

## PRINCIPAL'S MESSAGE

Dear Students:

It is my pleasure to welcome both new and returning students to the 2018-19 school year at Roosevelt Intermediate School. This year we will work together, make friends, gain knowledge, and grow as middle school learners. We have many activities planned to make this school year a great one for all of our students. I encourage you to always do your best work in your classes and get involved in extra-curricular activities to make the most of your time here.

At the intermediate school, we work to develop good habits and skills. This agenda book is an important tool for communication and provides useful information about our school. It contains the daily schedule of classes, school policies, tips for school success, and a calendar of events. But, most importantly, it has a weekly agenda where you can write your daily homework and long-term assignments. You will use this book to record all assignments for every class, every day. Getting in the habit of writing down assignments will benefit you in all your academic endeavors.

As we progress through the school year, it is important that you remember that we, at Roosevelt, are focused on respect. As a community, we follow these three rules: RESPECT YOURSELF, RESPECT OTHERS, and RESPECT OUR SCHOOL. Following these rules ensures that our school is a place where you do your best, all students can learn and our school is an environment in which we are proud.

I am looking forward to a fantastic year!

Mrs. Mary Asfendis

## BELL SCHEDULE

	REGULAR	½ - DAY	DELAYED OPENING
Teachers	8:00	8:00	9:30
Entrance	8:07	8:07	9:37
Period 1	8:15 – 9:03	8:15 – 8:46	9:45 – 10:18
Period 2	9:06 – 9:46	8:49 – 9:14	10:21– 10:46
Period 3	9:49 – 10:29	9:17 – 9:42	10:49 – 11:14
Period 4	10:32 – 11:12	9:45 – 10:10	11:17– 11:57 (5)
Period 5	11:15 – 11:55	10:13–10:38	12:00-12:40 (6)
Period 6	11:58 – 12:38	10:41–11:06	12:43 – 1:23 (7)
Period 7	12:41 – 1:21	11:09–11:34	1:26 – 1:51 (4)
Period 8	1:24 – 2:04	11:37-12:02	1:54 – 2:19
Period 9	2:07 – 2:47	12:05-12:30	2:22 – 2:47

## STUDENT CONDUCT/SCHOOL POLICIES

### A Focus on Student Attendance

The State of New Jersey has changed pupil attendance requirements. Student attendance is a critical factor in the success of our students. Research shows a direct correlation between student attendance and academic success in general. In middle school, the only allowable absences recognized by the State are for religious observance. All absences for all reasons are recorded and charged toward a pupil's attendance record.

Whenever a school day is missed, it can be difficult to obtain, understand, and complete the missed work in the many different classes. Every effort should be made to attend school each day by scheduling appointments and other events after school hours. Of course, your health always comes first, so when you are truly sick it is best to stay home.

**Chronic Absenteeism** is defined by the State of New Jersey as students missing 10% or more of the school year for any reason. This takes into account excused as well as unexcused days missed during the 181-day school year.

### Lateness to School

Arriving to school on time is the best way to start the day. Students are expected to arrive by 8:07 a.m., then visit their lockers and report to homeroom. Students arriving to homeroom after the 8:15 bell will be marked late. Students arriving to school after 8:15 should report to the main office for a late pass. All tardies are unexcused without a doctor's note. **Students will be allowed 4 unexcused tardies per year. After the 4<sup>th</sup> unexcused tardy, the student will serve detention on the day he/she is late to school.**

## **Absence from School**

If a student needs to be absent, a parent/guardian should call the school at (908) 789-4560 by 8:30 a.m. If we do not receive a call from a parent/guardian, the attendance secretary will call home to confirm the absence. Students are responsible for work missed and can access assignments through each teacher's webpage. If a student is absent for an extended period of time, a parent/guardian should contact their child's guidance counselor.

## **Need to Leave School Before Dismissal**

Students are expected to stay in school for the entire day to attend all classes. We ask that doctor and dental appointments be scheduled around school hours. In unusual or emergency situations, a student may be excused early if they have a written note from a parent/guardian. Early dismissal notes must be given to the attendance secretary in the main office before homeroom. The student will be issued a pass indicating the time of dismissal and at which time the student will report to the main office to be signed out by a parent/guardian. **Students will NOT be called to the office by the secretaries.** If returning to school, the students must sign in the main office and will be given a pass to return to class.

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**One of the most important lessons that you will learn while in middle school is to make the right choices regarding your conduct as a member of the Roosevelt School community. Each of us has our individual responsibilities. The most important responsibility that we share daily is to ensure a mutual respect for every person in our school community. At Roosevelt we all follow 3 simple rules:**

- **Take care of yourself**
- **Take care of each other**
- **Take care of our school**

## **Expectations**

It is expected that you follow school rules on a daily basis by working to the best of your ability, following the directions of your teachers, and behaving respectfully. Please remember that you are the one who will choose to conduct yourself appropriately. Following school rules and the directions of your teachers will allow you to enjoy a positive learning experience at Roosevelt.

When a student is unable to follow school rules, consequences will apply. These may include meeting with the assistant principal or principal, parent contact, counseling programs, and/or a variety of other consequences including:

*Teacher Detention-* assigned by a teacher before or after school

*Central Detention-* assigned by the assistant principal or principal; held in the main office from 7:30 to 8:10 a.m. or 2:50 to 3:30 p.m.

*Lunch Detention-* held in the main office during both lunch and study

*Saturday Detention-* held Saturdays from 8am to 12 noon.

*Out-of-School Suspension-* the student must remain at home under the supervision of the parent or guardian.

To help ensure a safe, clean and respectful learning environment at Roosevelt, please note the following guidelines/policies:

## **Cell Phones**

Cell phones should be off and out of sight during the entire school day. Upon entering the building, students should turn phones off and put them away. At no time should students be using phones in hallways, classrooms, cafeteria or other locations on school grounds unless given permission from a teacher or staff for an educational purpose.

## **Gum**

Students are reminded that gum is not allowed at Roosevelt.

## **Hats**

We kindly ask that students do not wear hats in school.

## **Backpacks**

Backpacks are to be stored in lockers during the day. For the safety of everyone at Roosevelt, students may not carry backpacks in hallways or classrooms.

## HEALTH OFFICE

The Health Office is located across from the Computer Lab on the first floor (room 105). The phone number is 908-789-4577. The nurse is present every day from 8:00 a.m. to 3:15 p.m. If you become ill during the school day, you should report to the nurse with a pass from your teacher. The nurse will determine if you need to go home and will contact your parent or designee when necessary. **Do not text or call a parent to pick you up prior to being seen by the nurse.** If you are injured during school hours you should report it to the nurse, teacher or office. Gym excuses, daily and long term, should be brought to the health office in the morning before school starts. If you need crutches, for safety reasons, you must have doctor's note and you will have a buddy assigned to escort you when you are in the building.

### Excuses from Physical Education Classes

In most cases, students who are well enough to be in school are expected to participate in all classes including physical education. A temporary exclusion requires that a written note from home be given to the nurse. The parent/guardian note should specify the reason for the exclusion and is valid for no more than 3 days. The students will remain in the physical education class, but not participate. Beyond 3 days, a written request from a physician is required. Written requests by the physician should include a general explanation and the date the student will be reevaluated or is able to return to full participation in physical education class. Students should present their doctor's note to the nurse and will be assigned to a study hall for the duration of their exclusion.

### Emergency Contact Information

We ask that parents/guardians keep all health and emergency information up to date so we can contact someone should the need arise.

### Medication

State law and Board of Education policy prohibits students from taking any medication on their own. Students with the required documentation may carry and use inhalers and epi-pens. Otherwise, only the school nurse or the parent is authorized to give any medication, over-the-counter or prescription. **If medication is needed, it must be brought to the nurse in the original container with a doctor and parent note.**

(We have forms that can be used). The student may not carry medication on their person. If a student is to receive a controlled medication in school, the medication must be brought to the nurse by the parent/guardian. The number of pills will be counted by the nurse and parent, logged on the student's medication record and signed for by the parent and nurse. When medications are changed or discontinued, parents must pick them up from the health office. Students may not deliver or pickup medication.

## STUDENT SAFETY AND SECURITY

Please be aware that unless a student has an appointment with a teacher for extra help or a specified club or activity, supervision is not available beyond the regular school hours of 8:07 to 2:47. All families are encouraged to make transportation arrangements so that students are picked up and supervised after school hours.

### Buses

You may only ride a bus to and from school if you have a valid bus pass issued to you by the office. If you are assigned a route and choose any behavior that jeopardizes the safety of anyone on or off the bus you may lose your bus privilege.

### Bicycles, Skateboards, and Rollerblades

All students who use bikes, roller blades or skateboards must wear a helmet. Students should park their bikes in the racks near the Media Center. It is strongly suggested that you lock your bike. All bike riders are expected to walk their bikes on the sidewalk (school side) to and from the bicycle racks and the street corners in front of the school. This is required for your safety due to the high volume of traffic.

### Crosswalks

When walking to or from Roosevelt, please be sure to use the crosswalks. Crossing guards are positioned at each corner for your safety. When picking up or dropping off students, parents are encouraged to use the school side of the street, or to stop near the corner to prevent your child from dangerously crossing mid-street.

## **GUIDANCE & COUNSELING**

Roosevelt has three guidance counselors. The counselors assist in a variety of areas including orientation, testing, report student progress, individual counseling and group counseling. Students are offered the opportunity to participate in skill building groups with emphasis on wellness, responsible citizenship, education planning and career development, empowering youth in positive ways to increase productivity and student readiness. The guidance counselors help students to build skills for life in areas of self- assessment, academic study, communication skills, decision making, problem solving, peer relationships, motivation and conflict resolution. The counselors work very closely with the teachers to assure the best educational environment for each student. Working together is a vital link in the delivery of a coordinated developmental student-oriented program. Students may see their guidance counselor by filling out an appointment request slip in the guidance office and dropping it in the counselor's mailbox. A teacher can help you in requesting and making an appointment. The counselors are available before and after school in addition to being available during the school day. Please check the counselor's website on the Roosevelt Intermediate School webpage.

### **Homework**

Homework is assigned in every subject. Homework is designed for practice and reinforcement, enrichment and creative application, research and independent study, or writing and critical analysis. The quality of the homework you turn in will be considered in determining your grades. We expect you to complete all homework as assigned and to turn it in on time. Late or incomplete assignments also affect your grades. **If you are absent from class, you are to access homework from the teachers' websites.** You have been given an assignment book...you are expected to use it wisely to keep yourself organized. If you lose your assignment book, you will need to purchase another one from your guidance counselor. The cost is **\$10.00**.

**HOMWORK REQUESTS ARE NO LONGER TAKEN – PLEASE ACCESS THE WEBSITE.**

## **Grades**

Grades are assigned by each teacher each marking period and reflect effort, involvement, responsibility and achievement. You will be informed at the beginning of each course what your teacher's specific requirements are for completing assignments, participating in class discussions, studying for tests and evaluating quality and performance. If you ever have a question about your grades, it is your responsibility to ask for "conference time" with your teacher and/or guidance counselor.

### **Grading System**

<b>A=</b>	<b>90 -100</b>	<b>I =</b>	<b>Incomplete</b>
<b>B =</b>	<b>80 - 89</b>	<b>W =</b>	<b>Withdrew</b>
<b>C=</b>	<b>70 - 79</b>	<b>M =</b>	<b>Medical</b>
<b>D=</b>	<b>65 - 69</b>	<b>P =</b>	<b>Pass</b>
<b>F=</b>	<b>Below 65</b>		

### **Honor Roll**

To be included on the Honor Roll, a student must obtain a grade of "A" or "B" in all subjects.

### **Distinguished Honor Roll**

To be included on the Distinguished Honor Roll, a student must obtain a grade of "A" in all subjects.

### **Interim Report & Report Cards**

Interim reports are mid-marking period reports which are used to formally advise parents of concerns about a student's academic and/or social progress when deemed advisable by the teacher. Because this brief report cannot give complete information, parents are encouraged to call the school to arrange for a conference. Interim reports and report cards are available on the parent portal.

### **Co-Curricular Activities**

Students are encouraged to participate in school-sponsored clubs, before/after-school activities and interscholastic sports as part of their social/physical development.

## **LIBRARY/MEDIA CENTER**

*All students are citizens of our library community.* We seek to engage students to select thoughtfully from the LMC variety of resources and local municipal libraries. Your young adult collection reflects a wide range of reading levels and interests. Most importantly we directly respond to every intermediate school student with the Westfield School District Curriculum for Library Instruction that integrates elements of literature, inquiry and research, communication as process and product, concepts of intellectual honesty and organizational patterns of libraries with our middle school education. Daily, our library staff recruits all students to utilize our website for online instruction, access grade level appropriate resources, collaborate with staff to support project based instruction and join in book discussion groups; our library is committed to educating the whole student.

## **Valuables**

Please leave anything of great value home. Cameras, I-pods, toys and large amounts of money should not be brought to school. The school is not responsible for the loss of personal property.

## **Lunch Program**

All students eat lunch in the cafeteria during a 40-minute lunch period which includes a 10-minute study break. Students may bring lunch from home, purchase a full meal or purchase a la carte items. The lunch period is a time when students can socialize with friends who might not be in classes with them. Every student is expected to demonstrate common courtesy and good table manners.

## **School Closing/Delayed Openings**

On a **regular school day**, students attend classes for eight 40-minute periods and are scheduled for one lunch period that is divided into lunch and a lunch/study. On **half-day/early dismissal days** that are noted on the district's school calendar, each class period is 25 minutes in length. A lunch/study is scheduled, but there is no lunch served. School dismissal is at **12:30p.m.** On **Delayed Opening days** the **entrance time is 9:37am** with classes beginning at 9:45 a.m. Each class is 25 minutes in length. The lunch and lunch/study break period is scheduled as on a regular day and dismissal is at 2:47 p.m. It is the policy of the Westfield School District to close schools or delay openings in the case of an emergency situation. Our prime consideration is the safety of children. Regularly scheduled school days may be cancelled due to snow or other serious conditions involving danger to students and staff on the way to and from school. **School closings and delays will be announced on our school website and via the Honeywell ALERT System.**

## Lockers

You will be issued a locker at the start of the school year. It is your responsibility to keep your hall locker and gym locker secure with a combination lock. You will supply your homeroom teacher with a copy of your combination, which will be kept confidential and on file in the office. It is the responsibility of each student to keep personal items securely locked at all times. Remember that you are not to bring valuable items to school or leave them in your locker. To assure your personal security, please do not share your combination with your friends. You are reminded that the locker is issued to you on a loan basis and is the property of the Westfield Board of Education. As a result, school authorities will fulfill their responsibility to search lockers as needed to insure the well-being of our school.

**Decorations on the outside of lockers are prohibited – NO student may decorate any locker at Roosevelt.**

## Student Use of Personal Technology - District Policy #5516 Guidelines and expectations for use of Personal Electronic Devices (PED)

1. The student and parent will take full responsibility for his/her device. The school is not responsible for the security of the device. If the device is not being used, it is in the student's best interest to have it locked in their locker for safe-keeping.
2. The student and parent will take responsibility for the upkeep of the device. This includes any cost of repair, modifications and/or replacement.
- 3. The school reserves the right to inspect this device if there is reason to believe that the Acceptable Use Policy, Administrative Policy and/or School Board Policy have been abused.**
4. Abuse of the Acceptable Use Policy, Administrative Policy and/or School Board Policy may result in the loss of use of the device in school and disciplinary action.
5. The student may not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the expressed permission of the

classroom teacher or administration.

6. The use of the device in any course other than the BYOD approved one is only allowed through permission of that classroom teacher.

## Dress & Appearance District Policy #5511

The Board of Education recognizes that each pupil's mode of dress and appearance is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parents or legal guardians only when a pupil's dress and appearance affect the educational program of the schools.

The Board of Education has the following expectations regarding pupil dress and appearance:

- 1.** Pupils are expected to be clean and well groomed in their appearance.
- 2.** Pupils are expected to avoid extremes in appearance that may interfere with schoolwork, create disorder, or disrupt the educational program.
- 3.** Pupils are expected to avoid dress or grooming that jeopardizes their health or safety or the health and safety of other pupils or damages school property.
- 4.** Pupils are expected to avoid clothing or grooming practices that prevents the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory that indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities (N.J.S.A. 18A:11-9 – Prohibition of Gang Related Apparel). The local law enforcement agency will advise the Board, upon request, of gangs that are associated with criminal activities.

**The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions. Clarification of appropriate wear is available on the RIS website.**

## **CODE OF CONDUCT**

### **Policy and Regulations 5500**

The Westfield Board of Education believes that safe school environments are necessary for students to learn and achieve and for staff to support student learning. The Board expects all Westfield School district community members' conduct to contribute to a safe and productive learning environment that is of benefit to the entire community. The following beliefs, as taken from our district strategic plan, guide our expectations of Westfield School district community conduct:

We believe excellence in education includes:

- A curriculum that has the breadth and depth to challenge all learners.
- An acceptance and demonstration of core values of mutual respect, responsibility, caring and integrity.
- An emphasis on understanding and appreciating cultural differences and similarities.

We believe our students learn best when:

- They are in an environment where they feel physically, emotionally and intellectually secure.
- They are appropriately motivated to achieve their greatest potential as individuals.
- They are provided access to a wide variety of opportunities, supported by a partnership of family, school, peers and community.

## **CORE ETHICAL VALUES**

We believe a school district excels when all members exhibit strong character including:

**Integrity/Honesty:** demonstrated through truthfulness, thoughtfulness and tolerance in work, language, and actions. This value is exhibited when members are accountable for their actions and take responsibility for their decisions.

**Work Ethic:** reflected by optimum personal effort and pride, diligence, perseverance and the ability to meet challenges in all areas with confidence.

**Sportsmanship:** shown through respect for the rules of fair play, graciousness in victory or defeat, support and respect for team members, and by representing Westfield in a dignified respectable manner.

Working from these beliefs, all members of the Westfield School district community have certain rights that promote and support a safe and productive school environment.

Full Policy and Regulations can be found at

[www.westfieldnj12.org](http://www.westfieldnj12.org)

## Westfield School District: Westfield High School, Edison and Roosevelt Intermediate Schools Code of Conduct Student Infractions and Interventions

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student's age and abilities. Number of offenses will also be taken into account.

Level	Range of Minimum Interventions	Range of Maximum Interventions
1	<ul style="list-style-type: none"> <li>Student-Teacher conference</li> </ul>	<ul style="list-style-type: none"> <li>Reprimand by teacher/AP</li> <li>Parent Contact</li> <li>Detention up to two (2) days</li> <li>Loss of privilege</li> </ul>
2	<ul style="list-style-type: none"> <li>Reprimand by teacher</li> <li>Home Contact</li> <li>Detention up to two (2) days</li> <li>Loss of privilege</li> </ul>	<ul style="list-style-type: none"> <li>Parent Conference with AP</li> <li>Reprimand by AP</li> <li>Central Detention up to two (2) days</li> <li>Alternative to Suspension</li> </ul>
3	<ul style="list-style-type: none"> <li>Parent Conference</li> <li>Reprimand by AP</li> <li>Central Detention up to two (2) days</li> <li>Alternative to Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Saturday Detention (1) day</li> <li>Individual counseling</li> <li>Guidance Conf. – parent/student</li> <li>Police Report filed</li> </ul>
4	<ul style="list-style-type: none"> <li>Saturday Detention (1) day</li> <li>Individual counseling</li> <li>Guidance Conf. – parent/student</li> <li>Police Report filed</li> <li>Alternative to Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Possible intervention by school psychologist</li> <li>Withdrawal of Course Credit</li> <li>Out of School Suspension (OSS) Up to three (3) days</li> <li>Parent/Student/AP Conference</li> <li>Police Complaint filed (when applicable)</li> </ul>
5	<ul style="list-style-type: none"> <li>Restitution</li> <li>Possible Intervention by school psychologist</li> <li>Withdrawal of Course Credit</li> <li>OSS up to three (3) days</li> <li>Parent/Student/AP Conference</li> <li>Police Complaint filed (when applicable)</li> <li>Alternative to Suspension</li> </ul>	<ul style="list-style-type: none"> <li>OSS up to ten (10) days</li> <li>Parent/Student/AP Conf.</li> <li>OSS pending Bd. of Ed. Hearing (may result in continued suspension or expulsion)</li> </ul>

Type of infraction refers to our core value and character trait expectations, detailed in the regulations of **Respect** and **Honesty** as well as the belief that all school community members have a right to a **Safe** learning environment.

**Respect: R      Honesty: H      Safety: S**

At the discretion of the Principal/Designee, infractions not listed above will be assessed a level of intervention consistent with those listed.

Code of Conduct Infractions	Type of Infraction	*Level of Interventions
Inappropriate use of a digital device	R	1-2
Parking Violation	R	1-2
Disruptive Behavior	R	1-3
Disruptive dress/appearance	R	1-3
Eating and drinking in hallways and stairwells: littering	R	1-2
Tardy	R	2-3
Cutting Classes	H	2-4
Truancy	H	2-4
Forgery/Cheating/False reporting/Plagiarism	H/S	2-4
Gambling	H/S	3-4
Profane/offensive language	R	3-4
Vandalism/Defacing School Property	R	3-4
Leaving school grounds without permission	H/S	3-4
Defiance of school authority	R	3-4
Verbal/Written/Electronic Harassment or threat of harm	R/S	3-5
Bullying/Intimidation	R/S	3-5
Trespassing	R	4-5
Theft/Extortion	H	4-5
Obscene/pornographic material	R/S	4-5
Inappropriate contact/Sexual misconduct	R/S	4-5
Terroristic threats	S	4-5
Fighting	S	5
Physical assault of another student	S	5
Physical assault of Staff	S	5
Drugs/Alcohol/Tobacco/E-cigarettes - Use or possession	S	5
Drug/Alcohol Sale	S	5
Falsely activating fire alarm	H/S	5
Gang Activity	S	5
Weapon Possession	S	5
Arson	S	5