

STUDENT RIGHTS & RESPONSIBILITIES

YOU HAVE THE RIGHT:

- To learn.
- To be safe.
- To express your opinion in a fair and respectful manner at the appropriate time.
- To know exactly what is expected of you in class.
- To be taught, and graded in a clear, proper, and fair way.
- To be treated with dignity and respect.
- To give your side if accused of breaking the school rules.
- To receive help in resolving problems with other students.

And the responsibility:

- To respect staff and students.
- To respect and take care of your school.
- To respect the rights of others to learn and be safe.
- To bring to the attention of staff, teachers or administrators situations in which you are in danger or have been treated unfairly.
- To attend school every day, and to make up all work missed if you must be absent. As per APS policy, for each excused absence you have one day to make up your work.
- To be on time to each class every day.
- To do your work both at school and at home.
- To dress appropriately. "School is your job."
- To follow school rules, including those set up by individual teachers, and accept responsibility for your actions.
- To make a good faith effort to mediate solutions to problems.
- To abide by all APS board policies.
- To create a plan of action to correct inappropriate behavior.

Any student who is suspended to ISS or home suspension will not be allowed to participate in any before-school, during-school or after-school activities as deemed appropriate by the administrators and discipline team. Fourth 9 weeks ISS/OSS referrals may lose end of year privileges.

Choices! Choices! Choices!

Discipline is something done FOR a student, not TO him or her!

At Roosevelt we recognize that middle school is a time when students begin to take on more responsibilities and to make increasingly important choices about their own behavior and academics. We know that children need guidance and experience to make wise choices. Students make mistakes, and we allow for that, encouraging them to LEARN from their mistakes. Our discipline system works on a scale that increases consequences each time a student is sent into the office by a staff member. Consequences move from a contract, to lunch detentions, to in-school suspensions, and, as a last resort, home suspensions. A student, for minor and medium offenses, receives at least ten consequences before being brought to a district disciplinary hearing. Please call an administrator at any time if you have questions about your student's disciplinary procedures. We want to work with parents as a team for maximum student success!

In School Suspension (ISS)

ISS is an **in-school suspension program** at Roosevelt Middle School. The discipline team assigns students for a minimum of three days to the in-school suspension program. Student rules and consequence are listed in the following pages. Referrals are submitted to the discipline team.

CLASSROOM OFFENSES AND USE OF CONTRACTS

Classroom rules and offenses are determined and compiled by the classroom teacher. These offenses may include things such as not bringing materials to class, talking out of turn, eating or chewing gum, etc. In addition, the classroom teacher decides consequences for this level. Teachers are required to follow a contract procedure, when appropriate, with students who violate classroom rules.

When a contract process is used, generally, contract #1 is a student/teacher contract. Contract #2 is a student/teacher/parent contract. If contract #2 is violated then a discipline referral is sent to the office, and a minor offense consequence follows.

Teachers are encouraged to maintain discipline in their individual classrooms. However there might be instances where a student's actions may warrant a referral to the building administrator for immediate action, bypassing the contract system. This is only in certain circumstances.

Every effort is made by the site administrators and discipline team to be firm, fair, and consistent when implementing Roosevelt's discipline policies. Communication between the teacher, parent, and administrator is vital, and every effort will be made to keep that process open. However, per district policy, the principal has the responsibility to weigh all factors involved and use discretion to deliver the ultimate decision concerning a disciplinary situation. The administrator or discipline team will share discipline outcomes concerning certain students with only those selected individuals who are required to know about the situation.

SCHOOL DISCIPLINE POLICY

TARDIES

It is the students' responsibility to be on time to class. If students are not on time to class, in general, the following steps will be followed:

- * 3 tardies in a class = **the teacher will notify the parent**
- * 4 tardies in a class = 3 lunch detentions will be assigned through an office referral
- * 5 tardies in a class = 5 lunch detentions will be assigned through an office referral
- * 6 tardies in a class = 3 days in ISS is assigned (in school suspension)

The process begins again each 9 weeks.

MINOR BEHAVIOR OFFENSES

The following types of behaviors may result in a discipline referral being submitted to the administration.

- **Repeatedly breaking classroom rules (first/second contract to be completed by student/teacher)**
- Disrupting a classroom
- Violation of uniform/dress code
- Throwing objects (e.g. papers, erasers, etc. that are not an extreme safety hazard)
- Running in classrooms, hallways, or sidewalks
- Being in hallways or at lockers during non-designated times
- Horse playing
- Displaying affection in public
- Disrupting lunchroom or assembly
- Use of or bringing personal items from home – item will be held by teacher
- Use of cellular phones (phones will be held in office until picked up by parent during the instructional day)

The minor misbehaviors listed below may result in a referral without first issuing a contract:

- Failing to return contracts, parent letters, etc. after reasonable reminders and chances have been given
- Unauthorized selling (inventory will be confiscated)
- Misbehavior for a substitute teacher (if **first** offense, **teacher or administrator** may assign a two page written report based on list of student responsibilities in this handbook)

CONSEQUENCES FOR MINOR BEHAVIOR OFFENSES

1st offense - 3 days of lunch detention

2nd offense - 5 days of lunch detention

3rd offense - 3 days of ISS & parent notification

4th offense - begins consequence hierarchy at 2nd offense level for Medium Offenses

Other consequences might include written assignments and/or lunch duty with a custodian, or other consequences the administrator and/or teacher feel are appropriate based on their knowledge of a situation.

LUNCH DETENTION RULES:

Students must report students report to ISS immediately and remain during the entire lunch period for all days assigned and sign in.

Students are encouraged to bring sack lunch or students will be escorted to the cafeteria to purchase the main lunch tray from the cafeteria.

Students on free or reduced price lunches will be allowed to get them.

No candy, carbonated drinks, or snack foods may be eaten in detention.

No talking during detention.

Students must remain seated.

Students must bring work or independent reading otherwise the ISS supervisor will provide an assignment.

NOTE: Failure to comply with lunch detention rules will result in additional consequences at the discretion of the lunch detention staff or the administration. Generally one day additional detention will be given for each day missed UP TO two days. On the third missed detention, the administrator will assign 3 days of ISS/In-School suspension.

MEDIUM BEHAVIOR OFFENSES

Medium behavior offenses result in a referral (without a 1st/2nd contract) and include:

- Obscene language, materials, gestures or behavior
- Attendance problems/ditching (on or off campus)
- Defiant or disrespectful behavior
- Bullying (threatening, extorting or sexual harassment)
- Excessive horseplay
- Throwing objects (e.g. rocks, sharp items, etc. that pose an extreme safety hazard)
- Deceitful behavior (forgery, plagiarism, lying, cheating, etc. – restitution will be arranged)
- Unauthorized distribution/selling/buying of materials or information (principal's approval)
- Use of cellular phones to videotape.

CONSEQUENCES FOR MEDIUM BEHAVIOR OFFENSES

1st offense - 3 days ISS, parent notification

2nd offense - 3 days ISS, parent notification

3rd offense - 5 days ISS, parent notification, & contract

4th offense - short-term home suspension (not to exceed 10 days at once)

MAJOR BEHAVIOR OFFENSES

Major offenses result in a referral (without a 1st/2nd contract) and include:

- Fighting/Battery (employing hostile contact in which at least one party or both individuals have contributed to a situation by verbal action and/or bodily harm)
- Possession and use of tobacco

CONSEQUENCES FOR MAJOR BEHAVIOR OFFENSES

1st offense - 3 days home suspension/re-entry conference with parent/student/administrator

2nd offense - 5 days home suspension/ re-entry conference with parent/student/administrator

3rd offense - 10 days home suspension/District Hearing with District Hearing Officer to determine if student should return to Roosevelt

4th offense - long-term suspension (up to rest of term) through due process

SEVERE BEHAVIOR OFFENSES

Severe offenses result in an immediate referral and include:

- Bomb threats
- False alarms
- Vandalism
- Assault
- Gang related activities (3 or more indicators – see below)
- Possession, use, being under the influence, sale or distribution of a controlled substance (this includes look-alike items and Tobacco)
- Weapon possession (includes but is not limited to a knife, pocket knife, chain, or gun)
- Stealing
- Arson

CONSEQUENCES FOR SEVERE BEHAVIOR OFFENSES

1st offense - 10 day home suspension/District Hearing/ legal referral/ restitution if applicable/ parent/student/administration re-entry conference.

2nd offense - long term suspension (rest of term) /legal referral/ restitution if applicable. /parent/student/administration re-entry conference.

Please note: If the offense results in violation of the law, APS Police and/or Bernalillo County Sheriff Department will be contacted and a report of the situation will be made at which time the student and/or parent(s) may be dealing with the local authorities as well as with the school. Students could be transported to the Juvenile Detention Center if the violation warrants that action.

Also note: A District hearing may result in a variety of outcomes. These could include:

- Placement at the District Alternative Middle School
- Placement in a different type of alternative educational setting
- Transfer to another APS Middle School
- Home instruction
- Expulsion

A NOTE ABOUT FIREARMS POSSESSION:

Students found to be in possession of a firearm while at school or at any school related event, or at any time when the Student Behavior Handbook is in force, shall be expelled from the Albuquerque Public Schools for a minimum of one calendar year. Students may not return from expulsion for firearms possession except at the beginning of a semester. The district shall use the definition of firearm as defined in the federal criminal code.

CONCERNING GANG RELATED ACTIVITY:

The first two times a school staff member observes what he/she perceives to be gang-related activity, an administrator will contact that parent and make note of the concern. On the third perceived exhibition of gang-related activity, the administrator again will contact the parent. The administrator will use his/her discretion in determining the appropriate level of consequence. Blatant gang-related activity is considered a severe misbehavior and will not be tolerated.

Gang related activity can be intimidating to students, faculty, and staff and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school or personal property, intimidation of others, gang fights and/or initiation rituals, or wearing gang attire or “colors.”

Since gang behavior, markers, and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in the community. Gang related indicators that will be considered include (but are not exclusive to):

1. The student associates with admitted or known gang members,
2. The student wears attire consistent with gang dress,
3. The student displays gang logos, graffiti, and/or symbols on personal possessions,
4. The student displays gang hand signs or signals to others
5. The student talks about gang activity.

BUSES

The bus companies and the APS transportation office plan bus routes and bus stops. If you have any questions about routes, time and stops, please contact:

MOUNTAIN BUS 281-3105
SOUTH 14 BUS 281-2876

Please report any problems on the bus to the bus company as well as to the principal. Students will not be able to leave the bus except at their own assigned stop or school. Students who ride the bus must observe the following regulations:

1. Smoking and the use of tobacco are forbidden at the bus stop and on the bus.
2. Wait at the assigned bus stop in an orderly fashion. Show respect for the rights, property, and safety of others.
3. The bus driver is in complete charge and must be obeyed at all times.
4. Remain seated at all times.
5. Open windows with the driver's permission only.
6. Nothing is to be thrown out of the windows.
7. Keep hands in the bus.
8. Eating is not permitted on the bus.
9. Sit in your assigned seat.
10. Fighting and unruly behavior are not tolerated.
11. Drivers and school administrators may not allow students to ride buses other than the one assigned for the regular route.

State law gives the principal permission to deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the student has transportation to and from school. If a student chooses to break a bus rule, the principal will usually take the following disciplinary action.

- 1st offense: written warning
- 2nd offense: 2-day suspension of bus privileges
- 3rd offense: 4-day suspension of bus privileges
- 4th offense: 8-day suspension of bus privileges
- 5th offense: removal from bus for remainder of semester

In addition to the suspension of transportation privileges, compensation for damages may be required. Students involved in fighting on the bus may receive school consequences in addition to suspension from the bus.

CELL PHONES

****NEW APS CELL PHONE POLICY****

Electronic Devices

For purposes of this procedural directive, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

For purposes of this procedural directive, "instructional day" means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of

school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.

3. These devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity meeting or practice held on Albuquerque Public Schools property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains **prior** approval from the principal or his/her designee:
 - a. The student has a special medical circumstance for self or family member.
 - b. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
4. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.
5. Student use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, classrooms, bathrooms, and swimming pool areas.
6. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites and You Tube.
7. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian. It is the student's parent/legal guardian's responsibility to retrieve the device according to school procedures.

Unauthorized Use

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating.
3. Any activity, which may be in violation with the Albuquerque Public Schools Bullying Prevention policy and procedural directive.

Return Process as per the new APS cell phone policy

First Offense: The student's parent/legal guardian may retrieve the personal electronic device from the administrative office within thirty minutes of the start or end of the instructional day. Parents/legal guardians must sign the personal electronic device out from the log kept in the administrative office.

Second Offense: The student's parent/legal guardian may retrieve the personal electronic device **no sooner than seven days** after its date of confiscation within thirty minutes of the start or end of the instructional day. Parents/legal guardians must sign the personal electronic device out from the log kept in the administrative office.

Third Offense: The student's parent/legal guardian may retrieve the personal electronic device at the **end of the semester** in which the device was confiscated within thirty minutes of the start or end of the instructional day.

Roosevelt Middle School's vision is to develop persistent, passionate, life-long learners who exhibit belonging, mastery, generosity and independence. We strive to provide a safe environment where every student has equal opportunity to learn. Students will be held accountable for their actions with consequences that are firm, fair, and consistent. Communication between the teacher, parent and administrator is vital, and every effort will be made to keep that process open. Thank you for taking the time to read and discuss this discipline policy with your child. If you have any questions please feel free to contact Mrs. Nation at 281-3316 ext. 12 or email nation@aps.edu.

We have read and understand the behavior policy for Roosevelt Middle School.

Student Signature

Parent's Signature

Return this page to your first period teacher by September 1, 2010.

