

THIS PLANNER BELONGS TO:

STUDENT HANDBOOK
2011/2012 School Year

RHS Administration:

Trevor Long	Principal	587-6008
Jennifer Alexander	Assistant Principal	587-6005
Ken Howell	Athletic Director	587-6032
Susan Maree	Counselor (A – L)	587-6021
Lydia Nava	Counselor (M – Z)	587-6130
Maddy Knipp	Principal/Athletic Secretary	587-6004
Christi Dymond	Counseling Secretary	587-6001
Kim Coulson	Attendance Secretary	587-6000
Lori Seybert	Front Office Secretary	587-6036
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This student handbook contains information to meet most students needs. It is not all-inclusive, and students may wish to refer to the Weld RE-5J District Policy Book which can be referenced in the principal's office.

A Message from the Principal

Welcome to Roosevelt High School! We hope that your four years with us will be educationally profitable for you.

High school is a time of change. The work load and social adjustments are greater here than any other level you have experienced during your educational career. You will be expected to attend classes, complete assignments, and interact appropriately. Your years at RHS will be exciting and filled with many new opportunities.

Enclosed in this handbook you will find a valuable source of information for your years as a Roosevelt Roughrider. Read all the items carefully. Students are responsible for knowing the contents of their handbook. Your ability to learn how our school works and the expectations for yourself as a student will be greatly enhanced with this student handbook.

Our goal as a staff is to provide you with the tools and knowledge necessary to be prepared for post secondary study and/or the work place. Please remember the most valuable element of gaining an education is that it allows you the opportunity to make choices and have options pertinent to both your career(s) and lifestyle. Ultimately, what you do with your education can affect you for the rest of your life!

Our staff looks forward to working with you both in and out of the classroom. Take every advantage to work hard and enjoy the opportunities we have to offer you. We want your time at RHS to be one of the best times of your life!

Sincerely,

Trevor Long
Principal

TABLE OF CONTENTS

RESPONSE TO INTERVENTION (RTI)	5
BELL SCHEDULES	6
COUNSELING AND REGISTRATION	7
REGISTRATION – NEW STUDENT	7
WITHDRAWAL FROM SCHOOL	7
SCHEDULING INFORMATION	7
SCHEDULE CHANGES	7
DROP/WITHDRAWAL FROM CLASS	7
DUAL CREDITED CLASSES ON CAMPUS	8
OFF CAMPUS CREDIT (<i>ALL EXPENSES PAID BY THE STUDENT</i>)	8
POST-SECONDARY EDUCATION OPPORTUNITIES (<i>ELIGIBLE FOR REIMBURSEMENT</i>)	8
FIFTH YEAR SENIOR	8
SCHOLARSHIPS	8
GRADUATION REQUIREMENTS	9
HIGHER EDUCATION ADMISSION REQUIREMENTS (HEAR)	9
GRADE POINT AVERAGE (GPA)	9
ACADEMIC HONORS AND RECOGNITION	10
HONOR ROLL PROGRAM	10
ACADEMIC LETTERING	10
NATIONAL HONOR SOCIETY	10
ATTENDANCE POLICY	11
GENERAL ATTENDANCE	11
EXCESSIVE ABSENCES	11
UNEXCUSED ABSENCES	11
TRUANCY POLICY	12
PREARRANGED ABSENCES	12
TARDY POLICY	13
FREE PERIOD REGULATIONS	13
MAKE-UP WORK FOR EXCUSED ABSENCES	13
MAKE-UP WORK FOR SUSPENSIONS	13
CODE OF CONDUCT	14
SUSPENSION/EXPULSION OF STUDENTS	15
SECRET SOCIETIES/GANG ACTIVITY	15
GANG SYMBOLS	15
SCHOOL RESOURCE OFFICER PROGRAM	16
SEX OFFENDER INFORMATION	16
CIVIL RIGHTS DISCLAIMER	16
ACADEMIC HONESTY/HONOR CODE	17
DRESS CODE	17
CELL PHONES AND ELECTRONIC DEVICES POLICY	18
STUDENT INTERROGATIONS, SEARCHES AND ARRESTS	19
SEARCHES CONDUCTED BY SCHOOL PERSONNEL	19
LAW ENFORCEMENT – OFFICER INVOLVEMENT	20

DRUGS AND ALCOHOL POLICY	21
AGGRESSIVE BEHAVIOR POLICIES	24
FIGHTING, DISORDERLY CONDUCT OR ASSAULT.....	24
ABUSIVE LANGUAGE.....	24
DESTRUCTION OF SCHOOL PROPERTY	24
HARASSMENT AND BULLYING POLICY	25
GENERAL STUDENT INFORMATION/POLICIES.....	27
CLASSROOM POLICY - FOOD AND DRINK.....	27
CLOSED CAMPUS	27
DANCE REGULATIONS	27
FEES/FINES.....	27
FIELD TRIPS	27
FOOD SERVICE PROGRAM	28
INSURANCE.....	28
HEALTH ROOM	28
PROGRESS REPORTS/INFINITE CAMPUS PORTAL.....	28
INTERNET USE.....	29
PARKING FOR STUDENTS	29
PUBLIC DISPLAY OF AFFECTION (PDA)	29
SCHOOL LOCKERS.....	29
THEFT AND LOSS REPORTS	29
VISITORS.....	29
ELIGIBILITY FOR ATHLETICS AND ACTIVITIES.....	30

Positive Behavior Support (PBS)

Students will experience a school that provides clear expectations for what behaviors they are expected to know and be able to perform in the school settings.

Students will both perform better and feel better about their school experience when they can understand and develop positive relations with others. Local businesses will team with Roosevelt High School to provide incentive prizes for those students practicing positive behavior skills for both academic and social success.

Behaviors for Academic Success

Students will understand the importance of having materials needed in school to be the best student possible. Traits or methods for student success also include:

- Organizing personal materials for academic success
- Practicing behaviors in the classroom that support school programs that result in a positive impact for everyone.
- RHS students will be taught to make commitments toward their academics in order to learn objective and achieve success.

Behaviors for Social Success

Roosevelt RIDER will also emphasize social behaviors such as:

- Enthusiasm for working and dealing with others in a positive and productive manner.
- Promoting involvement in school programs and activities.
- Instruction for respectful and responsible behaviors that will encourage students to treat each other in a caring manner.
- Developing an open-minded attitude for learning & getting along with others in and out of the classroom.

A Rider Shows:

- | | |
|-----------------------|---|
| Respect | <ul style="list-style-type: none">• Listen• Follow rules• Honor school environment |
| Integrity | <ul style="list-style-type: none">• Perform to the top of your academic potential• Take ownership for your actions—be honest• Demonstrate good manners & self-control |
| Dedication | <ul style="list-style-type: none">• Come prepared to learn & participate• Use time efficiently• Attend events & support your school |
| Enthusiasm | <ul style="list-style-type: none">• Encourage others• Expect success• Demonstrate school spirit |
| Responsibility | <ul style="list-style-type: none">• Be on time• Be prepared• Communicate with staff |

Response To Intervention (RtI)

The Response to Intervention (RtI) Model is a framework used for systematically monitoring student progress and making decisions that address student needs. It is used to identify students needing help, to implement evidence-based interventions for all students, and to identify students with behavior issues in order to develop a plan to intervene and help a student get back on track.

It is our goal that staff will provide high-quality instruction and appropriate academic and behavioral interventions to meet the needs of each individual student. Teachers and the School Wide Assistance Team (SWAT) will monitor the rate at which students learn and the level at which they perform. Teachers and support staff will use student performance data to make decisions about instruction, goals, eligibility for special education or other programs and services.

RTI General Goals:

- Break any failure cycles
- Give parents and students hope
- Streamline communication on student issues
- All stakeholders remain committed to this goal

RTI Academic Goals:

- Increase the number of students that meet or exceed the state standards and benchmarks
- Increase student performance on assessments
- Increase graduation rate
- Increase number of students in post-secondary institutions
- Decrease number of failures per class
- Decrease the drop out rates

RTI Behavioral Goals:

- Increase on task behavior
- Decrease the number of behavior referrals
- Decrease the number of suspensions

RTI Attendance Goals:

- Increase the rate of student attendance
- Decrease the number of unexcused absences
- Decrease the number of trancies

Bell Schedules

Normal Schedule

Period 1 7:30 - 8:21
 Period 2* 8:26 - 9:25
 Period 3 9:30 - 10:21
Period 4 10:26 - 11:17
 A Lunch 11:17 - 11:47
Period 5 11:52 - 12:43
 Period 5 11:22 - 12:13
B Lunch 12:13 - 12:43
 Period 6 12:48 - 1:39
 Period 7 1:44 - 2:35

**Announcements*

Alternate Schedule

Period 1 7:30 - 8:17
 Period 2* 8:22 - 9:16
 Period 3 9:21 - 10:08
Period 4 10:13 - 11:00
 A Lunch 11:00 - 11:30
Period 5 11:35 - 12:22
 Period 5 11:05 - 1:52
B Lunch 11:52 - 12:22
 Period 6 12:27 - 1:14
 Period 7 1:19 - 2:06
 Assembly 2:06 - 2:35

Late Start Days: Late starts occur approximately every other Wednesday morning. This time is used for staff development. Late starts will be on the following dates:

Semester 1: 9/7, 9/21, 10/5, 10/19, 11/2, 11/16, 12/7

Semester 2: 1/18, 2/1, 2/15, 3/07, 4/18, 5/02, 5/16

Late Start Schedule

Period 1 9:30 - 10:05
 Period 2 10:10 - 10:45
 Period 3 10:50 - 11:25
Period 4 11:30 - 12:05
 A Lunch 12:05 - 12:35
Period 5 12:40 - 1:15
 Period 5 12:10 - 12:45
B Lunch 12:45 - 1:15
 Period 6 1:20 - 1:55
 Period 7 2:00 - 2:35

Early Release (11:00 am)

Period 1 7:30 - 7:55
 Period 2 8:00 - 8:25
 Period 3 8:30 - 8:55
 Period 4 9:00 - 9:25
 Period 5 9:30 - 9:55
 Period 6 10:00 - 10:25
 Period 7 10:30 - 10:55

Counseling and Registration

COUNSELING

Guidance and counseling services are available for every student in the school. These services include assistance with educational planning (including high school course selection), interpretation of test scores, occupational information, career information, help with home, school, and social concerns plus general questions the students feel the need to discuss.

Students wishing to visit the counselor should contact the counseling office before or after school or during passing periods to arrange an appointment. Students will be sent a pass at the time of their appointment.

PSYCHOLOGICAL SERVICES

A school psychologist is assigned to the district. The job of this person is to assess student problems and needs through a testing process, render recommendations for student placement in special programs, and to provide psychological referrals for students who need in-depth help to resolve problems or cope with situations with which they are having difficulty.

REGISTRATION – NEW STUDENT

New students enrolling at RHS are required to present immunization records and a transfer or withdrawal slip from the previous school. Registration is handled through the counseling office and there may be a 72-hour “hold” period before the student is accepted.

If a student is enrolling two weeks after the start of a new semester, he/she may be subject to “audit only” status or it may be recommended that the student enroll at the beginning of the next semester. All registration materials can be found on the district’s website: www.weldre5j.k12.co.us

WITHDRAWAL FROM SCHOOL

Any student withdrawing from the high school must report to the counseling secretary to pick up the necessary checkout form. Students who are minors and living at home must have parent signature prior to withdrawal.

At the time of withdrawal, the student will turn in all school property, such as textbooks, library books, and athletic equipment. Following this procedure will facilitate the transfer of your records when requested. All fees/fines must be cleared up through the principal’s secretary before records will be forwarded to new school location.

When a student withdraws from school he/she is classified as a non-student and is not entitled to any rights or privileges granted to students. The withdrawn student is not to be on or about campus without prior approval of the principal.

Scheduling Information

SCHEDULE CHANGES

The school, keeping the student’s interest in mind, will resolve any conflict and/or misplacement of a student in a class. However, schedule changes may only be made up to two weeks after the beginning of the semester. In rare cases (hardship), the “two week” rule may be overridden with the permission of the principal, counselor, and parent.

DROP/WITHDRAWAL FROM CLASS

Dropping a class two weeks after the beginning of a semester will result in a withdraw-fail (W/F). A “Class Drop Request Form” must be obtained in the counseling office and signed by the student, parent, counselor, administrator, and teacher.

DUAL CREDITED CLASSES ON CAMPUS

Students enrolling in dual credited Classes offered by RHS for AIMS credit will be required to enroll at that institution and pay for all tuition, fees and books prior to the class beginning. Dual credited classes may be taken for high school credit only with no financial obligation to the student. Credit earned through these courses will be equivalent to RHS courses of the same type and content. **Expenses incurred by students for dual credited classes are not eligible for reimbursement by the School District!**

OFF CAMPUS CREDIT

(All expenses paid by the student)

Students enrolled at Roosevelt High School may earn credit at off campus institutions per the following guidelines:

1. All students must attend a minimum of 5 classes at RHS in order to take off-campus classes.
2. Off campus courses will be approved only if they are:
 - a. An elective course that is deemed by the counselor to be the equivalent of an RHS course.
 - b. A required course deemed appropriate by the administration after the course has been taken and failed at RHS.
3. Students must complete an off campus course request form and obtain the signature of the counselor and Principal prior to enrolling in the course.

POST-SECONDARY EDUCATION OPPORTUNITIES

(Eligible for Reimbursement)

Students may request to take course work at institutions of higher learning and the credit can apply toward high school graduation requirements and/or college credit toward a degree program. All students must be enrolled in a minimum of 5 classes at RHS to participate.

Eligible students who desire to enroll in college or vocational classes must submit a written request to the counselor and Principal the semester before taking a college course to qualify for tuition reimbursement. The Principal will determine which courses will be approved for high school credit. For a three hour college course a student may earn 1.0 credit at RHS.

Courses requested by a student must be a class not offered at RHS and fulfill a graduation requirement. The class must meet or exceed the equivalent requirement at RHS. Student must have principal and counselor permission.

If the Principal denies credit toward graduation for any of the requested courses, he/she will notify the student of the reason. He/she also will provide the student with a copy of the procedures and forms for appeal to the Board of Education.

The student must pay in advance for any PSEO class taken. If the student passes the class with a "C" or better, the district will reimburse the student for tuition costs (reimbursement does not include any textbooks, fees or transportation costs).

FIFTH YEAR SENIOR

Students that have not completed all requirements necessary for graduation by senior checkout day will not be allowed to participate in commencement exercises and will be considered a fifth year senior. Fifth year seniors are required to meet with the principal and counselor to develop an individualized education plan to determine their graduation status for the following school year. The student will attend only those classes needed to complete graduation requirements and unless a waiver is obtained, they will not be allowed to participate in any extra-curricular activities.

SCHOLARSHIPS

Throughout the year, information on available scholarships is collected and periodically published by the counseling office. Students should use counselors, teachers and other staff as resources for such information. Students should inform the counseling office as soon as they have been awarded a grant or scholarship so they may be recognized at Honor's Night.

Graduation Requirements

English	4	Credits
Social Studies	3 ½	Credits
Mathematics	3	Credits
Science	3	Credits
Health / PE	1	Credits
Humanities*	1	Credit
Life Skills	1/2	Credit
Word Processing/Comp Applications	1/2	Credit
Electives	9.5	Credits
TOTAL	26	Credits

**Humanities = World Language, Art, Music, or Industrial Arts*

Higher Education Admission Requirements (HEAR)

Students planning to attend a four-year college or university in Colorado must complete the following and meet the Admission Eligibility Index.

English	4 years
Mathematics	4 years
<i>Must include Alg 1, Geometry, Alg II</i>	
Natural/Physical Sciences	3 years
<i>Must have two lab-based units</i>	
Social Sciences	3 years
<i>At least one unit of U.S. or world history</i>	
World Language	1 year
Academic Electives	2 years

GRADE POINT AVERAGE (GPA)

Each student carries a cumulative Grade Point Average (GPA) that is often a measure used in scholarships and college entrance requirements. GPA is calculated based on the final grade for each class.

Grading Scale	Final Grade	Regular Classes	Weighted Classes
90 - 100%	A	4.0	5.0
80 - 89	B	3.0	4.0
70 - 79	C	2.0	3.0
60 - 69	D	1.0	2.0
0 - 59	F	0.0	0.0

Weighted Classes - Classes receiving weighted grades are as follows:

Human Anatomy and Physiology, AP Biology, AP English, AP Calculus, AP US History, AP Spanish, AP Art, AP Government

Pass/Fail Classes - Classes that are graded on a pass/fail class are not included in a student's overall GPA. These classes include: Teacher/Office Aides and Study Hall

9TH GRADE REQUIREMENTS

English 9	1.0 Credit
Math	1.0 Credit
Phy & Earth Science	1.0 Credit
World Geography	1.0 Credit
Health/PE	1.0 Credit
<i>Electives</i>	<i>2.0 Credits</i>

10TH GRADE REQUIREMENTS

English 10	1.0 Credit
Math	1.0 Credit
Biology	1.0 Credit
World History	1.0 Credit
<i>Electives</i>	<i>3.0 Credits</i>

11TH GRADE REQUIREMENTS

Am Lit	0.5 Credit
Comp. or Ex. Writing	0.5 Credit
Math	1.0 Credit
Science	1.0 Credit
U.S. History	1.0 Credit
Life Skills	0.5 Credit
<i>Electives</i>	<i>2.5 Credits</i>

12TH GRADE REQUIREMENTS

Speech	0.5 Credit
English Elective	0.5 Credit
Government	0.5 Credit
<i>Electives</i>	<i>3.5 Credits</i>

Academic Honors and Recognition

HONOR ROLL PROGRAM

Students are selected for one of three honor rolls, as determined by semester GPA. Students who are eligible every semester are celebrated and recognized during a Honors Breakfast held at RHS.

Principal's List: 4.0 or higher

High Honor Roll: 3.6 – 3.99

Honor Roll: 3.2 – 3.599

ACADEMIC LETTERING

Eligibility

- GPA 3.6 or higher for two or more consecutive semesters
- No out of school suspensions
- Attended RHS for at least 1 semester
- Enrolled in 4 core classes every qualifying semester
- Current full-time student (enrolled in 5 or more classes)

Recognition and Process

- Letters are awarded during each fall and spring.
- A student can earn up to four academic letters
- Reward levels based on cumulative, consecutive semesters:
 - 2: Letter patch (patch is embroidered as "Academics")
 - 3: Certificate of Academic Commendation
 - 4: Letter bar
 - 5: Certificate of Academic Achievement
 - 6: Letter bar and Keychain Medal
 - 7: Certificate of Academic Excellence
 - 8: Letter bar and Plaque

NATIONAL HONOR SOCIETY

National Honor Society is an organization that recognizes and encourages outstanding achievement in scholarship, leadership, service and character. Candidates are selected by a faculty committee, based on their demonstration in all four characteristics. Students who are in the 10th – 12th year and have at least a 3.4 GPA may complete the candidate form to be considered for membership.

Attendance Policy

Attendance Line: 970-587-6002

In order to develop personal traits and to promote success in schoolwork, regular and punctual attendance is expected of each student. Any absence, regardless of its nature, will directly affect your classroom performance.

It is the responsibility of the student to know and follow attendance procedures properly. Ignorance of the process WILL NOT excuse students from these procedures.

Absence: If a student misses one or more periods of a scheduled school day or is more than 10 minutes late to a scheduled class, that individual will be considered absent.

GENERAL ATTENDANCE

1. The building principal or his designee have the final authority to grant excused absences for the following reasons:
 - Illness or injury or physical, mental, or emotional disability.
 - Family emergencies or hardship.
 - Serious illness or death in the family.
 - Absence required by legal body (court)
 - Family vacations (while discouraged, such excuse should be prearranged with school principal)
 - Religious observances when requested by parent or guardian.
 - College visits approved by parent/guardian

All other absences shall be considered unexcused.

2. School-sponsored activities will be excused and will not count as an absence from school.
3. Student attendance is primarily a student and parental responsibility. All absences not reported within 48 hours will be considered an unexcused absence, (i.e. truancy) unless unusual or extenuating circumstances exist as determined by the principal. Parent/guardian may call the attendance line at 587-6002 any time of day or night to report an absence.
4. The Attendance Office's automated calling machine will make daily calls to your home for absences that have not been excused. (It does not call for tardiness – only absences.)
5. Make-up Work: There will be one day allowed for makeup of assignments for each day of excused absence. (See makeup work procedures in the student handbook.)

EXCESSIVE ABSENCES

Excessive absences are a direct cause of poor achievement. In an effort to increase time in class and therefore, increase learning, the following policy shall be in effect.

If a student reaches the equivalent of 15 days of absences (either excused or unexcused) in a semester, no further absences will be excused for any reason except with a written doctor's note or documentation of a legal obligation (court appearance). In extenuating circumstances, an appeal may be made to the Principal.

Students and parents will be notified at regular intervals if the student is approaching 15 days of absence.

UNEXCUSED ABSENCES

- If a student is absent without a parental excuse, or if the student leaves school or a class without permission of the teacher/administrator in charge, the student shall be considered unexcused.
- Absences due to suspension are not considered unexcused absences.
- Any student who accumulates an unexcused absence during the school day or misses the majority of the day because of sickness or illness will not be allowed to attend or participate in any extra-curricular activity for that day.

- Parents will be notified daily with an automated phone call regarding any unexcused absence of their student.
- Any work assigned/collected during class when a student is unexcused absent will receive zero credit.

Strategies will be put in place by school staff in an effort to correct attendance issues. Continued unexcused absences will be considered defiance of authority and may be subject to disciplinary action. Students who are under 17 will be referred to the Truancy process.

TRUANCY POLICY

Colorado State law defines the compulsory school attendance age to be anyone under 17 years old. A "habitual truant" student shall be defined as a student of compulsory attendance age who has four (4) unexcused absences from school or from class in any one month or ten (10) unexcused absences during any school year. *BOE Policy JHB*

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/Guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his/her parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent/guardian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy.

Penalties: All reasonable effort will be made to help correct behavior with a truant student. Students who show repeated truant behavior will be placed on an attendance contract and may be referred to the Youth & Family Connections of Weld County. If the school's efforts to correct the behavior do not work, the school may file charges with the county court against the student and parent/guardian for violation of the state attendance laws.

PREARRANGED ABSENCES

If your student is knowingly going to be absent, parent/guardian is responsible for notifying the school before they miss class. You must report the absence in writing or by telephone (587-6002). Your phone call will excuse the student from school for that day or the days that you indicate. Students need to have a Prearranged Absence Form (see below) signed by all of the student's teachers and an administrator. Failure to notify the school will result in an unexcused absence.

Parents and students should consider carefully before deciding to participate in an activity, which necessitates the student being absent from school. However, when an absence is necessary, the student must:

1. Obtain a Prearranged Absence Form from the office. The form must be signed by the parent/guardian.
2. Present the form to each teacher for signature and assignments.
3. Obtain an administrator's signature for approval.
4. Return the form to the attendance office before leaving.

FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE ABSENCE MARKED AS "UNEXCUSED".

(Many classroom experiences, such as films, special presentations, lab experiences, etc. cannot be repeated, and the teacher is under no obligation to duplicate those experiences for the student who is absent with a prearranged absence.)

TARDY POLICY

A student will not be marked tardy if he/she has a note from an administrator, office secretary, counselor, or another teacher. Individual teachers may enforce classroom expectations or consequences regarding tardiness. Excessive tardiness may lead to an office referral and disciplinary action.

FREE PERIOD REGULATIONS

For junior/senior students who are on track to graduate, they may choose to have a free period during the school day. The following rules apply:

- Students on a free period must either be in the library or commons area if they remain on campus.
- Students with a free period will be given a "free period ID card" that notes what period(s) they have off. This ID card must be visible during their free period while on campus.
- If a student fails to produce their ID card to a staff member when asked, they will be escorted to the detention room for the remainder of that period.

MAKE-UP WORK FOR EXCUSED ABSENCES

- It is the student's responsibility to contact the teacher regarding missed work. Students will be allowed to make-up all work missed during excused absences for full credit. Students will be given the same number of days they were absent, plus one additional day, to make-up assignments which were assigned on the day of the absence, not to exceed a maximum of one week.
Example: Student is gone on Monday and returns Tuesday. The assignment given on Monday, which was due on Wednesday, will be due on Thursday for the absent student.
- Students are responsible for taking tests or turning in assignments when they return if they have known about it in advance.
Example 1: On Tuesday, students are told they will have a test on Thursday. If a student is gone on Wednesday, he/she will still be responsible to take the test on Thursday.
Example 2: On Monday an assignment is given that is due on Wednesday. Student is absent Tuesday, returning on Wednesday, and student must have assignment ready to hand in.
- Extenuating circumstances will be left up to each individual teacher as to waiving the above guidelines. It is the responsibility of the student to communicate these circumstances with their teachers.

MAKE-UP WORK FOR SUSPENSIONS

1. During in-school suspension, all work missed during the suspension may be made up for a maximum score of 85%.
2. During out-of-school suspension, students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive a maximum score of 70% for makeup work that is completed.

Code of Conduct

The principal or his/her designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion may be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.

"Dangerous weapon" means:

- A Firearm, whether loaded or unloaded, or a firearm facsimile.
 - Any pellet or BB gun or other device whether operational or not, designed to propel projectiles by spring action or compressed air.
 - A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than 3 and one-half (1/2) inches.
 - Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
 8. Violation of the district's violent and aggressive behavior policy.
 9. Violation of the district's tobacco-free schools policy.
 10. Violation of the district's policy on sexual harassment.
 11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
 12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
 13. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
 14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 15. Lying or giving false information, either verbally or in writing, to a school employee.
 16. Scholastic dishonesty that includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
 17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
 18. Behavior, on or off school property, which is detrimental to the welfare, safety or morals of other students or school personnel.
 19. Repeated interference with the school's ability to provide educational opportunities to other students.
 20. Carrying or otherwise found in possession of any knife whether fixed blade or folding unless prior authorization has been obtained through the school's administration.
 21. Engaging in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of

- initiation into any student group.
22. Violation of the district's dress code policy.
 23. Violation of the district's policy on student expression.
 24. Participation in gang-related activities, such as: wearing gang colors/symbols; visible gang tattoos, harassment/intimidation, or any other activities deemed gang-related. This applies to any student identified as a gang member, OR who associates with known gang members.

SUSPENSION/EXPULSION OF STUDENTS

The Board of Education shall provide due process of law to students, parents and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, a student may remain in school with the consent of his teachers if his/her parent, guardian or legal custodian attends class with the student for a period of time specified by the suspending authority, if the parent, guardian or legal custodian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

- *Out of School Suspension (OSS)* – Student is excluded from all Weld Re5J school property and district sponsored activities, whether home or away, for the designated period of time.
- *In School Suspension (ISS)* – Student is monitored during the school day by school personnel. After school hours student is excluded from all Weld Re5J school property and district sponsored activities, whether home or away for the designated period of time.
- *Detention* – Student is monitored during lunch or other designated times by school personnel for a specific period of time.
- *Activity Suspension* – Student is excluded from all activities sponsored by Weld Re5J schools, whether home or away, for the designated period of time.

SECRET SOCIETIES/GANG ACTIVITY

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs that advocate drug use, violence or disruptive behavior. The principal or his/her designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The superintendent or his/her designee shall establish open lines of communication with local law enforcement authorities so far as to share information and provide mutual support in the effort. The superintendent or his/her designee shall provide in-service training to help staff members identify gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

GANG SYMBOLS

The board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. Students displaying gang symbols may be subject to disciplinary action.

SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer Program (SRO) is a nationally accepted program that involves the placement of a Johnstown police officer within the school environment. The SRO is responsible for:

- A visible presence that deals with law-related issues.
- A resource for students, teachers, administrators and parents on law-related issues or individual problems or questions concerning police actions.
- An in-class resource to help instruct students in law-related education and prevention programs.
- Bridging the communication gap between police officers and our student population.
- Building trust between police officers and our student population.
- Assisting students and their families by referring them to appropriate agencies to assist when the need is determined.
- Assisting building administration with truancy issues.

The SRO is always available for your questions or concerns. He/she can be reached during regular school hours through the office or by calling 587-6000 or 6044. Outside of school hours he/she can be reached at the Johnstown Police Department at 587-5555 or if an Emergency situation exists call 911.

SEX OFFENDER INFORMATION

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available online at:

<http://www.weldsheriff.com/apps/sxo/>

<http://johnstownpolice.org/>

<http://crimereports.com> (search Johnstown Co.)

CIVIL RIGHTS DISCLAIMER

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Marty Foster, Superintendent, 110 South Centennial Way, Milliken CO 80543, 587-6050, or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80104, (303) 844-2991.

ACADEMIC HONESTY/HONOR CODE

"Honesty is the best policy." This building policy is intended to reinforce that simple truth. Cheating. Academic cheating can exist in many forms and is considered a serious offense. Cheating may include, but is not limited to, the following:

- Turning in an assignment, project, test, or other academic product which is the result of copying someone else's work and which is considered an individual assignment or task.
- Being observed copying from another student during the course of an assignment, project, test or other academic product, which is considered an individual assignment or task.
- Handing in another individual's work as the student's own.
- Dividing and copying one another's work on assignments, which are intended to be individual in nature.
- Using a crib sheet, sharing answers, or otherwise seeking answers from another individual or source of information when taking a test or a quiz.

Consequences for a first offense of academic cheating shall be a "0" on the academic product. Parents or guardians shall be notified by the teacher. The appropriate building administrator and counselor shall also be notified of this action. Consequences for a second or further instance of cheating may include the student being dropped from the course and receiving a "W/F" for the course. Such action shall require a recommendation to and the approval of the building principal or his/her designee.

Plagiarism. Passing off another's work as one's own or using another's words or answers without crediting the source constitutes plagiarism. Examples of plagiarism are:

- Copying sentences, phrases, paragraphs, or pages from print medium, including internet resources, or other sources without providing documentation or credits.
- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing to them to the source, or providing documentation or credits.

Such forms of plagiarism may result in the reduction or loss of a grade for the academic product or other form of disciplinary action that may include a rewrite of the assignment with or without credit for the assignment. Parents or guardians will be notified by the teacher. Repeated acts of this manner may result in further disciplinary action by the teacher or referral to the principal or his or her designee for further disciplinary action.

DRESS CODE

District wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. If a student cannot obtain appropriate attire, the school has t-shirts and sweatpants available so the student may return to class. The clothing shall be returned at the end of the day.

Unacceptable Items

The following items deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, during regularly scheduled hours of operation.

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses, hats, bandanas, and hoods worn inside the building.

3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops, halter-tops or other similar clothing.
5. Pajamas or other clothing designed as bed clothes (Unless part of an approved Spirit Day)
6. Any clothing, paraphernalia, jewelry, accessories, visible tattoos or other body adornments that contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - Are obscene, profane, vulgar, lewd, or are legally libelous.
 - Can be considered gang-related in any way
 - Threaten the safety or welfare of any person.
 - Promote any activity prohibited by the student code of conduct.
 - Otherwise disrupt the teaching-learning process.
7. Exceptions: Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Students who violate the policy listed above will be referred to the office for possible parent conference, in-school detention, suspension or expulsion. This policy is not intended to punish students, only to ensure that our school environment maintains a positive atmosphere where teachers can teach and students can learn.

CELL PHONES AND ELECTRONIC DEVICES POLICY

Roosevelt High School expects all students to follow appropriate cell phone etiquette while at school. Phones must remain on silent or be turned off during regular school hours.

Students are allowed to bring cell phones and other electronic devices to school, however, they are not to be used or visible during class time. Students may use a cell phone in class ONLY if directed by the teacher for educational purposes.

If a student is using a cell phone or electronic device during class without permission, the phone may be confiscated by school personnel and returned at the end of the period or end of the school day. The teacher will also contact the student's parent/guardian regarding the violation. A teacher may turn the device into the office if it becomes a repeated problem.

If a student refuses to turn over the device when asked by a school official, the student will be sent to the office immediately and may spend the remainder of the day in in-school suspension. In some cases, a student may be sent home.

When an electronic device is turned into the office, the following will occur:

- 1st offense: School policy and proper etiquette will be reviewed and student may pick up the device at the end of the school day.
- 2nd offense: School policy and proper etiquette will be reviewed, and only a parent/guardian may pick up the device.
- 3rd offense: The student will be placed on a cell phone contract, which will ban all use during the school day. Repeated violations will lead to disciplinary action, such as community service, lunch detention or possible suspension.

The use of camera/video phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. At no time should videos/photos taken at school appear on any online site with the intent to promote violence, harass, bully, or demean another student. Such an act may result in school disciplinary action and possibly criminal charges.

Students bring electronic devices to school at their own risk. Weld RE5J is not responsible for lost, stolen or damaged electronic devices or any charges incurred as a result.

Student Interrogations, Searches and Arrests

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student, and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

If the search produces evidence to be used as the basis for disciplinary action, an administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, including the results and the names of any witnesses to the search.

Definitions:

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state and federal laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

Search of School Property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

The principal or designee may search a desk, locker or any other storage area and its contents when he has reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the Student's Person

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession *such as a purse or briefcase* and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one (1) but not more than three (3) additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Parking Lot Searches

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises.

Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

Seizure of Items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

Appeals

Within ten (10) school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five (5) school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

LAW ENFORCEMENT – OFFICER INVOLVEMENT

Search and Seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

- There is un-coerced consent by the student.
- There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
- The search is incident to an arrest and is limited to the person and immediate surroundings.

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall be present. If the student is under eighteen (18) years of age, the student's parent/guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody and/or Arrest

When custody and/or arrest by the police are involved, the principal shall request that all procedural safeguards as prescribed by law be observed by law enforcement officers. This includes all due process procedures, including but not limited to obtaining proper arrest warrants where required.

Drugs and Alcohol Policy

Weld School District RE-5J shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morale of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at a school function, in a school vehicle or taking part in any-school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and referral for prosecution. Suspension or expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs that are available. Information provided to students and/or parents about community substance abuse treatment programs or a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required shall accompany other resources.

The district shall provide all students and parents with a copy of this policy and its accompanying procedures on an annual basis.

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol or drug related misconduct.

USE

When a student is suspected of use, that student under suspicion should be notified by the principal or his/her designee and will include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or his/her designee will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.

- a. If information is not sufficient to warrant further action, the principal or his/her designee may have a personal conference with the student expressing awareness and concern.
- b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the students immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he/she will remain under observation.

POSSESSION

Students who use and/or are in possession of drugs, alcohol, other controlled substances or drug paraphernalia are in direct violation of School Board policy and will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or his/her designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug- containing paraphernalia in violation of Board policy will request that the student accompany him/her to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.
3. The principal or his/her designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
4. The principal or his/her designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by principal or his/her designee. The evidence then will be secured.
5. The principal or his/her designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

FIRST OFFENSE FOR USE AND/OR POSSESSION

1. Parents will be notified.
2. The student will be suspended out-of-school for ten (10) student contact days. If the student participates in and completes drug and/or alcohol counseling or takes and completes a class approved by a school counselor then the suspension will be reduced to 5 days. Parents are responsible for all costs incurred in this process.
3. Information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be given to students and parents.
4. Upon return to the regular school environment the student will lose all activity privileges for a period of thirty (30) student contact days*. At the end of the thirty (30) student contact days, if the student has met all CHSAA eligibility requirements and has not had any additional discipline referrals, the student will be given the opportunity to participate again in all school activities. If the student participates in and completes drug and/or alcohol counseling or takes and completes a class approved by a school counselor then the activity suspension will be reduced to 15 days. Parents are responsible for all costs incurred in this process. If the student has not met CHSAA eligibility and/or has been referred to the office for other discipline matters, the loss of activity privileges will be extended an additional thirty (30) student contact days. This process will continue until the conditions to participate in activities are met.
5. Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of the District Superintendent.
6. Violation of federal or state law will be grounds for referral to law enforcement authorities.

*Student contact day: A student contact day is defined as a day in which students attend regular classes at school. Vacation days, in-service days, holidays, parent/teacher conference times and weekend days are not counted as student contact days.

SECOND OR SUBSEQUENT OFFENSE FOR USE AND/OR POSSESSION

1. A recommendation for expulsion according to district policy will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Superintendent elects to impose lesser punishment.
2. Violation of federal or state law will be grounds for referral to law enforcement authorities.

DISTRIBUTION – MANDATORY EXPULSION

Students, who sell, give or exchange alcohol, drugs, or other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, or other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany him/her to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.
2. The principal or his/her designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
3. Any student who distributes, trades, exchanges or sells controlled substances will be suspended and recommended for expulsion for one (1) Student contact school year (172 school contact days).
4. Violation of federal or state law will be grounds for referral to law enforcement authorities.

TOBACCO USE

Student use of tobacco of any form is strictly prohibited on school campus. School campus encompasses the student parking lot and surrounding grounds. If a student is caught smoking or chewing on school property during school hours or during a school sponsored event the following will occur:

- 1st Offense: 1 day out of school suspension
- 2nd Offense: 3 days out of school suspension
- 3rd Offense: 5 days out of school suspension
- 4th Offense: 5 days out of school suspension and a recommendation for expulsion

Aggressive Behavior Policies

FIGHTING, DISORDERLY CONDUCT OR ASSAULT

Intentionally doing bodily harm to any student or school employee on school grounds immediately before, during, or after school hours, including school events, will not be tolerated. Penalty for fighting will be:

1. Parents will be notified.
2. First offense will be 1-5 day suspension.
3. Second offense will be a 5 day suspension.
4. Third offense will be a 5 day suspension and recommendation for expulsion.
5. Dependent upon the individual case, recommendation for expulsion may result at any time.
6. Any assault on a staff member will result in a mandatory recommendation for expulsion.
7. Any fighting incident will remain on a student's record as long as the student is attending Roosevelt. Each incident will carry over to the following school year(s).

ABUSIVE LANGUAGE

Abusive language is considered inappropriate and will not be accepted at Roosevelt High School. Anyone using inappropriate language will receive disciplinary action.

DESTRUCTION OF SCHOOL PROPERTY

Destruction of school property will result in the student and his or her parents being responsible for the replacement of destroyed property. Payment in full for all articles, parts, and labor incurred in the replacement of damaged property will be required. In case of substantial damage the student shall be subject to suspension /expulsion from school. Any senior/s who willfully commit damage or deface school property during Senior Week stand the risk of not going through the graduation ceremony, pending a ruling by the principal.

Harassment and Bullying Policy

Roosevelt High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, cyber-bullying, sexual harassment, sexting or hazing.

DEFINITIONS:

1. **Harassment, Intimidation, and Bullying** shall mean any unwelcome written, verbal, non-verbal expression, or physical act or gesture, directed at a student, staff member, or volunteer that has the effect of any or all of the following:
 - a. Physically, emotionally, or mentally harming a student, staff member, or volunteer;
 - b. Damaging, extorting or taking a student's, staff member's, or volunteer's personal property;
 - c. Placing a student, staff member, or volunteer in reasonable fear of physical, emotional or mental harm;
 - d. Placing a student, staff member, or volunteer in reasonable fear of damage to or loss of personal property; or
 - e. Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities or the ability of a staff member or volunteer to perform his or her duties.
2. **Cyber bullying** shall mean any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email, text, or instant messages, social networking sites, internet video sites, personal websites, or blog postings.
3. **Sexual harassment** includes any unwanted, uninvited and non-reciprocal sexual attention, either through verbal or written communication (including texting and social networking postings), or physical gestures, as well as the creation of an intimidating, hostile or offensive school or work environment.
4. **Sexting** is defined as a student using a cell phone or other electronic device to send or solicit photos, videos, or messages that are sexual in nature to another student. If the offender is 18 or older, it may become a child pornography crime.
5. **Hazing** is any action taken or situation created intentionally that causes:
 - Embarrassment, harassment or ridicule;
 - Endangers the mental and/or physical health of a student;
 - Causes actual emotional and/or physical harm; or,
 - Soliciting, directing, aiding, or otherwise participating actively or passively in any/all of the above acts.
6. **Attempts, Solicitation or Conspiracy** – Any student who takes substantial steps towards engaging in, solicits another person to engage in, or conspires with others to engage in harassment, intimidation, bullying, cyber bullying, sexting or hazing shall be regarded for purposes of this policy in the same way as if the person had been successful in completing the act themselves.

All forms of harassment and bullying are unacceptable, and to the extent that such actions are disruptive of the educational process of the School, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline and/or involvement of law enforcement. If such activity is engaged in on campus, during school sponsored activities, on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided electronic device, or is received on a school provided electronic device, the student shall be considered in violation of this policy.

On occasion, such activity occurring off campus or outside of normal school hours may come to the attention of school personnel. School officials have a responsibility to respond to situations, regardless of time or location that may create a hostile school environment or harmful interactions among students, staff, or other patrons. The School reserves the right to regulate, review, investigate and discipline students for harassment, intimidation, bullying, cyber bullying, sexting, or hazing, as defined above, when such activities threaten violence against another student, staff member, or volunteer, or otherwise disrupts the learning environment, safety of students, or orderly conduct of school activities. The Schools' reservation of rights does not impose on the District or any school, a duty to regulate or review off-campus Internet or text messages, statements, postings, or acts. The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

DELEGATION OF RESPONSIBILITY:

Each staff member and volunteer shall be responsible to maintain an educational environment free of harassment, intimidation, bullying and cyber bullying. If witnessing harassment, bullying or hazing, the staff member shall immediately take action to stop the incident whenever possible. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of harassment, intimidation, bullying and cyber bullying.

REPORTING AND INVESTIGATION PROCEDURE:

Students who believe they have been a victim of harassment or bullying, or witnessed another student being harassed or bullied, are encouraged to report the incident/complaint to a staff member. A parent may also initiate a complaint to a staff member.

Any staff member who receives a report of harassment or bullying, or witnesses such an activity, shall promptly forward the report to a building administrator.

The building principal or his/her designee will gather and review the information to determine if the alleged bullying or cyber bullying conduct occurred. After the information has been gathered, administration will determine the appropriate action to ensure the conduct ceases. Actions taken are intended to change the behavior of the perpetrator, restore a positive climate, and provide support for victims and others impacted by the violation. Parents/guardians of the both the victim and the accused will be informed.

CONSEQUENCES:

A violation of this Policy shall subject the offending student to appropriate disciplinary action which may include intervention, counseling, suspension, expulsion and/or referral to law enforcement.

General Student Information/Policies

CLASSROOM POLICY - FOOD AND DRINK

At no time is food or drinks permitted in any classroom without the permission of the teacher or person in charge. Any teacher has the right, at any time, to confiscate food or drink from any student who chooses to ignore this rule.

CLOSED CAMPUS

Roosevelt High School has a CLOSED campus policy for 9th grade students until 4th quarter. RHS staff will make every reasonable effort to check students as they depart and/or return to RHS for compliance with lunch policy, however, there is no guarantee that all students will be checked on a daily basis. If students are caught off campus at lunch they will be dealt with in a disciplinary manner. All rules and regulations governing tardies and absences will apply during the time other students are off campus. Any students abusing these procedures may also lose off campus lunch privilege.

DANCE REGULATIONS

The purpose of holding dances is to provide social recreation for students and is not intended to be open to the public. Failure to follow and abide by all school rules during these events can result in the loss of these privileges. The following rules are listed as regulations that must be followed.

1. All dances will be scheduled through the office of the Principal.
2. School organizations scheduling dances must have the approval of their advisor and arrange for the adequate number of chaperones to attend.
3. School organizations scheduling dances will be responsible for any damages to the building. (This will include the cost of repair)
4. Guest list must be signed in advance and approved by a building administrator. Middle school students are prohibited from entry!
5. Leaving and re-entering is not permitted.
6. All decorations, waste materials, etc. must be cleaned up and out of the building following the dance.
7. All school policies and regulations are in effect.
8. Dances will end at 11:00 p.m. except for Junior/Senior Prom.
9. At no time will dancing that exhibits any type of sexual innuendoes be permitted. Students that fail to adhere to proper behavior on or off the dance floor will be removed.
10. The administration reserves the right to cancel future dances at anytime.

FEES/FINES

Any student, who loses, does not return, or damages school property, such as textbooks, class materials, school lockers, athletic equipment and uniforms will be expected to pay replacement cost of the items. Students are responsible, so take pride and care of what is checked out to you --you will be held responsible.

Fees for extra curricular activities must be paid in full before students will be allowed to participate in another activity. Some classes require fees. If you are unsure of those classes, ask your instructor. A fee/fine may be assessed for library resources returned late or damaged. All fees and fines must be paid in full at the end of each semester.

FIELD TRIPS

Roosevelt High School makes use of extensive community and regional resources as part of the curriculum. Field trips, utilizing district owned buses, are carefully planned and supervised. Parent permission for the student to participate is required. Some trips may require a slight fee to defray admission charges; however, no student will be denied said activity because of financial hardship.

Students must comply with all school rules for proper behavior while on the trip. Students placed on bi-weekly ineligibility list may not miss another class to participate in another class field trip or activity, the guideline does not preclude students from after school, evening, or single class period trips or activities.

FOOD SERVICE PROGRAM

The school breakfast and hot lunch program is provided for the benefit of all students at Roosevelt High School. The cost of a breakfast is \$1.20, and a hot lunch is \$2.00 per day. Milk purchased separately is .45. Extra entrees cost \$1.50. Students who qualify for reduced lunches pay .40 per day and free breakfast. *PRICES ARE SUBJECT TO CHANGE.*

Students will not be allowed to charge their lunches. Please ensure your student has money on the first day of school or please deposit money in their account through the front office before school starts. Students who qualify for free and reduced lunches have to reapply every year. Forms can be picked up in the front office or downloaded from the website. Two weeks are allowed for free and reduced lunch forms to be completed and returned to the school office. There are no charges at the snack bar. Students need their student ID cards to debit their account or they must pay cash.

INSURANCE

School accident insurance, dental insurance, football insurance, and other athletic insurance is available to students on a voluntary basis for a nominal fee. Each type of insurance provides coverage as defined in the brochures. Information and application blanks may be picked up in the office at Roosevelt High School.

HEALTH ROOM

To utilize the health room students must adhere to the following procedures:

- Obtain a pass from your teacher and show to the nurse or one of the secretaries in the office. You may not just show up without your teacher's permission! If you need to use the health room between periods, you must first obtain a pass from your next period teacher.
- Sign in on the sign in/out sheet located on the counter of the office. Fill out all information or your absence will not be excused.
- If you have no fever or vomiting, you may rest for 15 minutes, then you must either go back to class or call a parent or guardian to come and get you.
- You may not use the health room to sleep or hang out. Abuse of these procedures will result in loss of privilege.
- The desk, phone, filing cabinets and computer are off limits! There is no loitering or sitting in this area.
- If a medical emergency exists, do not hesitate to report to the Health Room immediately.

RHS staff will not distribute medication of any type without permission of a parent or legal guardian. For the staff to distribute prescription medication it must be accompanied with specific written instructions and a signed prescription from the doctor.

PROGRESS REPORTS/INFINITE CAMPUS PORTAL

Recognizing the importance of parent-teacher cooperation in the education of youth, heavy emphasis is placed on communication between school and home. Parents are urged to contact the school whenever questions and concerns arise.

The school will take the initiative to attempt to contact the home whenever significant problems develop. Parents and students are *strongly encouraged* to register for an account on the Infinite Campus Portal. The portal is a web-based program that allows access to the student's schedule, attendance, and grades.

INTERNET USE

RHS students have access to networked computers that have Internet access. Our intent is to make computer and Internet access available to further educational goals and objectives included in our approved curriculum. We believe that the benefits to students exceed any possible disadvantages. To gain access to the Internet all students must obtain parental permission. In accordance to School Board Policy, all Internet users must read and sign an *Internet Acceptable User Agreement*. This form will be available at registration.

Students are responsible for good behavior on the school computer network. Unauthorized access to the system or any action that destroys the data of others or interferes with their usage of the system will be considered an act of vandalism and result in disciplinary action. Individuals who abuse the systems or in any way harass other students or vandalize any equipment may also lose their computer privileges and/or be held financially liable for necessary repairs, replacement or restoration of data or equipment. Computer and Internet access are privileges -- not a right! Access entails responsibility.

PARKING FOR STUDENTS

Parking for all students is provided in any non-numbered space in the lot north of the auditorium and in the lot that lies between the building and the football field. Students should use these lots when possible and park in designated parking spaces. *The lot directly west of the auditorium is for staff parking only as is any area adjacent to the building and any numbered space.* Students who disregard these parking arrangements may lose on-campus parking privileges. Any student driving recklessly coming and going from the immediate school grounds may lose parking privileges on school grounds and may be subject to action by the local police department. Students should keep their cars locked and should not keep expensive items in their cars. **WELD RE5J WILL NOT BE RESPONSIBLE FOR THEFT OR DAMAGE TO CARS!**

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection, beyond holding hands, are not allowed at RHS. Any staff member may issue a verbal warning at any time. Further consequences will be an automatic parent contact and further school consequences.

SCHOOL LOCKERS

Each student is responsible for getting an assigned locker and keeping the locker locked at all times. Lockers are for your convenience. All lockers are the property of the school and subject to search by an authorized school representative for the protection of all students at RHS. Lockers are the property of the school and any damage or clean up required will be charged to the student. **WELD RE5J IS NOT RESPONSIBLE FOR ARTICLES LOST OR STOLEN FROM LOCKERS!**

THEFT AND LOSS REPORTS

Thefts and losses in the classroom should be handled with the instructor in charge. Thefts and losses outside the classroom should be reported to the SRO and principal. **THE SCHOOL IS NOT RESPONSIBLE FOR ARTICLES LOST OR STOLEN**, but will assist students when possible in trying to relocate their property.

VISITORS

Parents or legal guardians are always welcome as visitors at any time but must check in at the main office. Due to limited space and to reduce classroom disruptions, student visitation is not allowed. Students wishing to enroll at RHS may call or stop by to schedule a guided tour of our facilities.

Eligibility for Athletics and Activities

The primary purpose of the extracurricular program at Roosevelt High School is to promote the physical, mental, social, emotional, and moral well being of the participant, It is hoped that these experiences in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The extracurricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation the student gives time, energy and loyalty to that program. He/she also accepts any rules, regulations, and responsibilities, which are unique to any of these programs.

ELIGIBILITY STANDARDS:

- a. Any student involved in any Colorado High School Athletic Association (CHSAA) sanctioned extracurricular activity and/or any Roosevelt High School sponsored activity (i.e. class fieldtrips, school dances, band performances, FBLA, etc...) must meet any standards set forth by CHSAA and Weld County School District RE-5J. (A copy is on file in the Athletic Department.)
- b. An eligibility check will be made for all students every two (2) weeks. All students who wish to participate in athletics or other school sponsored activities must be registered for a minimum of five classes. Any student not passing five credited classes (six, if taking seven classes) will be ineligible for the next two (2) weeks. Note: Athletes or activity participants can continue to practice, but may not participate in scheduled games/contests/meets or miss scheduled class time.
- c. Students not passing 5 credited classes at the end of a semester may regain academic eligibility per the CHSAA regain date for each semester. Generally, the date is in mid-October for first semester and early March for second semester. See the Athletic Director for specific dates and details.
- d. Students must be in attendance five (5) class periods during the day to be eligible to play on that day. Prior arrangements must be made with the principal or designee to waive this restriction. Attendance criteria, to be eligible for practice, are covered by individual athletic head coaches in their respective athletic contracts. This rule excludes Saturday contests, and emergency situations.
- e. For eligibility purposes, students who withdraw failing from any class after being enrolled more than two (2) weeks will carry the failing grade through the end of each semester.
- f. No student will be allowed to participate (including practice) in a sport until he/she has completed the check out process:
 1. Complete and sign emergency card
 2. Complete and sign parent consent and insurance form
 3. Provide a completed physical form
 4. Specific sport contract and Parental agreement signed
 5. Paid participation fee (by first scheduled competition)