



Roosevelt High School

Main Number: (970) 587- 6004

RHS Administration

David Benson	Principal	(970)587-6008
Kyle Addington	Assistant Principal	(970)587-6097
Alexandra Ham	Assistant Principal	(970)587-6005
Chad Walker	Athletic Director	(970)587-6032
Estrella Gallegos	A-G Counselor	(970)587-6023
Cammie Cline	H-N Counselor	(970)587-6021
Ashley Drake	O-Z Counselor	(970)587-6130
Bonnie Woodland	Counseling Secretary	(970)587-6001
Roselle Alas	Registrar	(970)528-0207
Linda Medina	Finance Secretary	(970)587-6033
Ezzie Bejarano	Athletic Secretary	(970)587-6036
Jeanne Martin	Office Secretary	(970)587-6004
	Attendance Line	(970)587-6002
Thomas Kelley	School Resource Officer	(970)587-6044
Marlene Gebhart	Nurse	(970)587-6003
Jodie Kraus	Health Aide	(970)587-6003

This student handbook contains information to meet most student's needs. It is not all-inclusive, and students may wish to refer to the Weld RE-5J District Policy Book which can be referenced on the Weld RE-5J School District Website.

A Message from the Principal

Greetings Rough Riders!

We are excited to have you here at Roosevelt High School. Whether this is your first year here or last, we know that our school will allow you to explore new opportunities, develop strong relationships with fellow students and staff, and prepare you for the future ahead.

High school is a transitional time in your life, so it is important for us to help guide and support you through these formidable years. We understand that high school can and will be challenging, but we feel that understanding expectations as a Roosevelt student will be the first step in your success.

Your student handbook will be a valuable resource of information and provide answers to questions now and in the future. It is the responsibility of all RHS students to know the content of their handbook. Your ability to be successful here at Roosevelt starts with having an understanding and full awareness of everything included, whether it is bell schedules, code of conduct, graduation requirements, counseling, scheduling, or systems of support. We know you are ready.

At Roosevelt, we support the mission and vision of our district by placing a strong emphasis on the whole person, with a strong focus on instructional excellence, collective efficacy, and family and community engagement. We are committed to ensuring every student reaches their full potential and is prepared for college or career when they graduate high school. In order to fulfill this promise, we will focus on Postsecondary Readiness, Instructional Technology, Activities and Programs, Talented staff, and building strong partnerships with our community.

We look forward to working with you throughout your high school years at Roosevelt. We encourage you to always work hard, enjoy the opportunities you have and make being a Rough Rider a lifelong source of pride.

If ever in doubt, remember the RIDER way:

Respect
Integrity
Dedication
Enthusiasm
Responsibility

David Benson
Principal
Roosevelt High School

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2022-2023 Bell Schedule

LUNCH 1 SCHEDULE

Monday		
Black Day - Odd Periods		
95 min Blocks		
Block	Start	End
1st	7:30	9:05
3rd	9:12	10:48
Lunch 1	10:48	11:18
5th	11:23	12:58
7th	1:05	2:40

Tuesday		
White Day - Even Periods		
95 min Blocks		
Block	Start	End
2nd	7:30	9:05
4th	9:12	10:48
Lunch 1	10:48	11:18
6th	11:23	12:58
8th	1:05	2:40

Wednesday		
Black Day - Odd Periods		
86 min Blocks		
Block	Start	End
1st	7:30	8:56
Advisory	9:03	9:33
3rd	9:40	11:06
Lunch 1	11:06	11:36
5th	11:41	1:07
7th	1:14	2:40

Thursday		
White Day - Even Periods		
86 min Blocks		
Block	Start	End
2nd	7:30	8:56
Advisory	9:03	9:33
4th	9:40	11:06
Lunch 1	11:06	11:36
6th	11:41	1:07
8th	1:14	2:40

Friday		
Red Day Traditional - Periods 1-8		
45 min Periods		
Class Period	Start	End
1st	7:30	8:15
2nd	8:21	9:06
3rd	9:12	9:57
4th	10:03	10:48
5th	10:54	11:39
Lunch 1	11:39	12:09
6th	12:13	12:58
7th	1:04	1:49
8th	1:55	2:40

LUNCH 2 SCHEDULE

Monday		
Black Day - Odd Periods		
95 min Blocks		
Block	Start	End
1st	7:30	9:05
3rd	9:12	10:48
5th	10:55	12:30
Lunch 2	12:30	1:00
7th	1:05	2:40

Tuesday		
White Day - Even Periods		
95 min Blocks		
Block	Start	End
2nd	7:30	9:05
4th	9:12	10:48
6th	10:55	12:30
Lunch 2	12:30	1:00
8th	1:05	2:40

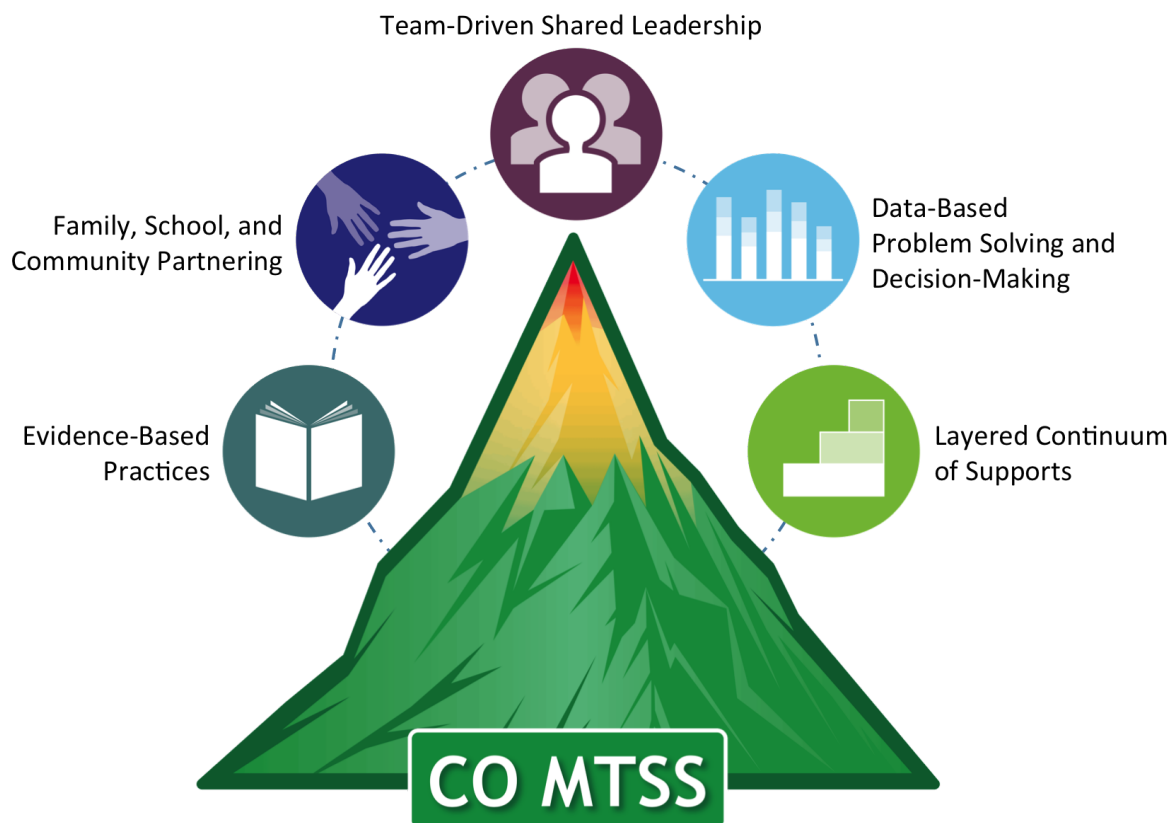
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7th	1:04	1:49
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Multi-Tiered System of Support

The Multi-Tiered System of Support is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. The framework of MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to be successful. A Multi-Tiered System of Supports helps schools and districts to organize resources through alignment of academic standards and behavioral expectations, implemented with fidelity and sustained over time, in order to enable every child to successfully reach his/her fullest potential. (CDE.state.co.us)



The MTSS team is dedicated to monitoring student progress, behavior, and social-emotional health needs. It is our goal to provide high-quality instruction and appropriate academic and behavioral interventions to meet the needs of every student. Teachers and support staff will use data to make decisions regarding instruction, goals, and student supports.

Positive Behavior Interventions & Support (PBIS)

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 Social and Academic Success

- Organization
- Commitment
- School pride
- Empathy
- Positive mental attitude
- Determination

When in doubt remember the RIDER way:

Respect

Integrity

Dedication

Enthusiasm

Responsibility

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/emotional concerns plus general questions that 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.

Registering a New Student

New students enrolling at RHS are required to present a birth certificate and proof of residency. New students must provide disciplinary records from their previous school, 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

Withdrawing a Student

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 a parent signature prior to withdrawal.

At the time of withdrawal, the student will turn in all school property, such as school issued iPads, 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 the 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 campus without prior approval of the principal.

Psychological Services

A school psychologist is assigned to the school. 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.

Scheduling and Concurrent Enrollment

Schedule Changes

Keeping the student's interest in mind, RHS will resolve any scheduling conflicts to the best of its ability. However, schedule change deadlines are one ~~two~~ weeks after the beginning of the semester. In rare cases, such as hardship, the one ~~two~~ week deadline may be overridden with the permission of the principal, counselor, and parents.

Aims Concurrent Enrollment Classes On Campus

Students may request to take course work through AIMS. AIMS credits can apply toward high school graduation requirements and/or college credit degree programs. A three-hour college course will equal .5 credit at RHS. Students taking classes with Aims are responsible for the administration fee as well as books depending on the course (this is indicated within the description). RHS will cover the cost of tuition for students who enroll in and complete a college course with a grade of 'C' or better. Students who withdraw from any college course after registration will be responsible for the cost of tuition.

Students enrolling in concurrent enrollment classes offered on campus for both AIMS and RHS credit should adhere to the following guidelines below:

1. All students must be enrolled in a minimum of 5 classes in order to take off-campus courses.
2. Students must complete an off-campus course request form and obtain the signature of the counselor and Principal prior to enrolling in the course
3. Off campus elective courses will be approved only if the class(es) are not offered on the RHS campus and must be approved by the principal prior to the starting date of the class.
4. On-line Credit Recovery classes will be the 1st option/priority for considering or approving classes to make-up credit.

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 a personalized graduation plan to determine their graduation status for the following school year. The student will attend only those classes needed to complete graduation requirements and they will not be allowed to participate in any extracurricular activities, unless a waiver is obtained.

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 Honors Night.

Independent Study Guidelines (Seniors Only)

Independent study classes are for those students who have a special interest in subjects that are not offered at RHS.

Each independent study course must meet or exceed the Carnegie unit time frame (a minimum of 16 hours contact time between Student and Teacher). Sponsoring teacher will keep a log of dates/times.

The sponsoring teacher must complete the appropriate application and have principal and counselor approval. The application must include:

- A descriptive course title.
- A description of the contents of the course including standards and credit to be awarded.
- Term and hour assigned to complete the requirements of the course.

Student Eligibility Requirements:

1. The student's grades and grade point average are in good standing with a cumulative GPA of 3.0 or higher.
2. Student has earned full credit through their Junior year (21 credits)
3. Student has cumulative attendance rate of 85% or higher and at no time been placed on an attendance contract or been involved in truancy proceedings.
4. Student has had no more than one out of school suspension.
5. Student can have a total of two independent studies for .5 credits each for a total of 1 credit toward graduation.
6. Student cannot take an independent study course in place of a class offered or required for graduation.
7. Special considerations for students on specialized plans such as 504, IEP, ELL, or GT plans may be given per administrator approval.

Graduation Requirements

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-18 school year and each ninth grade class thereafter.

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

Roosevelt High School Graduation Requirements for College and Career Readiness

To become a Roosevelt High School graduate, students must complete three steps: 1) Earn 24.5 academic credits, 2) fulfill the required amount of community service hours, 3) demonstrating college and career readiness in English and Math on one or more of the Colorado Department of Education's menu of options or complete the requirements and goals listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

Class of 2023 Graduation Requirements and beyond:

Step 1: Earn 24.5 Graduation Credits

English *English 12 required, includes capstone	4.0
Math	3.0
Science	3.0
Social Studies *Government Required	3.5
Physical Education/Health	1.0
Humanities *Includes World Languages, Art, and Music	1.0
Career Tech Education (CTE)	1.0
Electives	8.0
Total Credits: 24.5	

Step 2: Community Service

Perform 8 hours of community service per school year while enrolled at Roosevelt. During their four years at the school, students will complete a total of 32 hours.

~~*The Class of 2022 will complete 16 hours.~~

The Class of 2023 will complete 24 hours.

The Class of 2024 will complete 32 hours

Step 3: Demonstrate Competence in English and Math

Students must demonstrate college and career readiness in both English and Math by meeting or exceeding the required level of readiness in one area of the [Menu of Options](#) required by the [Colorado Department of Education](#).

CDE Menu of College & Career-Ready Demonstrations

<p>Accuplacer</p> <table border="1"> <tr> <td data-bbox="100 890 212 1045">Classic</td> <td data-bbox="212 890 492 1045"> <p>English 62 on Reading Comprehension or 70 on Sentence Skills</p> </td> <td data-bbox="492 890 797 1045"> <p>Math 61 Elementary Algebra</p> </td> </tr> <tr> <td data-bbox="100 1045 212 1207">Next Generation</td> <td data-bbox="212 1045 492 1207"> <p>English 241 on Reading or 236 on Writing</p> </td> <td data-bbox="492 1045 797 1207"> <p>Math 255 on Arithmetic or 230 on Quantitative Reasoning, Algebra, and Statistics</p> </td> </tr> </table> <p>A computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student’s academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels. Students may complete this in 10th-12th grades.</p>	Classic	<p>English 62 on Reading Comprehension or 70 on Sentence Skills</p>	<p>Math 61 Elementary Algebra</p>	Next Generation	<p>English 241 on Reading or 236 on Writing</p>	<p>Math 255 on Arithmetic or 230 on Quantitative Reasoning, Algebra, and Statistics</p>	<p>Concurrent Enrollment</p> <table border="1"> <tr> <td data-bbox="915 890 1179 1060"> <p>English Passing grade per district and higher education policy (C)</p> </td> <td data-bbox="1179 890 1442 1060"> <p>Math Passing grade per district and higher education policy (C)</p> </td> </tr> </table> <p>Approved English Courses: ENG 122 and 123 Approved Math Courses: Math 124, 131, 132</p> <p>*Students may complete these in 11th and 12th grade.</p> <hr/> <p>District Capstone</p> <p>All students will complete English 12 which includes the District Capstone.</p>	<p>English Passing grade per district and higher education policy (C)</p>	<p>Math Passing grade per district and higher education policy (C)</p>
Classic	<p>English 62 on Reading Comprehension or 70 on Sentence Skills</p>	<p>Math 61 Elementary Algebra</p>							
Next Generation	<p>English 241 on Reading or 236 on Writing</p>	<p>Math 255 on Arithmetic or 230 on Quantitative Reasoning, Algebra, and Statistics</p>							
<p>English Passing grade per district and higher education policy (C)</p>	<p>Math Passing grade per district and higher education policy (C)</p>								
<p>ACT</p> <table border="1"> <tr> <td data-bbox="222 1451 453 1551"> <p>English 18</p> </td> <td data-bbox="453 1451 683 1551"> <p>Math 19</p> </td> </tr> </table> <p>ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.</p> <p>*Students may take the ACT in 11th or 12th grade.</p>	<p>English 18</p>	<p>Math 19</p>	<p>Industry Certificate</p> <table border="1"> <tr> <td data-bbox="941 1451 1183 1551"> <p>English Individualized</p> </td> <td data-bbox="1183 1451 1425 1551"> <p>Math Individualized</p> </td> </tr> </table> <p>Industry certificates are credentials recognized by business and industry. They are district determined, measure a student’s competency in an occupation and they validate a knowledge base and skills that show mastery in a particular industry.</p>	<p>English Individualized</p>	<p>Math Individualized</p>				
<p>English 18</p>	<p>Math 19</p>								
<p>English Individualized</p>	<p>Math Individualized</p>								

<p>ACT WorkKeys - National Career Readiness Certificate</p> <table border="1" data-bbox="185 279 610 422"> <tr> <td>English Bronze or Higher</td> <td>Math Bronze or Higher</td> </tr> </table> <p>ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce.</p>	English Bronze or Higher	Math Bronze or Higher	<p>International Baccalaureate (IB)</p> <table border="1" data-bbox="906 247 1328 352"> <tr> <td>English 4</td> <td>Math 4</td> </tr> </table> <p>IB exams assess students enrolled in the official IB Diploma Programme. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).</p>	English 4	Math 4
English Bronze or Higher	Math Bronze or Higher				
English 4	Math 4				
<p>Advanced Placement (AP)</p> <table border="1" data-bbox="185 667 610 772"> <tr> <td>English 2</td> <td>Math 2</td> </tr> </table> <p>AP exams test students' ability to perform at a college level. Scores range from 1 to 5 (highest).</p> <p>*Students may complete this in 11th or 12th grade.</p>	English 2	Math 2	<p>SAT</p> <table border="1" data-bbox="906 667 1328 772"> <tr> <td>English 470</td> <td>Math 500</td> </tr> </table> <p>The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The highest possible score for each section is 800. RHS will administer the SAT for all 11th graders. Students can also complete the SAT as a 12th grader.</p>	English 470	Math 500
English 2	Math 2				
English 470	Math 500				
<p>ASVAB</p> <table border="1" data-bbox="185 1020 621 1119"> <tr> <td>English 31 on the AFQT</td> <td>Math 31 on the AFQT</td> </tr> </table> <p>The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.</p> <p>*Students may complete this in 10th, 11th or 12th grade.</p>	English 31 on the AFQT	Math 31 on the AFQT	<p>Collaboratively developed, standards-based performance assessment</p> <table border="1" data-bbox="906 1136 1343 1266"> <tr> <td>English State-wide scoring criteria</td> <td>Math State-wide scoring criteria</td> </tr> </table> <p>An authentic application of Essential Skills for Postsecondary and Workforce Readiness, through the creation of a complex product or presentation. (In development)</p>	English State-wide scoring criteria	Math State-wide scoring criteria
English 31 on the AFQT	Math 31 on the AFQT				
English State-wide scoring criteria	Math State-wide scoring criteria				

Special Education Students:

Special education students will be provided multiple pathways to demonstrate competency and earn a diploma through the use and attainment of one or more of the following:

As appropriate, use the same competency measures and demonstrations that provide meaningful and rigorous options for non-special education students. Individualized, standards-based Transition Individualized Education Plans (IEPs) that move the students toward identified postsecondary goals and competencies. Industry standards, military standards, college entrance requirements and/or Colorado Academic Standards as described in students' Transition IEPs. Extended Evidence Outcomes (EEOs), when appropriate. Apply, as appropriate, workforce readiness competencies and industry standards to provide opportunities and experiences for special education students that lead to successful post-school outcomes. Allow for flexibility with transfer of special education students to demonstrate competency toward diploma attainment.

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 (*Must include Alg I, Geometry, and Alg II*)
- Natural/Phy Sciences 3 Years (Must have two lab-based units)
- Social Sciences 3 Years (At least one unit of U.S. or World Hist.)
- 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

*Only classes designated as Advanced Placement (AP) will receive a weighted grade.

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.

Grade Level Course Requirements

NINTH GRADE			TENTH GRADE		
<i>English 9</i>	1	Credit	<i>English 10</i>	1	Credit
<i>Mathematics</i>	1	Credit	<i>Mathematics</i>	1	Credit
<i>Physical and Earth Science/ Biology</i>	1	Credit	<i>Science Elective</i>	1	Credit
<i>World Geography</i>	1	Credit	<i>World History</i>	1	Credit
<i>Physical Education/Health</i>	1	Credit			
ELEVENTH GRADE			TWELFTH GRADE		
<i>English 11</i>	1	Credit	<i>English 12</i>	.5	Credit
<i>US History</i>	1	Credit	<i>American Government</i>	.5	Credit
<i>Mathematics</i>	1	Credit			
<i>Science Elective</i>	1	Credit			

Grade-Level Status

A student's academic and grade level status will be determined by the amount of credits a student has earned; not on the number of years the student has attended RHS. The following outlines the number of credits a student must earn to be considered at the status of sophomore, junior, and senior. A student will remain at the status they are until they have earned enough credits to advance to the next level (ie: if a student has only earned 5 credits but they are entering their second year at RHS, they will remain at freshman status until they have earned enough credits to advance to the sophomore level). A student will be expected to attend appropriate grade level class meetings, etc. according to their academic/grade level status.

- 0 to 6.5 credits = Freshman status
- 7 to 13.5 credits = Sophomore status
- 14 to 20.5 credits = Junior status
- 21 to 28 credits = Senior status *Graduation from RHS requires a minimum of 24.5 credits.

Academic Scheduling Policy

All Freshmen will be required to enroll in a full 8 period class schedule. No "Free Periods" will be allowed for these students. Sophomore and Junior students will be required to enroll in a 7 period class schedule. "Free Periods" will be issued to Sophomore, Junior and Senior status students. Seniors must be enrolled in a minimum of 6 courses per semester.

Semester Final Exam Policy

It is the academic policy for all students enrolled in grades 9-12 to complete semester final exams at the conclusion of each semester while enrolled at RHS. Seniors in good standing of graduation may opt out of the spring final exams. Senior students may choose to complete spring semester finals in order to improve their semester grade, but it will not be calculated to decrease a student's semester grade.

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 are celebrated and recognized annually during an Honors Awards Night held at the RHS auditorium.

- Valedictorian: Highest overall GPA by the end of 3rd quarter senior year
- Salutatorian: Second highest overall GPA by the end of 3rd quarter senior year
- 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 semesters at RHS in the same calendar year or has a cumulative GPA of 3.6 or higher
- No out of school suspensions
- 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 the spring semester.
- A student can earn up to four academic letters

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 – 11th year and have at least a 3.6 GPA may complete the candidate form to be considered for membership.

Student Absences and Excuses

Attendance Line: (970)587-6002

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Excused absences

The following excuses shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Documentation, such as a note from a doctor, will be requested after a student has accrued ten (10) excused absences.

~~2. A student who is absent for an extended period due to physical, mental or emotional disability.~~

~~A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder~~

3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

Excusing an absence

Please call the school attendance office (970) 587-6002 before 7:30 a.m. on any day your child is going to be absent or late. Your call will ease our concern and eliminate the need to call you. After 10 **excused** absences, you will receive a letter from the office. At this time, you will be asked to provide documentation, such as a note from a doctor, each time your child needs to miss school.

Unexcused absences

All reasons not listed in the "Excused absences" section are considered an unexcused absence. Students who become habitually truant may be referred to the School Resource Officer for truancy. We would like to avoid having to work through these steps, so please make certain your child has good attendance at school. Unexcused absences may be excused by the Principal or admin team in extenuating circumstances.

See Discipline Matrix for consequences regarding truancy.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 18 total absences (**72 class periods**) in a school year, whether the absences are excused or unexcused, may be

identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

See Discipline Matrix for consequences regarding Chronic Absenteeism.

Prearranged Extended Absences

Parents/guardians are responsible for notifying the school before a class is missed. Prearranged absences forms must be submitted to the front office or can be completed by telephone (970)587-6002. Prearranged absences will excuse the student from school only for that day(s) that are indicated in the prearranged absences form. Parents will only be allowed to excuse their child(ren) for no more than ten (10) days (40 class periods).

RHS recommends parents and students to consider the impact of an extended absence before deciding to participate in an activity. 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.
5. Classroom assignments listed on the prearranged absence form will be expected to be completed upon a student's return to school, unless prior arrangements have been made with the classroom teacher.

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.)

Tardiness

Students who have a note from an administrator, office secretary, counselor, or teacher will not be marked tardy. Individual teachers may enforce appropriate classroom expectations or consequences regarding tardiness. Excessive tardiness may lead to an office referral and disciplinary action. A student that is 10 minutes or later to any class can be marked as absent. The teacher/office may count 3 tardies equal to 1 unexcused absence.

Truancy

If a student is absent without an excuse signed by the parent/ guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" student is defined as a student of compulsory attendance age (6-16) who has 4 total days (16 class periods) of unexcused absences from school in any one month or 10 total days (40 class periods) of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant." *See Discipline Matrix for consequences regarding truancy.*

Free Period Regulations

Sophomore, Junior and Senior students who are on track to graduate may choose to have a free period during the school day. Students on a free period must be in the commons area if they remain on campus.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two days allowed for make-up work for each day of excused absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. If a student was aware of an upcoming assessment, the student will take it upon their return.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Request For Make-Up Work

Students and parents may request make-up homework by contacting their teacher(s). Teachers will do their best to provide make-up work in a timely manner. Printed materials (if needed) will be made available for pick up in the front office the following day.



Code of Conduct

RHS is committed to empowering students to achieve maximum development of individual knowledge, skills and competence and that students learn behavior patterns which will enable them to be responsible, contributing members of society.

Discipline Matrix

The RHS administrative team may suspend or recommend expulsion of a student who engages in one or more of the following activities listed in the Discipline Matrix:

Discipline Matrix

The following consequences apply to behavior on campus, in school vehicles and at school activities and events.

Behavior	Behavior Code	First Offense	Second Offense	Third Offense
Assault*	13	3 day OSS	5 day OSS	10 day OSS/recommendation for expulsion
Bullying, Intimidating or Threatening Another Student*	09 or 18-22	1-3 day OSS/school counseling	3-5 day OSS/school counseling/ MTSS referral	5-10 day OSS/school counseling/MTSS revision
Cheating	12	Zero on assignment and/or 1 day ISS	Zero on assignment/ MTSS referral and/or 1-3 day ISS	1-3 day OSS
Defiance/Continual Defiance	08	1-3 day detention and/or 1-3 day suspension/RJP/school counseling	1-5 day suspension/MTSS referral	5-10 day OSS/ recommendation for expulsion
Disrespectful Behavior	08 or 09	1-3 day detention and/or 1-3 day suspension/RJP/school counseling	1-5 day suspension/MTSS referral	5-10 day OSS/ recommendation for expulsion
Disruptive Behavior	09	1-3 day detention and/or 1-3 day	1-5 day suspension/MTSS referral	5-10 day OSS/ recommendation for

		suspension/school counseling/RJP		expulsion
Dress Code	12	Change clothes/parent contact	Change clothes/parent contact	Change clothes/parent contact and/or suspension
Endangering Health/Safety of Others*	09	1-5 day suspension/MTSS referral/restitution (if applicable)	3-5 day OSS/counseling/safety plan	5-10 day/recommendation for expulsion
Failure to Attend Detention/ISS	12	Additional detention	1-3 day suspension	3-5 day suspension
Fighting*	13	3 day OSS	5 day OSS	10 day OSS/recommendation for expulsion
Gang Activity/Apparel/Paraphernalia	12	Removal of gang related paraphernalia/parent contact	1-3 day suspension/behavior contract/parent contact	5-10 day OSS suspension/review of contract/recommendation for expulsion
Harassment*	09 or 18-22	3 day OSS/school counseling/MTSS referral	3-5 day OSS/school counseling/ MTSS revision	5-10 day OSS/school counseling/ recommendation for expulsion
Inappropriate use of Technology	12	Restricted use of technology	Restricted use/removal of technology/suspension	Removal of technology/suspension
Inappropriate Physical Contact	12	1-3 day detention and/or 1-3 day suspension	1-5 day suspension/MTSS referral	5-10 day OSS/ recommendation for expulsion
Insubordination	08	1-3 day detention and/or 1-3 day suspension	1-3 day suspension/MTSS referral	3-5 day OSS
Intimidation or Threatening Staff/Physical Abuse Toward Staff	09 or 17	3 day suspension/safety plan/MTSS referral/RJP	5 day OSS/counseling/behavior contract	10 day OSS/recommendation for expulsion
Lying/Dishonest Behavior	12	1 day ISS	MTSS referral and/or 1-3 day ISS	1-3 day OSS
Major Disruption/ Disruption of Edu Process*	08 or 09	3 day suspension/safety plan/MTSS referral/RJP	5-7 day OSS/counseling/behavior contract	10 day/recommendation for expulsion

Profanity	12	1-3 day detention and/or 1-3 day suspension	1-3 day suspension/MTSS referral	3-5 day OSS
Robbery*	06	3-5 day OSS	5-10 day OSS/recommendation for expulsion/	10 day OSS/recommendation for expulsion
Sexual Assault*	15	10 day OSS/recommendation for expulsion		
Theft*	09 or 12	1-3 day OSS/RJP	3-5 day OSS/RJP	5-10 day OSS/recommendation for expulsion
Threat of School Safety	17	Threat assessment/alternative placement/safety plan/suspension	Threat assessment/recommendati on for expulsion	
Truancy*	001, 08 or 12	Counseling/detention/an d/or attendance contract	Counseling/ ISS/potential truancy ticket	Counseling/YFC referral/truancy court
Unauthorized presence on or in the vicinity of a Weld RE-5J property*	08	1-3 day OSS	3-5 day OSS	5-10 day OSS/recommendation for expulsion
Vandalism*	10	1-3 day OSS/RJP	3-5 day OSS/RJP	5-10 day OSS/recommendation for expulsion
Possession of Alcohol*	02	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/recommendation for expulsion
Possession of Drugs*	01	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/recommendation for expulsion
Possession of Marijuana*	14	Counseling/3 day OSS	Counseling/5 day OSS	10 day OSS/recommendation for expulsion
Possession of a Weapon or Weapon Facsimile*	05	10 day OSS/recommendation for expulsion		

Sale of Alcohol*	02	10 day OSS/recommendation for expulsion		
Sale of Drugs*	01	10 day OSS/recommendation for expulsion		
Sale of Marijuana*	14	10 day OSS/recommendation for expulsion		

Behaviors that may require law enforcement involvement are indicated with an asterisk (*)

Key	
In School Suspension	ISS
Multi-tiered Systems of Support	MTSS
Out of School Suspension	OSS
Restorative Justice Practices	RJP

This list of infractions is not all inclusive and students will still be held accountable for any other infraction not listed in the Discipline Matrix.

For more information regarding discipline please see BOE Policies regarding Code of Conduct, Disciplinary Removal from Classroom, Suspension, and Expulsion.

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.

- *Out of School Suspension (OSS)* – Student is excluded from all Weld RE-5J School District 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. During after school hours, student is excluded from all Weld RE-5J School District property and district sponsored activities, whether home or away for the designated period of time.
- *Activity Suspension* – Student is excluded from all activities sponsored by Weld RE-5J schools, whether home or away, for the designated period of time.

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 a 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 a 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.

Drug and Alcohol Policy

Weld School District RE-5J shall promote a healthy environment for students by providing education, support and decision making skills regarding 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 possession or use of alcohol or controlled substances is unlawful 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 School 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 & Possession

When a student is suspected of using or in possession of drugs/alcohol, 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.

See Discipline Matrix for consequences regarding Possession/use of drugs or other controlled substances.

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:

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:
 - a. Embarrassment, harassment or ridicule;
 - b. Endangers the mental and/or physical health of a student;
 - c. Causes actual emotional and/or physical harm; or,
 - d. 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.

See Discipline Matrix for consequences regarding aggressive behaviors such as fighting, disorderly conduct, assault, bullying, harassment, abusive language, and destruction of property.

DELEGATION OF RESPONSIBILITY:

Each staff member and volunteer shall be responsible to maintain an educational environment free of harassment, intimidation, bullying and cyberbullying. 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 cyberbullying.

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 cyberbullying 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 both the victim and the accused will be informed.

Secret Society/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 RHS administrative team 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.

Cell Phones/Electronic Devices & Student iPad 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.

In issues of disciplinary investigations at school, administrators may confiscate and hold student cell phones/iPads during the period of the investigation. Student cell phones/iPads will not be searched without student or parent consent. Holding cell phones during an investigation only supports and prevents issues of dishonest collaboration, etc.. All cell phones/iPads will be returned to the student by the end of the school day when confiscated for investigation.

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. *See Discipline Matrix for consequences regarding Inappropriate Technology use.*

Security and Damages Responsibility

Keeping the device secure rests with the individual owner; Weld RE-5J School District is not liable for any device stolen or damaged while on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

It is recommended that skins (decals), engravings, or other custom markings are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Bring Your Own Technology Student Agreement

~~The use of technology to provide educational material is not a necessity but a privilege. A student does not have the implicit right to use his laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.~~

Effective and appropriate use of technology benefits student learning and the learning environment as a whole. However, if students are using technology in an inappropriate manner the privilege will be taken away or modified. Students and parents/guardians participating in the BYOT program must adhere to the Student Code of Conduct as specified in each school's student handbook, particularly the *Weld RE-5J Internet & Electronic User Agreement and Parent Permission Form*.

All BYOT Devices *All personal technology:*

- must meet, or exceed, the capabilities of the district issued technology provided. A cell phone does not qualify as a BYOT device. Laptops or alternative tablet devices will need to be approved by building administration.
- Students will adhere to the Student Code of Conduct for their BYOD device just as district provided devices.
- must be capable of accessing all instructional materials, apps and resources that district issued devices are capable of accessing.
- ~~must be in silent mode while on school campuses and while riding school buses or school vehicles~~
- ~~may not be used to cheat on assignments or tests, or for non-instructional purposes, such as personal phone calls and text messaging.~~
- ~~can be used to record video or photographic resources of persons on campus but must be done so with the written consent of the participant.~~
- ~~may only be used to access files on computer or Internet sites which are~~

~~relevant to the classroom curriculum.~~

- ~~• including cell phones, mobile communication systems, and smart technologies (Android, iPhone, etc.) may be used only with teacher permission in the classroom.~~

~~These devices are not to be used in any of the common areas such as the cafeteria, library, hallways, gymnasiums or commons.~~

General Student Information/Policies

Academic Honesty/Honor Code

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

- Copying another's work on a test or assignment which is considered an individual task.
- Plagiarism (passing off another's work as one's own or using another's words or answers without crediting the source).
- Unauthorized collaboration with another on an assignment meant to be an individual task.
- Turning in another individual's work as the student's own.
- Using unauthorized notes, "cheat sheets," sharing answers, or seeking answers from another individual or source of information when taking a test or a quiz.

See Discipline Matrix for consequences regarding Cheating/Academic Dishonesty

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. RHS recognizes that students have a right to express themselves 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.

~~Students will be required to wear their school issued ID at all times during the school day with the exception of certain activities where wearing an ID could be a safety issue ie PE, or trade classes. Badges must be visible to staff upon observation and not concealed in pockets~~

or bags. If a student loses their badge an replacement can be purchased in the main office for a \$5 fee for the first replacement and \$10 fee for additional replacements. This fee will be waived for students receiving free and reduced lunch.

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 may provide appropriate attire so the student may return to class. The clothing shall be returned at the end of the day.

Unacceptable Items

The following items are 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 (upper)-thigh length.
2. Sunglasses, bandanas, and hoods worn inside the building. **Removed Hats in language.**
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs **in excess of 1"**, halter tops, backless clothing, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach **in excess of 1"**, buttocks, back and breasts.
4. Tank tops, halter-tops or other similar clothing.
5. Sleeveless Shirts or Blouse. **Remove**
6. Pajamas or clothing designed as bed clothes. (Unless part of an approved Spirit Day.)

7. 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, marijuana, 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.
8. 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.

Gang Symbols

The board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessories, 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.

See Discipline Matrix for consequences regarding Dress Code

Classroom Policy – Food and Drink

Food and drink may be permitted in any classroom by 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 only. 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. 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. *See Discipline Matrix for consequences regarding truancy.*

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. During any Roosevelt High School sponsored activity, including school sponsored dances, students must meet academic standards set forth by CHSAA and Weld County School District RE-5J. This policy also includes the Roosevelt On-Line School Program.

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.
 - i. Middle school students are prohibited from entry.
 - ii. All guests who are not currently enrolled in a high school, must be approved by a building administrator.
 - iii. No guest of RHS students may be over the age of 20 years old.
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. Dancing that exhibits any type of sexual innuendo will not 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 any time.

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 the 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 extracurricular 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. Visit the Weld RE-5J website for more information regarding food services, lunch prices and lunch applications.

<https://www.weldre5j.k12.co.us/family-information/page/food-services>

Depositing money into lunch accounts can be done through the front office or the parent portal. You may also call the district office at 970-587-6055. Students who qualify for free and reduced lunches have to reapply every school year. Forms can be completed on the district website, but if computer access is an issue, we have a limited amount of forms in the main 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 Office

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

- Students must have a pass from their teacher in order to visit the health office.
- Students must first obtain a pass from the following period teacher if they are in need of the health office between periods.
- Students may not use the health room to sleep or hang out. Abuse of these procedures will result in loss of privilege.
- Medications must be in the original container or pharmacy labeled bottle. Only emergency medications such as asthma inhalers or Epi-Pens may be carried by students. These require permissions in writing from the physician, parents, and a signed self-carry contract. Students may not carry and self-administer any other medications.
- Students are to respect the rules and expectations of the nurse or person in charge of the health office area.

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 must 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 with School Board Policy, all internet users must read and sign an

Internet Acceptable User Agreement. This form will be available at registration.

Students must not abuse or inappropriately use the school 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. Access entails responsibility.

Student Parking Policy

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 well as 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 RE-5J WILL NOT BE RESPONSIBLE FOR THEFT OR DAMAGE TO VEHICLES.

Public Display of Affection

Public displays of affection must be maintained at an appropriate level for a professional environment. Inappropriate public displays of affection are not allowed at RHS. Any staff member may issue a verbal warning at any time. If PDA becomes habitually inappropriate, further consequences will be an automatic parent contact and further school consequences according to the Discipline Matrix under *Insubordination*.

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 RE-5J IS NOT RESPONSIBLE FOR ARTICLES LOST OR STOLEN.

Theft and Loss Reports

Theft and losses in the classroom should be handled with the instructor in charge. Theft and losses outside the classroom should be reported to the SRO and principal. The school will assist students, as much as 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 visit the front office to schedule a guided tour of our facilities.

Outside visitors of RHS will be required to show a photo I.D. and wear a visitor's badge when checked in at the front office. Visitors should attend only the area(s) they are designated to visit and are required to checkout when leaving RHS.

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. RHS will strive to ensure the experiences in our school will be positive.

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. Students also accept any rules, regulations, and responsibilities, which are unique to any of these programs.

Any student involved in any Colorado High School Athletic Association (CHSAA) sanctioned extracurricular activity and/or any Roosevelt High School sponsored activity must meet any standards set forth by CHSAA and Weld County School District RE-5J. This policy also includes the Roosevelt On-Line School Program (Copies are on file in the Athletic Department).

Eligibility Standards

- a. An eligibility check will be made for all students every week. All students who wish to participate in athletics or other school sponsored activities must be registered for a minimum of six classes. Any student not passing five credited classes will be ineligible for the next week. A student failing more than one class (2 or more) will not be eligible for the one-week eligibility period. Note: Athletes or activity participants can continue to practice, but may not participate in scheduled games/contests/meets or miss scheduled class time.
- b. Students enrolled in the full-time on-line school at RHS, must have a minimum of 5 classes assigned to them in order to be eligible. Those students must maintain an active progress rate of 20 hours per week and completion of 40 activities. The on-line students must also be passing their class(es) in order to be eligible at eligibility checks.
- c. Student/Athletes who have completed their required courses as per graduation requirements and choose to take approved college level classes, may do so if

approved by the principal's office. These students must adhere to the minimum total requirement of five classes and will be responsible to maintain eligibility status for those classes.

- d. Credit Recovery and Credit Advancement students must maintain a passing grade at the time of eligibility checks. These students must also make adequate weekly progress on their classes (blue or green indicator/graph) in order to be eligible.
- e. 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.
- f. Students must be in attendance for half of the 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.
- g. 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.
- h. No student will be allowed to participate (including practice) in a sport until he/she has completed the check-out process:
 - i. Complete and sign emergency card
 - ii. Complete and sign parent consent and insurance form
 - iii. Provide a completed physical form
 - iv. Specific sport contract and Parental agreement signed
 - v. Paid participation fee (by first scheduled competition)

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/xo/> <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 does not discriminate on the basis of discrimination, race, creed, color, sexual orientation, marital status, national origin, religion, ancestry, need for special education services, or any other protected status in any activity, program, or practice of the District, as required by Title II, Title VI, Title IX, Section 504, and other applicable laws. For information regarding civil rights or grievance procedures, please contact Cara Anderson, Assistant Superintendent of Human Resources, Weld County School District RE-5J, 110 S. Centennial Drive, Milliken, CO 80543, (970) 587-6050. You may also contact 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.