilizations (or French Immersion)	Year-long Science
Year-long Band, Orchestra, or Art and Drama	
Trimester rotation sequence of Physical Education/Health/AVID Light	

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

Year-long Language Arts (or French Immersion)	Year-long Math
Year-long Social Studies (or French Immersion)	Year-long Science
Year-long elective: Art, Band, Choir, Orchestra, AVID or Spanish	
Trimester rotation sequence of Physical Education/Health/12-week elective	

### 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, Wednesday and Thursday for 21 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 6<sup>th</sup> graders to Roosevelt. Seventh and eighth graders apply to serve as CORE leader role models for 6<sup>th</sup> graders, who are divided into teams of 8-10 members. Each CORE team is then assigned two CORE leaders 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 6<sup>th</sup> graders, are scheduled. These gatherings facilitate the 6<sup>th</sup> graders’ connections to their CORE leaders and their CORE groups.

## Homework Club

Roosevelt offers an after-school opportunity for students to catch up on their homework assignments. Homework club is open Monday through Thursday afternoons 3:35-4:30pm and Fridays 2:35-3:30pm.

## 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 three things before track practice begins in the second week of 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)	4 - pens: black and/or blue ink
3 - packs of college ruled notebook paper	1 - box colored pencils
1 - pack of 8-tab dividers	1 - ruler
1 - zipper pencil pouch	1 - pair of scissors
3 - boxes no. 2 pencils	2 - glue sticks
1 - beveled eraser (pink pearl type)	3 - boxes of tissues front office/advisor's room
1 - hand-held pencil sharpener with holder for shavings	
<b>As needed/requested by teachers:</b>	
1 - scientific calculator	4 - spiral notebooks
1 - protractor	1 - inexpensive set of head phones or ear buds
1 - compass	PE class: shorts, tee-shirt and athletic shoes with laces
2 - graph paper pads (4-5 squares/inch)	
<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, glue sticks and tissues. 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 may need financial assistance during 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 noted below, ALL medications - prescription and over-the-counter - must be locked in the office and in their original containers. Parents must sign a form allowing office staff to dispense the medications to students. These forms may be picked up in the office. Exceptions to locking medications in the office are: (1) students may carry and self-administer one-day's dose of non-prescription medication (such as Tylenol for headaches, ibuprofen for dental pain, or Sudafed for cold symptoms) with the written consent of the parent and (2) students may carry and self-administer one day's dose of non-controlled prescription medications, including asthma inhalers and bee sting medications, with the written consent of the parent and school administrator.

## **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 may not be 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 these policies.

## **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. Lost books and/or unpaid fines may prevent students from receiving their yearbook at the end of the school year.

## **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 Fridays) 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, hee-ies 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 six-period schedule addressing Oregon state standards and providing access to electives. 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**, or in Spanish **541-790-8507**, 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. Chronic tardiness is considered a serious behavior issue. Consequences for tardiness may be assigned and can include such things as lunch detention and time owed. If a student reports after 9:00am, he or she must come to the office immediately for a tardy slip before reporting to class.

## Planned Absences

Roosevelt uses a Planned Absence form to solicit anticipated homework assignments from teachers for students who plan to be absent at least three 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 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 him/her with a note to present to the office asking to be excused at the appropriate time. The student will be given a Roosevelt yellow note to give the teacher, who will then excuse the student from class at the correct time to meet you in the office to be signed out. This will not only minimize disruptions in the classroom but will also reduce your waiting time in the office. 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 office, 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. 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 at [www.mymealtime.com](http://www.mymealtime.com). 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. Full prices for the 2018-2019 school year 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 drugs will result in an expulsion hearing. In addition, Roosevelt will report to the police ALL incidents involving drugs, alcohol or serious violations 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.

# Responsible Use Policy

## Eugene School District 4J-Owned Student Technology

All students utilizing technology in Eugene 4J schools are expected to observe the following acceptable use requirements.

### As a student, I will....

- Never load unassigned software, apps, videos, or other items on any school-owned device.
- Never reconfigure (or sync) the school-owned device without school permission.
- Immediately report device malfunctions, damage, or loss to my teacher, principal, and/or building Technology Support Specialist.
- Use the Internet responsibly and refrain from searching or using inappropriate sites.
- Keep the school-owned device clean with no attached stickers or other items that might deface or damage the device's surface, screen, or other parts.
- Keep the school-owned device away from all liquids and food.
- Use school-owned devices for only school-related purposes.
- Adhere to expectations in the Student Rights and Responsibilities handbook as detailed below regarding the use of all technology.
- Not engage in cyberbullying  
*Board Policy JFCFA/GBNAA – Cyberbullying – “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that violates Board Policy JB-Intimidation, Bullying, Harassment, Discrimination, Hazing, and Retaliation or which disrupts or prevents a safe and positive educational or working environment, or places a person in reasonable fear of physical harm or damage to their property. Any form of cyberbullying, by students or staff is prohibited and will not be tolerated in the Eugene School District 4J.*

### Use of Technology and the Internet (from the 4J Student Rights and Responsibilities Handbook 2012 version)

4JNet allows students access to email and the Internet. Teachers are expected to provide guidance and supervision of students who use 4JNet. Complete guidelines for the use of 4JNet are available at schools and on the district's website ([www.4j.lane.edu/cis/appropriate\\_use](http://www.4j.lane.edu/cis/appropriate_use)). Personal devices, such as cell phones, smart phones, tablets, digital cameras, MP3 players and laptops, may be used for instructional purposes in the classroom at the discretion of the teacher. District guidelines are summarized below.

### Unacceptable Uses of 4JNet and Equipment:

The following uses of 4JNet and the Internet are unacceptable and may result in disciplinary action, including suspension or revocation of network privileges and suspension or expulsion from school.

- Violation of school board policy, district administrative rules or any provision in this handbook;
- The use of or inviting the receipt of vulgar and plainly offensive, obscene or sexually explicit language or material in any form;
- Copying commercial software or other material in violation of federal copyright laws;
- Use of the network for financial gain, commercial activity, political activity or illegal activity (e.g. hacking);
- Accessing another person's individual account without prior consent, or accessing a restricted account without the prior consent of the responsible administrator or teacher;
- Sharing inappropriate materials or their sources with other students or knowingly accessing inappropriate materials; students should report any inappropriate material they access to a teacher, other staff person or their parents;
- Transmission of any material in violation of any local, state or federal law. This includes but is not limited to copyrighted materials, threatening or obscene material, or material protected by trade secret;
- Any form of vandalism, including but not limited to damaging hardware, computer systems or networks and/or disrupting the operation of the network;
- Use of the network to access pornographic or obscene material;
- Creating and/or placing a computer virus on the network;
- Posting information or images that could be a form of harassment, intimidation or bullying; could promote a hostile educational climate; or could disrupt the educational process;
- Activity with a malicious intent to disrupt the network;

- Installation of unapproved equipment (e.g. wireless access points, routers, switches, network cabling not provided or approved by the Computing and Information Services Department), installation of unapproved or unlicensed software, or changing of district settings; or
- Bypassing of district-specified filtered Internet websites on computers used by students.

### **Unacceptable Uses of Personal Devices:**

Unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These include, but are not limited to:

- Use of a personal device that violates any of the unacceptable uses for district-owned technology listed above;
- Use of a personal device to gain or give an advantage in a testing situation;
- Use of personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players and laptops); or
- Downloading and installing district-licensed software on personal devices unless specifically allowed by the licensing agreement.

## **PARENTS GETTING INVOLVED**

### **Volunteer**

**WE NEED YOU!** 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\_l@4j.lane.edu. We're confident we can match you to an activity that works for you and Roosevelt.

### **Parents and Guardians are Invited**

Becoming a member of Site Council or PAR (Parents At Roosevelt) will allow you to take an active part in Roosevelt affairs. PAR is the parent-led volunteer organization that supports RMS students and staff, connects and informs parents, and is one of the many ways parents can get involved in the school. There are no membership fees to join PAR – all RMS parents are automatically members and encouraged to participate in any and all ways that work for them.

**What does PAR do?** PAR fundraises throughout the year to secure supplemental funding for staffing. PAR also provides teacher grants which go to support field trips, purchase books and other supplies, all of which provide greater learning experiences for all students. Our biggest fundraiser, Showcase Roosevelt, is held in the spring. PAR sponsors Parent Education Nights. These presentations cover current teen topics such as anxiety, self-esteem and confidence-building, identity, social media and substance use. We work with local experts to bring you the most current information, ideas, and resources available. Please contact us with topics you'd like to see presented and discussed for future events. PAR hosts teacher and staff appreciation events throughout the year. We invite families to participate by contributing items, usually food or drinks, for these occasions. PAR works with staff and students to put on three Activity Nights during the school year. These are fun-filled evenings for the kids to enjoy music, games, and in a safe, supervised environment.

**How can I be involved with PAR?** Attend a PAR business meeting - stay tuned for meeting days and time • Volunteer at RAD (Roosevelt Activity Day) or an Activity Night • Participate in a Parent Education event • Volunteer for Showcase Roosevelt • Read the minutes from PAR business meetings in eNews (all families are automatically subscribed) • Fill an open leadership position (with support from PAR leadership): activity night chair, EEF chair/liaison, fundraising chair, eScrip chair, Box Tops chair, • Follow PAR on Facebook at [www.facebook.com/parentsatroosevelt](http://www.facebook.com/parentsatroosevelt) and on Instagram @parentsatroosevelt.

### **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 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. It is our intent to include all Roosevelt families on our eNews distribution list, but sometimes errors happen. If you wish to receive the Roosevelt eNews but you are not on the list, please email [rmsnews@gmail.com](mailto:rmsnews@gmail.com) to be added to the list. Also, please know, you can always opt out. Questions or problems, email [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!

# 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 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 more severe consequences 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/>.

# HOUSE SYLLABUS

Advisor's name: \_\_\_\_\_ email: \_\_\_\_\_

**Statement of Purpose:** House is an integral and vital part of Roosevelt Middle School. House provides a positive environment for social, emotional, and academic development. House also serves as the first place for behavioral interventions. Minor transgressions (warnings, minors) go through the student's house advisor where advisor and student work toward solutions. As such, the house advisor is an advocate for students.

**Goals:** Students will benefit from their time in House by becoming successful students, positive contributors in House and engaged members of the Roosevelt Middle School community.

## Description and Expectations

**Mondays: Mindful Mondays** create opportunities for students to engage in activities designed to foster personal growth, strengthen interpersonal relationships, and promote effective communication and community building. Lessons and activities may include art projects, role playing, group discussions, and team building exercises.

**Expectations for Mindful Mondays:** Students will be punctual and prepared; students will actively and willingly participate in all activities. They will be receptive and respectful of others' perspectives and life experiences.

**Tuesdays and Thursdays: Study Hall** is an important part of achieving academic success. In addition to the time to do homework and study for classes, Study Hall is also a time to learn and practice some of the skills necessary to be a successful student. These include things like keeping a neat and well organized binder and using the planner effectively. On Thursdays, students will be graded on the quality of their planners and the organization of their binders. In addition to being a time to study, students may receive help from other staff members, at the staff member's request.

**Expectations for Study Hall:** Students will be punctual and prepared. Students will bring academic work (homework, classwork, reading, writing, etc.) to Study Hall and will consistently do and complete school work for the duration of the period. Students will have a neat, well-organized binder and a neat, well-organized planner.

**Wednesdays: Collaborative Wednesdays** encourage students to interact with each other, break down barriers and foster relationships. Activities will nudge students out of their comfort zone to grow, build community, and strengthen bonds within House.

**Expectations for Collaborative Wednesdays:** Students will be punctual and are expected to participate in all activities.

**Grading:** As a way to help students be successful, House is now a graded class.

We will be using a proficiency based grading system (5 through 1). A grade of 5 reflects the student's ability to consistently perform at proficiency level; therefore, a score of 5 will be possible only at the end of each grading period.

- 5: Highly Proficient (I consistently perform at a proficient level.)
- 4: Proficient (I clearly meet daily expectations.)
- 3: Nearly Proficient (I meet most of the daily expectations.)
- 2: Developing Proficiency (I meet some of the daily expectations.)
- 1: Not Proficient (I meet few or none of the daily expectations.)

## Standards

H.6-8.1 Student consistently engages in House.

H.6-8.2 Student regularly uses the planner.

H.6-8.3 Student's binder is neat and organized.

H.6-8.4 Student is on time and prepared for House.

**House Rubrics:** House advisors will use these rubrics to evaluate advisees' performance in House:

	<b>Highly Proficient</b>	<b>Proficient</b>	<b>Nearly Proficient</b>	<b>Developing Proficiency</b>	<b>Not Proficient</b>
<b>Student consistently engages in House.</b> H.6-8.1	Highly Proficient will be earned by the consistency of the Proficient Grade. Proficient 100% of the time = Highly Proficient.	Student actively participates and engages in all activities. During study hall student works on assignments.	Student actively participates and engages in most of the activities. Student works on assignments for most of the 21 minutes of House.	Student participates in and engages in some of the activities; student needs to be prompted to participate. Student works on assignments for part of the 21 minutes of House. Student needs to be prompted to do academic work.	Student rarely/never engages in activities. Student needs constant prompting to participate. Student rarely works on assignments during House. Student needs constant prompting to do academic work.
<b>Student regularly uses the planner.</b> H.6-8.2	Highly Proficient will be earned by the consistency of the Proficient Grade. Proficient 100% of the time = Highly Proficient.	Entries for each class each day (due and do). Entries are complete, neat, and easy to follow.	Entries for each class each day, but sometimes include only "no homework" entries. Planner is neat most of the time and is mostly easy to follow.	Entries for each class most days with frequent "no homework" only entries. Planner is not always neat and not always easy to follow.	Entries are incomplete or missing. Planner is sloppy and hard to follow.
<b>Student is prepared and punctual for House days.</b> H.6-8.4	Highly Proficient will be earned by the consistency of the Proficient Grade. Proficient 100% of the time = Highly Proficient.	Student has all necessary materials, this includes academic work for study hall days, is in her/his seat when the bell rings, and is ready to begin House.	Student needs to return to locker to get necessary materials, OR is not in her/his seat when the bell rings and ready to begin House. Student almost always brings academic work to House.	Student needs to return to locker to get necessary materials, AND is not in her/his seat when the bell rings and ready to begin House. Student does not always bring academic work to House.	Student is late to House, disruptive, does not have materials. Student rarely brings academic work to House.

**Peer evaluation of binders:** Every other week students will evaluate each other's binders using this form:

<b>Rubric for binder check</b>		Name: _____					
		<b>Week 1 &amp; 2</b>	<b>Week 3 &amp; 4</b>	<b>Week 5 &amp; 6</b>	<b>Week 7 &amp; 8</b>	<b>Week 9 &amp; 10</b>	<b>Week 11 &amp; 12</b>
Pencil Pouch/Supplies (at least 2 writing tools with eraser if using pencils)							
Planner included							
Labeled Dividers: Classes separated							
Blank Notebook Paper							
Neat and Organized: Papers filed, not loose							
<b>Score for H.6-8.3</b>							
Peer evaluator's name							
5 checks = 4 Proficient	4 checks = 3 Nearly Proficient	3 to 2 checks = 2 Developing Proficiency				1 to 0 checks = 1 Not Proficient	

**Trimester 1: Academic Goals and Reflection**

Period	Class	Expected Grade	Mid-term Grade	Expected Grade	Final Term Grade
1					
2					
3					
4					
5					
6					
House					

**Goals and Reflections:**

Beginning of the term: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mid-term: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End of Term Reflection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Trimester 2: Academic Goals and Reflection**

Period	Class	Expected Grade	Mid-term Grade	Expected Grade	Final Term Grade
1					
2					
3					
4					
5					
6					
House					

**Goals and Reflections:**

Beginning of the term: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mid-term: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End of Term Reflection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Trimester 3: Academic Goals and Reflection

Period	Class	Expected Grade	Mid-term Grade	Expected Grade	Final Term Grade
1					
2					
3					
4					
5					
6					
House					

#### Goals and Reflections:

Beginning of the term: \_\_\_\_\_

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Mid-term: \_\_\_\_\_

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End of Term Reflection: \_\_\_\_\_

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**Where is homework posted in each of my classes?  
How do I know what to do if I forget to write the homework down or if I am absent?  
How can I make up a test?**

**Period 1 - Class:** \_\_\_\_\_ - **Teacher:** \_\_\_\_\_

In class, homework is posted: \_\_\_\_\_

If I forget to write down the HW or I miss class, I can \_\_\_\_\_

If I need to make-up a test, I can \_\_\_\_\_

**Period 2 - Class:** \_\_\_\_\_ - **Teacher:** \_\_\_\_\_

In class, homework is posted: \_\_\_\_\_

If I forget to write down the HW or I miss class, I can \_\_\_\_\_

If I need to make-up a test, I can \_\_\_\_\_

**Period 3 - Class:** \_\_\_\_\_ - **Teacher:** \_\_\_\_\_

In class, homework is posted: \_\_\_\_\_

If I forget to write down the HW or I miss class, I can \_\_\_\_\_

If I need to make-up a test, I can \_\_\_\_\_

**Period 4 - Class:** \_\_\_\_\_ - **Teacher:** \_\_\_\_\_

In class, homework is posted: \_\_\_\_\_

If I forget to write down the HW or I miss class, I can \_\_\_\_\_

If I need to make-up a test, I can \_\_\_\_\_

**Period 5 - Class:** \_\_\_\_\_ - **Teacher:** \_\_\_\_\_

In class, homework is posted: \_\_\_\_\_

If I forget to write down the HW or I miss class, I can \_\_\_\_\_

If I need to make-up a test, I can \_\_\_\_\_

**Period 6 - Class:** \_\_\_\_\_ - **Teacher:** \_\_\_\_\_

In class, homework is posted: \_\_\_\_\_

If I forget to write down the HW or I miss class, I can \_\_\_\_\_

If I need to make-up a test, I can \_\_\_\_\_