

# Eleanor Roosevelt Middle School Student/Parent Handbook



## 2024-2025

*The mission of Eleanor Roosevelt Middle School is to develop respectful, responsible learners through a rigorous curriculum in a caring, diverse community.*

# Eleanor Roosevelt Middle School Student Handbook

## INTRODUCTION

This handbook serves as a general guide for our students, and as information for our parents/guardians. Each student and their family should review the information contained in this handbook, as well as other school district publications and school board policies prior to the start of the school year.



## WELCOME TO ROOSEVELT

We are excited to welcome our students and families to Eleanor Roosevelt Middle School. Our goal is to help all students develop their ability to be resourceful as a learner, to be respectful, and to be responsible. In addition to the many academic courses offered, we also have many activities and athletics opportunities that we believe will meet the interests and talents of our students. We are dedicated to helping all students realize their full potential. We encourage all students to develop new friendships, explore more about themselves as a person, and learn something new every day! We want everyone to have a wonderful experience at Roosevelt!

## ELEANOR ROOSEVELT TELEPHONE NUMBERS/EMAILS

### Contact information...

- Attendance Office 552-5012 or at >> [ermsattendance@dbqschools.org](mailto:ermsattendance@dbqschools.org)
- Counseling Office 552-5013
- Main Office 552-5000
- Main Office Fax 552-5001
- Activities Office 552-5010
- Cafeteria/Kitchen 552-5040
- Nurse's Office 552-5016

## ELEANOR ROOSEVELT WEB SITE AND FACEBOOK

News of Eleanor Roosevelt Middle School may be found at, [www.roosevelt.dbqschools.org](http://www.roosevelt.dbqschools.org). Please use this site to read daily announcements (located under the megaphone), review lunch menus, refer to the activity calendar, and receive course information, and links to homework supplied by the teachers. Pictures and news of events at Roosevelt can also be found on our Facebook page at <https://www.facebook.com/Eleanor-Roosevelt-Middle-School-351962238270655/> or on house and teacher Instagram pages.

## VISITORS

Eleanor Roosevelt Middle School secures all outside doors. During the school day, visitors should use the east entrance located by the flag poles. Visitors must use the electronic system near the doors to gain entry to school.

- Upon entering the east vestibule area, visitors will be asked for a driver license to scan through the school district security visitor system.
- Visitors will be issued an identification sticker/badge to wear throughout the visit in our school.
- Upon leaving the building, visitors will need to leave through the same east entrance and return the badge to office. We will then check you out of our visitor system.

## **HOUSES**

Eleanor Roosevelt Middle School operates on a house system and every student is assigned to a house. Language arts, mathematics, science, and social studies are taught within the house. Seventh grade exploratory is also taught within the house area. Students will also attend wellness education, music, art, health and eighth grade exploratory classes, but the rooms are in other parts of the building.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS is an organizational structure that allows us to create a positive learning community. It emphasizes a school-wide philosophy of teaching, modeling, and reinforcing the positive student behaviors needed to be successful in learning. We have three guiding principles known as the “3 R’s” that we teach. They are: (1) to be Resourceful, (2) to be Responsible for your actions, and (3) to be Respectful to others. Students who demonstrate the “3 R’s” are recognized by our staff members with a Raptor Recognition Ticket. Students can then use these tickets for the monthly PBIS events, or other special activities provided by the school or their house teachers.

## **ADVISORY PROGRAM**

After second period, Monday through Thursday, we have homebase community-building sessions during our ‘Raptor Time Advisory’ period. These sessions are designed to allow students to discover unique talents and passions, develop empowering relationships, work towards personal goals, dream big and optimistically about their future, learn how to respectfully work with others, take responsibility for decisions made in life, and other social-emotional related learning topics.

## **EXTENDED LEARNING TIME (ELT)**

Extended Learning Time (ELT) is a time in the middle of the day, about 45 minutes, that is used for music rehearsal for band, choir, and orchestra; learning interventions and direct instruction for students who need additional support; and enrichment. Teachers place students in flexible groups based on need.

## **STUDENT ID’S**

For the safety of all, a photo ID is to be visibly worn by all students and staff during the school day and at school events. The initial photo ID and lanyard, along with a second ID, are provided at no cost. If a student loses or damages both ID’s, it will be the responsibility of him/her to purchase a new ID, at a cost of \$3.00. Additional Roosevelt lanyards are available for \$2.00.

## **MESSAGES AND DELIVERIES**

We ask that families limit deliveries to the school. If deliveries are needed (lunch money, class projects, books, wellness/athletic clothing) they will be accepted by office personnel in the east entrance vestibule and then forwarded to the student at an appropriate time. Non-school related deliveries should not be sent to the school (e.g., flowers, gifts, balloons, etc.).

## **TELEPHONE USE**

During the school day, students can ask their teacher and/or office staff for permission to use a school telephone. Personal cell phones may be used by students before and after school, or at other times with teacher permission.

## **ATTENDANCE POLICY**

Attendance will be taken during all times of instruction. It is important that absences or being tardy to school be promptly reported to the attendance office. Excused absences typically fall in the

category of illness, recognized religious observances, required court appearances, bereavement, prearranged/approved absences, and occasional professional appointments. Routine medical appointments should be scheduled after the school day. Vacations and extended absences occurring during the school year need to be reported to the attendance office. Regular and ongoing absences that interfere with a student's ability to receive their required education will be marked as unexcused.

### **ATTENDANCE PROCEDURES**

1. Absences from School
  - a. Whenever a student is absent from school, the parent/guardian should call the Attendance Office (552-5012) or email [ermsattendance@dbqschools.org](mailto:ermsattendance@dbqschools.org) by 8:30 a.m.
  - b. Unreported absence will be considered unexcused until notification regarding the absence is made by the parent.
  - c. If possible, please provide advance notice to the Attendance Office when students will be absent for multiple days of school.
  - d. The school administration will determine whether a student's absence is officially listed on Infinite Campus as excused or unexcused.
  - e. Students are responsible for contacting teachers regarding missed work.
2. Arriving Late to School
  - a. Students will be considered late to school when they are not in their designated classroom at the beginning of first period. Our first class begins at 7:36 am, Monday through Thursday, and at 8:36 am, on Friday.
  - b. When late, students need to first report to the attendance secretary upon arrival.
  - c. Consequences for being late to school will be determined by administration.
  - d. Arrival to school after start of day and up to 90 minutes late is marked as late to school.
  - e. Arrival to school beyond 90 minutes from the start of the school day is marked as a half day absence.
3. Tardy to Class
  - a. Students will be considered tardy when they are not in their designated classroom at the beginning of class.
  - b. Consequences for being late to class will be determined by the house. If needed, house teachers will contact parents and work with administration.
4. Leaving the School Building During the School Day
  - a. Please schedule all appointments outside of the school day, as often as possible. If it is unavoidable and your child must leave early, the student should bring a note from a parent, or the parent should contact the Attendance Office.
  - b. Parent/guardian will be asked to pick the student up at the East Entrance vestibule area.
  - c. Leaving without authorization will be regarded as truancy.

### **ADMINISTERING MEDICINE TO STUDENTS**

If a student is required to take medication during school hours, the school nurse or the health paraprofessional will administer the medication in compliance with the following regulations:

1. Written orders from the student's physician must be on file in the nurse's office.
2. Parental permission must be granted in writing and on file in the nurse's office.
3. All student medications are to be brought to the school nurse in the original container. The nurse will store them in a locked container/cabinet.
4. Inhalers may be carried by a student if the doctor's order to do so is reflected on the medication release form. This form should be on file in nurse's office.

NOTE: The only exception to this policy is the 'Acetaminophen (i.e. Tylenol) and Ibuprofen (i.e. Motrin) Authorization Form' which allows the nurse to give these medications to middle school students. The

parent authorization form should be completed, signed, and returned to the nurse each school year.

### **PARENT TEACHER ORGANIZATION (PTO) ROOSEVELT NEWSLETTER**

The PTO Roosevelt Newsletter is a monthly publication that shares the activities and happenings at Roosevelt Middle School. Monthly editions are shared via Parent Square with families who have a valid email address on file with Infinite Campus. If you would like a paper copy, please request this by calling the main office at 563-552-5000.

### **HARASSMENT/ BULLYING/DISCRIMINATION POLICY**

The dignity of all persons regardless of characteristics such as, but not limited to, race, religion, ethnic background, gender identity, and/or disability is to be honored by students and staff of Eleanor Roosevelt Middle School. Harassing or discriminating comments should be reported to a staff member. Incidents will be investigated and depending on the nature and intent of the behavior, appropriate action will be taken according to District policy. (Refer to Board Policy No. 1001, 1005, and 5200).

Anti-Harassment/Bullying/Discrimination Assurance Statement: Any form of harassment, bullying, or discrimination can be devastating to an individual. Therefore, the Dubuque Community School District will not tolerate harassment, bullying, or discrimination based upon a trait or characteristic of a student, staff member, volunteer, or applicant for employment including, but not limited to, age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status. School Board Policies 1001/1005: Any person having inquiries about this statement or the district's compliance with regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: The DCSD Forum, 2300 Chaney Road, Dubuque, Iowa 52001 Phone: (563) 552-3000.

### **OUTSIDE STUDENT SERVICES**

Staff and administration work with various governmental and non-governmental agencies to provide additional support for students having specific needs. Students and/or their parent(s) may also request help from these agencies by meeting with a counselor or the school administration. Some of the agencies that we work collaboratively to help students include Substance Abuse Services, the YM/YWCA, Juvenile Court Services, Dubuque Police Department and other area law enforcement, Hillcrest Family Services, and Iowa Department of Human Services.

### **FOOD SERVICE**

For those students who choose, breakfast is offered beginning at 7:20 a.m. Monday through Thursday, and at 8:20 a.m. on Friday in the cafeteria. Lunch period assignments are made in accordance with student class schedules. There will be a lunch period of twenty-five minutes for each grade level in the cafeteria.

Important Lunch Information:

1. Students need to have their ID to purchase food items. Students will be dismissed to get in the lunch line. Those without their ID will be dismissed after those students with their ID.
2. Pop and energy drinks are not allowed in the lunchroom due to federal/state health guidelines.
3. Food may not be taken from the cafeteria.
4. Water purchased during lunch may be taken back to house areas.
5. Students are expected to follow all PBIS common area expectations for assigned eating areas.
6. Every student has a meal account and advance payment is recommended. Deposits received will

be recorded in each child's account. Every time the student makes a purchase a debit will be made from their account.

7. Students will be informed when their balances are close to zero by the cashier. By accessing the web site at [www.dbgschools.org/district/departments/food-nutrition/meal-account-details/](http://www.dbgschools.org/district/departments/food-nutrition/meal-account-details/) families can check account balances, set spending limits, view purchase history, and sign up to receive low balance email notifications. Please call the Central Kitchen for login and password at 563-552-3225.
8. Pre-packaged ala carte items are available for an additional cost unless a parent requests a "meal only" purchase.
9. Fee waiver form is included as part of the Free and Reduced-Price Meals Application which is available at [www.dbgschools.org/mealprograms](http://www.dbgschools.org/mealprograms) or contact the main office.

### **LOCKERS**

Lockers will be provided for storing books, school supplies, coats, and other personal belongings. Lockers will be used on a limited basis during the school day. Times for using them will be determined by each house based on need. We encourage students to utilize book bags for their materials. Students should keep their lockers always locked and should not share lockers or combination numbers with others. Students are responsible for the contents of their lockers. Therefore, we recommend not bringing valuable items or large sums of money to school. The lockers do remain property of the Dubuque Community School District and may be opened and searched by school employees at any time with reasonable suspicion. School administration may seize any illegal, unauthorized, or illegal materials discovered during a search.

### **EDUCATIONAL TECHNOLOGY**

Most courses at Roosevelt will utilize educational technology in the teaching of content. Types of technology students will use include, but are not limited to, computers, laptop computers, virtual reality goggles, robots, graphing calculators, digital microscopes, etc. The technology that is utilized during the school day is provided to students at no additional charge to their school fees. The purchase and maintenance of these educational tools is costly, so it is important that students responsibly treat this equipment with care.

Each student will have a laptop computer checked out in their name. Students will be allowed to take their laptop home with them at the end of the school day. The laptop can, and should, be used for educational purposes only. The laptop is the property of the school district. The laptops will have identification labels that must be visible and cannot be removed or altered. Students may not add any other labels or stickers to the laptop.

It is the responsibility of the student to take care of the laptop. If the device is lost, stolen, or damaged, the student responsible for the device will be required to pay the replacement or repair cost.

Additionally, items such as graphing calculators may be checked out to students for use with homework assignments. If any devices are lost, stolen, or damaged, the student responsible for the device will be required to pay the replacement or repair cost.

### **ELECTRONIC DEVICES**

Personal electronic equipment (e.g., cell phones, watches, tablets, iPads, gaming devices, etc.) brought to school or school-sponsored activities is solely the responsibility of the student and may only be used during designated times during school hours. *The expectation for cell phones will be that they are on silent mode or turned off and placed in a book bag or locker.* Disruptions to learning caused by

any electronic device, including cell phones, and its use without permission may result in the student needing to hand it in to a teacher or office staff, and for chronic problems, the possible request for parents/guardians to pick it up and not return it to school.

Audio recording, video recording, or taking pictures of students, staff, or school operations/daily functions is prohibited.

The school and district are not responsible for electronic devices that are lost, stolen, or damaged.

### **BICYCLES, SCOOTERS, AND MOPEDS**

Outdoor racks are provided for students who ride bicycles or scooters to school. Students are responsible to secure their bikes or scooters outside utilizing the school racks. Bicycles and scooters should be walked across crosswalks and not ridden on school property to prevent injury to the rider and others. The school and district are not responsible for the theft or vandalism of bikes or scooters.

Students who wish to ride mopeds must have a parental signed request provided to the principal seeking approval for riding motorbikes. They must be properly licensed and show proof of license and insurance to the principal prior to riding to school.

### **STUDENT FEES**

Student fees are set and announced each year by the Board of Education. Students and parents are responsible for any damaged or lost items that are property of the school. Lost, found, or damaged items should be reported to a staff member.

### **OUTSTANDING FEES/FINES**

Parents/Guardians are to pay outstanding school fees, library book fines, and replacement/repair costs for school property, which is lost or damaged. Those individuals with outstanding accounts need to discuss payment options with the business manager in the school office. Fees that are not paid within one year will be turned over to an agency for collection.

### **SAFETY PROCEDURES**

As required by state law, there will be four fire drills and four tornado drills conducted each school year. Two of each will be done in the fall, and two in the spring. Also, a school safety drill will be done two times per year.

### **STREET CROSSING**

When crossing Radford Road, or any other street, students should cross only at appropriate street corner intersections or crosswalks. Crossing between parked cars and school buses is extremely dangerous and therefore not allowed. Students are expected to obey all "walk" traffic signals and be especially alert to turning traffic.

### **ORIGINAL WORK**

The work that students do is to be their own and representative of their ability. Plagiarism, sharing answers, and other forms of cheating are not accepted. The teacher will inform parents of any incidents.

## REPORT CARDS

Report cards are issued three times a year. Report cards will be emailed home, or upon request, mailed to the parent or guardian. Incomplete grades are converted to a permanent grade at the end of the second week of the next marking period barring unusual circumstances. Incomplete work not made up becomes an "F" grade and is averaged in with other grades for the trimester for which the incomplete occurred.

## TRIMESTER HONOR ROLLS

Each trimester special recognition will be given by the house to those students who meet the criteria for the Scholastic Honor Roll. Honor role is determined by averaging academic grades received in each course weighted by the number of hours the class meets per week. The values of academic grades are as follows: A=4 B=3 C=2 D=1 F=0

Honor Roll	Bronze	Silver	Gold
G.P.A.	3.00-3.333	3.334-3.666	3.667-4.00

## END-OF-THE-YEAR AWARDS

At the end of the school year students may receive awards for the following:

Athletic Awards	Coach recommendation of participation and successful completion of the season.
Music Award	Director recommendation of participation and successful completion of the program.
FAME Award	Cast and Crew – Director recommendation of participation and successful completion of the program.
Other Activities Awards	LEAP Activity Clubs, 8 <sup>th</sup> Period Clubs, Spelling Bee, Student Council, Garden Club, etc.
President’s Award for Educational Excellence	This award is presented to the student who has maintained a 3.667 average grade point for all of 6 <sup>th</sup> , 7 <sup>th</sup> , and 8th grade. Qualifying students must also be in the ‘Advanced’ category of the spring Iowa Statewide Assessment of Student Progress (ISASP) tests in both Reading and Math.
Solid Gold Award	This award goes to students who achieved a gold honor roll status by maintaining a 3.667 average grade point for all three trimesters of the school year.
American Legion Americanism Award	This 8th grade award exemplifies those ideals of courage, honor, leadership, patriotism, scholarship, and service. The teachers of each house nominate students on those ideals.
Katie Metz Perseverance Award	This award goes to an 8th grade student who demonstrates character, fighting spirit, and perseverance, as exemplified by Katie.
Eleanor Roosevelt Character Award	This award goes to two students per house who exemplify the character and values demonstrated by Eleanor Roosevelt during her lifetime. During the school year they demonstrated excellence in both their conduct and attitude toward school and their peers.



## **PERSONAL APPEARANCE GUIDELINES**

Clothing or other apparel that promotes illegal products for use by minors such as tobacco products, alcohol, or controlled substances; or displaying obscene, profane, or suggestive material are not permitted. If a student is in violation of this expectation, a parent will be notified, and the student will be required to change the inappropriate clothing. Also:

- Clothing should be modest and worn in such a way that undergarments are not visible.
- Shirts should cover the torso.
- Hats, hoods, and sunglasses are not allowed in school.
- Winter coats must be kept in lockers during the school day.
- Decals, pen markings, or painted body markings on the face or body are not permitted.

Any other item of dress or appearance, that can be considered disruptive to the orderly operation of the school is not allowed, and if needed, students will be required to change.

## **WELLNESS CLASS**

All students are expected to be prepared to participate in physical activity and be dressed in appropriate athletic clothing and athletic footwear for wellness class.

- Clothing: Students should wear a t-shirt with sleeves and athletic bottoms. Sweatshirts and athletic pants that are comfortable for physical activity is acceptable. Clothing should be worn in such a way that undergarments are not visible.
- Gym Shoes: Tennis shoes with rubber soles are the only acceptable footwear to ensure student safety and protect school property.
- Jewelry: All jewelry must be removed and left in your locker prior to entering the gymnasium.

## **PURSES AND BOOK BAGS**

Students will be permitted to carry book bags and purses during the school day. Both are intended for the storage of school and/or personal items. Under Board Policy 5200 the school reserves the right to inspect bags where there is reasonable suspicion that the contents may include items which are illegal or are in violation of school policy. The school is not responsible for lost or damaged personal items.

## **WATER BOTTLES, DRINKS, AND SNACKS**

Students may bring water bottles to school. They can be of any color and size. Only water is allowed in the personal bottles. Energy drinks, soda, coffee, or other similar drinks are not allowed at school. Purchased items are not allowed to be taken from the cafeteria.

Eating snacks is not permitted in the school building during normal school hours except for school approved classroom and or house events. Snack items are allowed after the conclusion of the school day at 2:30 pm and will also be for sale most days after 3:00 pm at the school "Snack Shack."

## **HALL COURTESY**

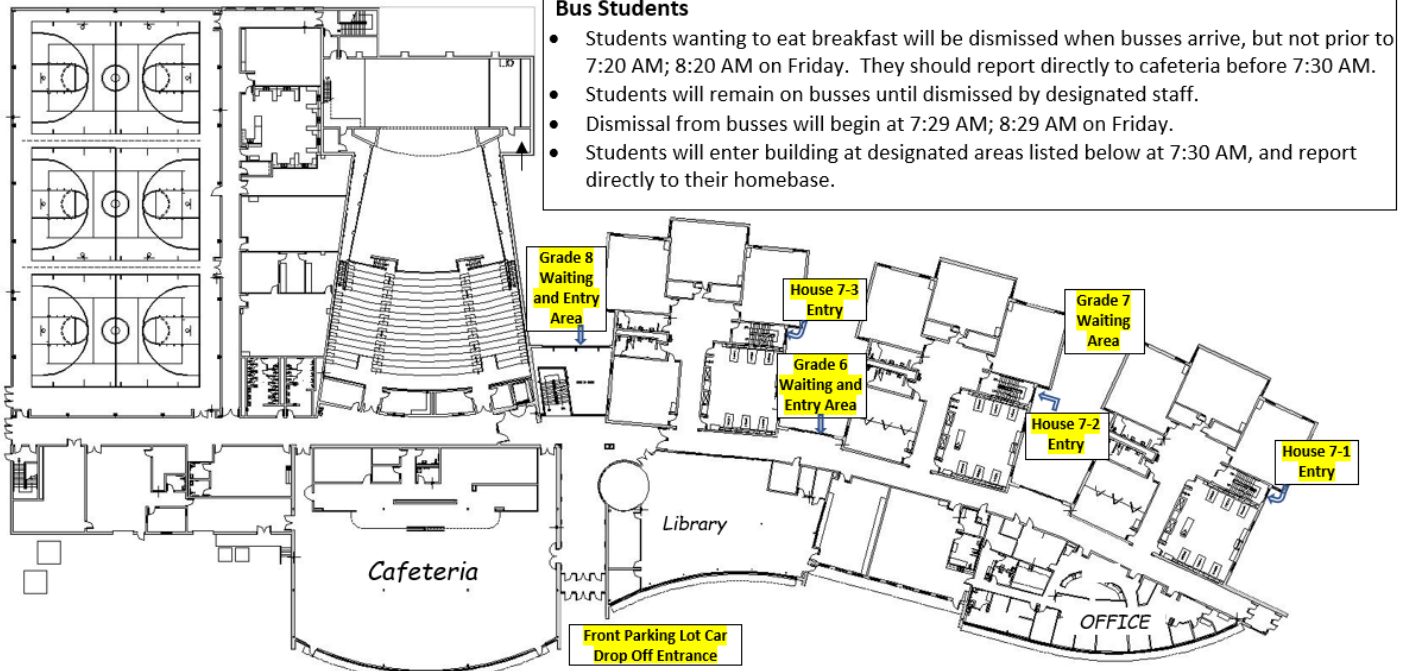
All students should be respectful and responsible when passing in the hall. Students should do the following to make hall traffic safe:

1. Keep to the right.
2. Do not use cell phones or other electronic devices. (All electronic devices are to be turned off or on silent mode and stored in a book bag or locker.)
3. Move directly to your destination without stopping.

4. Use appropriate hallway voices.
5. Keep your hands and feet to yourself.

## MORNING ARRIVAL

# *Eleanor Roosevelt Middle School Morning Entrance Areas*



### Bus Students

- Students wanting to eat breakfast will be dismissed when busses arrive, but not prior to 7:20 AM; 8:20 AM on Friday. They should report directly to cafeteria before 7:30 AM.
- Students will remain on busses until dismissed by designated staff.
- Dismissal from busses will begin at 7:29 AM; 8:29 AM on Friday.
- Students will enter building at designated areas listed below at 7:30 AM, and report directly to their homebase.

### Drop Off/Walking Students

- Student drop off time Monday through Thursday is 7:20 AM – 7:30 AM. Classes start at 7:36 AM. Drop off time on Friday is 8:20 AM – 8:30 AM. Classes start at 8:36 AM
- Students arriving prior to the entry bell at 7:30 AM should report to their grade level waiting area in the back of the building (shown above on the map) via the main entrance and the main foyer stairs.
- Students wanting breakfast should report directly to the cafeteria between 7:20 and 7:30 AM, 8:20 and 8:30 AM on Friday.
- There is **NO** staff supervision of students prior to 7:20 AM.

## DISMISSAL

Students will be dismissed for the school day at 2:30 pm. All students must leave the building by 2:45 pm unless they are participating in a school supervised activity. Students staying for a supervised activity such as an athletic practice, LEAP activity, music, drama, etc. should be in their assigned location by 2:35 pm.

## SMOKING, VAPING, ALCOHOL, AND DRUGS

It is a violation of state law and school regulations for students to use, possess, supply, sell, or display tobacco, vaping, alcohol, or illegal drugs in school, on school property or at school sponsored events. This includes all forms of electronic smoking devices which are illegal for anyone under the age of 21. Any violation of this policy will result in the school filing a report to the police department and/or other authorities. School administration will follow district Policy 5200 of the school district related to disciplinary consequences that will follow a violation that involves alcohol or illegal drugs/controlled substances.

## **WEAPONS**

School Board Policy 5200 states the following: "Possession or use of firearms on school property or at school events is strictly prohibited. Any student found to be in possession of or who uses a firearm on school property or at a school event shall be immediately referred to law enforcement and, pursuant to federal law, expelled from school for not less than twelve months."

Possession of a dangerous weapon on school property is strictly prohibited. A "dangerous weapon" is any instrument or device that is not a firearm, designed primarily for use in inflicting death or injury upon another. Examples include, but are not limited to, a dagger, razor, razor blade or similar instruments with sharp cutting edges, knives, chains, pipes, ice picks, and brass knuckles.

Similarly, students may not possess look-alike weapons on school property or at school events as such object may threaten/frighten others and disrupt the educational environment and/or orderly operation thereof. Serious consequences may result from such possession or actions related to look-a-like weapons.

## **STUDENT BEHAVIOR**

Students who do not follow school expectations for behavior will be subject to appropriate interventions and consequences by staff, the student needs facilitator, behavior coach, or administrators.

Students should follow the three R's when riding a district school bus. The same appropriate behavior expected in the classroom is also expected when riding a bus. Seatbelts are required to be worn when they are present in the school bus by all students and staff. Students are expected to follow all health and safety procedures when riding the school bus or the City of Dubuque Jule bus.

A student who is under suspension or who is truant may not participate in activities or athletic events on the day of that suspension or truancy, nor return to school (or any other district property such as Dalzell Field) to attend a performance, activity, or athletic event. A student who has been suspended or truant on Friday may not participate in nor attend a public performance or activity over the weekend.

## **PUBLIC PERFORMANCES/SCHOOL SOCIAL ACTIVITIES**

If a student is absent from school on the day that he/she is to appear in any public performance or participate in any school activity (dance, athletic events), then he/she must return to school and attend his/her last three periods of the school day in order to be allowed to participate in the school event.

## **CO-CURRICULAR ACTIVITIES**

Students may take part in band, orchestra, chorus, FAME, student government, and school clubs and activities. Students using district instruments for band and/or orchestra will be assessed an instrument rental fee. These activities will meet on select days. Students may choose those activities in which they wish to participate.

## **EXTRACURRICULAR ACTIVITIES**

Participation policies have been adopted by the Board of Education (Policy 5305: Participation Code for Activities) for the purpose of assuring that students of the Dubuque Secondary Schools (grades 7-12) who participate in an extracurricular activity represent themselves, their school, and the school district in a responsible manner. The policy also addresses eligibility based on academics and behavior. See the DCSD Parent-Student Handbook at [www.dbqschools.org](http://www.dbqschools.org). If a student will not be participating in

an activity or athletic event, parents should notify the coach, director, or activities office)

### **INTERSCHOLASTIC ATHLETIC PROGRAM**

The sixth-grade skills development program includes track, basketball, football, and volleyball. The seventh and eighth grade interscholastic program includes football, cross country, girls' volleyball, wrestling, girls' dance, basketball, and track. A physical examination, health information sheet, and a completed Head Concussion Information Form is required before a student may participate. Forms are available in the Activities Office or at [www.dbqschools.org](http://www.dbqschools.org).

### **STUDENTS INVOLVED IN AFTER-SCHOOL ACTIVITIES/ATHLETICS**

Students involved in after school activities and athletics will follow these expectations:

1. For an after-school activity or early athletic practice, report directly to assigned area by 2:35 pm.
2. Students should have a ride or leave school property within fifteen minutes of the conclusion of activity or practice.
3. For a late athletic practice, students must either leave the building and go home, or report to the cafeteria or library by 2:35 pm. If a student chooses to leave the building, they may not re-enter the building until fifteen minutes before practice begins. If they choose to go the cafeteria or library, they must remain there until 3:45 pm.

### **STUDENT SPECTATOR CONDUCT**

Attendance at middle school events is a privilege. Students who want to attend may either go to the cafeteria until 3:45 pm or leave the building. If a student leaves the building, they must do so with parent/guardian permission/knowledge and may not come back inside until 3:45 pm. Then, at that time, students wanting to attend the game are to report directly to the gym or football field and then stay in that designated area.

Attendance at high school games is a privilege. Students who violate conduct expectations at high school games are subject to disciplinary action at Roosevelt, as well as at the high school. Backpacks are not allowed at high school activities, and students should sit in the designated middle school section or with a parent/guardian.

### **DANCES/FUN NIGHTS EXPECTATIONS**

Our school dances are sponsored by the Eleanor Roosevelt Parent-Teacher Organization and supported by the Student Council. The dances/fun nights are intended to provide a fun and appropriate social experience for students. Attendance is considered a privilege, not a right. Students attending dances/fun nights are to follow these expectations:

1. Dances/fun nights are only for Eleanor Roosevelt Middle School students. No students from other schools or individuals not associated with Eleanor Roosevelt Middle School may attend.
2. Students must have a school I.D. card and an event ticket, which needs to be purchased during the school day the week of the dance.
3. Students may not leave the dance/fun night to go elsewhere. Once at the dance/fun night, students must remain for the entire event. Exceptions are made only if a parent comes to school to pick up his/her child and should be pre-arranged with administration. All students will be released at the conclusion of the dance.
4. Students must be picked up by a parent or responsible person fifteen minutes after the dance ends.
5. Appropriate social behavior will be expected of all students always.
6. Students must attend school for a minimum of the last three classes of the day to attend the dance/fun night. Administration may decide that a student will not be allowed to attend the

dance based on negative behavior.

7. Students who do not follow the dance expectations will have their parents/guardians called to come get them.
8. The dress code expectations for the dance will be the same as during the school day. Please refer to Personal Appearance Guidelines in this handbook. Other clothing violations, that are described in Board Policy 5200, are enforced.

#### **RELEASE OF STUDENT INFORMATION**

The following directory information may be released to the public in regard to any individual student of the school district as necessity arises: name, address, telephone listing, photograph, video, participation in activities and sports, weight and height of team members of athletic teams.

Any parent or guardian wanting this information withheld must inform the district in writing, within two weeks of receiving this notice, to the principal. This request must be made on a yearly basis

