

Roosevelt High School

2016 - 2017

Student Handbook



Principal
Brian Vance

Assistant Principals

Michael Kelly
Juan Price
Kristina Rodgers

This handbook belongs to:

NAME _____

ADDRESS

CITY/TOWN _____
ZIP _____

PHONE

STUDENT

1410 N.E. 66th
Street
Seattle, WA 98115
Telephone
206.252.4810

Roosevelt High School

What I Am To Be I Am Now Becoming

Roosevelt Spirit Song and Alma Mater

The Roosevelt Spirit Song

Fight on for Roosevelt High School
Hurl back the foe
Bring home the glory of our victory
Go right in and fight
Fight on for Roosevelt High School
On field and floor
We're backing you, team
So top that score

Alma Mater

All hail to Roosevelt
In far flung West a school the best
exalt we to the skies.
Her fame goes far, a flaming star,
her spirit never dies!
On Puget Sound for miles around
her reputation known
For loyal sons and daughters come
to make her aims their own.
Oh Roosevelt, Oh Roosevelt
Our Alma Mater fair;
We'll live for you and ever be true
we'll never do and dare.
Oh Roosevelt, Oh Roosevelt,
your staff shall never pale;
We'll sing your praise
Through endless days;
All Hail!

School Mission Statement

Roosevelt High School's mission is to help **all students** build a strong educational foundation for success in life. We **trust** in each other, **believe** in ourselves and **achieve** individual and collective excellence. We create our **future together. Each of us, Every day.**

Trust, Believe, Achieve. Creating our future
together. Each of us, Every Day.

School Colors

Green and Gold

School Phone Numbers

Principal

Brian Vance
Main Office

252-4810

Assistant Principals

	Juan Price (A-G) Room 313		252-4936
	Kristina Rodgers (H-N) Room 211		252-4812
	Michael Kelly (O-Z) Room 257		252-4960
<u>Activity Coordinator</u>	Kate Plesha	Rm 109	252-4861
<u>Administrative Secretary</u>	Marjorie Gamble	Main Office	252-4816
<u>Assistant/Athletic Secretary</u>	Laura Remme	Main Office	252-4810
<u>Athletic Director</u>	Matt Katinas	Rm 162	252-4911
<u>Attendance Secretary</u>	Diana VanAelstyn	Rm 168	252-4814
<u>Counseling Secretary</u>	Mary O'Connor	Rm 105	252-4827
<u>Custodian</u>	Than Sibounhevang	Rm 116	252-4910
<u>Fiscal Specialist</u>	Holly Poulias	Rm 164	252-4866
<u>Librarian</u>	Patricia Pawelak-Kort		252-4953
<u>Registrar</u>	Dana Miller	Rm 101C	252-4851
<u>Security Office/Lost and Found</u>		Rm 169A	252-4820
<u>Nurse's Office</u>	Samara Hoag	Rm 255	252-4817
<u>Teen Health Center</u>		Rm 255	527-8336
<u>Transportation (SPS District)</u>			252-0900

DAILY TIME SCHEDULE FOR CLASSES

Period 1	8:45 – 9:35	
Period 2	9:40 – 10:30	
Rider Time	10:30-10:50	
Period 3	11:00 – 11:50	
Period 4	11:55 -12:25	First Lunch
	12:30 -1:20	Class Time
		or
	11:55 –12:45	Class Time
	12:50 –1:20	Second Lunch
Period 5	1:25 – 2:15	

Date	Day	
Staff Only	8/30	TRI-District
Staff Only	8/31	TRI
Staff Only	9/01	TRI
1.	9/28	District ER
No Students	10/14	FULL DAY
2.	10/26	District ER
3.	11/16	District ER
4.	3/22	District ER
5	5/10	District ER

Lunch Period

Lunch period is determined by the department in which you spend your fourth period.

First Lunch (11:55-12:25): Business/Technical Education, Bilingual/ELL Department, Family and Consumer Science Education, Math, Science, Special Education, and World Languages.

Second Lunch (12:50-1:20): Performing & Visual Arts, Language Arts, Health and Physical Education, and Social Studies.

EARLY RELEASE DAYS & TIME SCHEDULE

Early Release Bell Schedule

Period 1	8:45-9:20
Period 2	9:25-10:00
Period 3	10:05-10:40
Period 4	10:45-11:20
Period 5	11:25-12:00
Period 6	12:05-12:40
Lunch	12:45 – 1:15

1 FULL PD DAY (DISTRICT)
+ 1 TRI DAY (DISTRICT)
+ 2 BUILDING TRI
+ 5 EARLY RELEASE DAYS
(DISTRICT)

KEY

District ER (shaded) – Seattle Public Schools Early Dismissal
FULL DAY = Seattle Public Schools full day Professional Development

ATTENDANCE POLICY

Students are expected to be in school and in class daily. A student is considered absent if they enter class after 10 minutes have elapsed. Punctual attendance is the first requirement for success – both here and in the “real” world. A large part of learning takes place during class discussions and participation. Many of our teachers use instructional methods that require student participation; if students are absent, they miss out on that learning.

The depth of coverage of material in our courses requires active student engagement and participation. The failure to attend class prevents active student engagement. Consequently attendance is a necessary component of our classes and will be considered as a basis for grading in all courses.

All absences to school are unexcused unless the parent/guardian contacts the school by phone, email, or note within three school days (72 hours). Attn office phone number is 206 252-4814.

If a student receives an automated call or e-mail for a period(s) they were not absent in, the student needs to talk to the teacher. The parent cannot excuse the absence.

Excused Absences:

- Participation in a school-approved activity (field trip), (auth in-bldg), (auth out-bldg)
- Request made by parent/guardian such as illness, health conditions, family emergencies, religious purposes, vacations or educational opportunities
- Disciplinary actions or suspensions

Unexcused Absences:

- Absences not authorized or excused from the above reasons

Tardiness:

- Students arriving late to school or class for any reason not described as an excused absence will be counted as unexcused tardy.
- Arrival to class late, by more than 10 minutes will be considered an absence.

ATTENDANCE PROCEDURES FOR STUDENTS: It is YOUR responsibility to keep track of your attendance. You may look on THE SOURCE or get a Print-out from the Attendance Office. You must excuse absences by a Parent Note, Parent E-mail or Parent Phone Call, within 72 hours (3 days). You **CAN NOT** wait until the end of the semester to excuse all of your absences. They will **NOT** be excused. If you need an Early Dismissal slip, please have a parent call, email or send a note with the student. You need an Early dismissal slip before you leave the school grounds. When you return, please check back in at the Attendance Office and show the early dismissal slip. If you come from another classroom with a note, show the note to the teacher and then bring the note to the Attendance Office. This ensures that your absences will be excused. (teachers can only mark Absent or Late in the computer system. They cannot excuse the absent or late in the Computer, the attendance office does this.)

If you will be gone on a pre-planned event, make sure you fill out a pre-planned absent form and have teachers sign. You need to do this at least 3 days in advance.

COMMUNITY AND RESOURCE SERVICES

Counseling/Medical

Alcohol/Drug Helpline	722-3700 or 1-800-562-1270
Alcohol/Drug Teen Helpline	722-4222 or 1-800-562-1240
45 th Street Community Health Clinic	633-3350
Crisis Clinic 24 hour Crisis Line	461-3222

Dropout Prevention/GED

Career Links at NSCC	523-4517
Center for Career Alternatives	322-9080
Seattle Community Colleges	527-3709
Seattle Indian Center	329-8700

Housing/Youth Advocacy

Emergency Shelter Community Information	461-3200
University District Youth Center	526-2992

ROOSEVELT VIRTUAL LIBRARY CARD

Virtual Library Card: <http://roosevelths.seattleschools.org>

Under “Academic” tab choose “Library” from menu on the left-hand side.

Mrs. Pawelak-Kort, Librarian: ppawelakkort@seattleschools.org

Library Hours: Monday – Friday 8:15 a.m. – 3:45 p.m.

General Guidelines:

1. The Library is a place of study.
2. Computers are for school-related work only.
3. Passes are required to be in the library during class time.
4. Request equipment early for class projects.

- 5. Drinks are permissible, if they are in leak proof containers.

Roosevelt High School Library Catalog:

- Books
- DVD & VHS
 - Accessed through “*Copy Categories*”
 - Available for overnight checkout
- eReference [electronically formatted reference books]
 - Accessed through “*Copy Categories*”
 - Password is “*roughrider*”
- Websites
 - Identified with disc icon
 - “*No copies*” indicates that we do not own it, but we may use it
- WebPath Express
 - Separate choice in the left-hand menu on the catalog page
 - Retrieves collections of websites

Seattle School District Library Resources:

- Most items of interest to you will be under “Resource by Subject”
 - User name is “*studentsps*”
 - Password is “*access*”

COUNSELING & GUIDANCE SERVICES

Room 105
Telephone: 252.4827

Head Counselor: Nikole Duncan Sortun

The student’s last name determines her/his counselor:

A-E	Ms. Carrie Richard	252-4835
F-K	Ms. Nikole Duncan	252-4836
L-Q & Y	Ms. Cathi Rodgveller	252-4825
R-X & Z	Mr. Frank Heffernan	252-4826
Academic Intervention Specialist	Erin Bailey	252-4824
	JoEllen Hathaway	252-4840
Psychologist	John Lynch	252-4906
Secretary	Mary O’Connor	252-4827

The counselors at Roosevelt High School work with individual students and with groups to help students develop strategies for success in academics, and in considering their post-high school plans and future careers. Counselors challenge students to become aware of their individual strengths, to develop methods for dealing with difficulties, to set goals, to make choices and to consider consequences.

CRITERIA FOR GRANTING CREDIT

Roosevelt will grant credit toward graduation if:

1. The student has completed requirements for a class offered for credit by the Seattle School District.
2. The student has earned credit at an institution accredited to give high school or college credit. And, Roosevelt has in its possession an official transcript from the accredited institution. And, the hours a student spent in class at the accredited institution are reasonable equivalent to 75 hours for .50 credit and 150 hours for 1.00 credit and
Roosevelt's Principal or the Principal's designee gives prior approval for a student seeking credit outside of Roosevelt.
3. Running Start classes are in a special category. Students may be asked to earn college credits as well as high school credit for each Running Start class. See page 9 for more information

Roosevelt High School Graduation Requirements and Core College Admissions Requirements

Counselors meet with all students starting first semester of 9th grade to go over high school graduation requirements, as well as to talk about course requirements for admission to four year colleges, and other post-secondary plans. Graduation requirements are subject to change and both graduation requirements and college admission requirements can vary, depending on graduation year. So it is important for students to communicate frequently with their counselors.

The general graduation requirements for Roosevelt High School are set out below, with an indication of the MINIMUM needed for four year college:

Fine Arts	1.0 credits (1.0 for most colleges)
Health	.5 credits

Language Arts	For class of 2015: 3.0 credits: LA 9A, LA 9B, LA 10A, LA 10B, 1.0 AP LA or CIHS LA. Class of 2016 and beyond: 4.0 LA credits required. (4.0 credits LA college admission)
Math	3.0 credits: and through algebra 2 (3-4 credits for college, including senior year of math or math based science)
PE	1.5 credits (including personal fitness class)
Occupational Education	1.5 credits
Science	2.0 credits (2 -3 credits lab science for college)
Social Studies	3.0 credits: Washington State History (may be taken in middle school), WH I, WH 2, AP Human Geography, US History, American Government
Additional Classes	4 credits additional classes. College admission requires 2-4 years of a single world language.
Other requirements	21 total credits class of 2016, 2017, &2018; 24 credits for Class of 2019 and beyond, with no more than 2.0 TA credits, 2.0 cumulative and core GPA, High School & Beyond Plan, 60 hours service learning, , State exit testing standards or alternative in Language Arts, math, and science. All fees must be paid to receive diploma.

SEE YOUR COUNSELOR FOR QUESTIONS REGARDING THESE REQUIREMENTS

CAREER AND COLLEGE PLANNING

In your freshman year you should be planning the courses necessary for entrance to a college, university, a training program for a particular vocation, or for employment after high school graduation. During your freshman year, your counselor will schedule an appointment with you to create a High School and Beyond Plan. This blueprint will include the courses required for high school graduation, as well as help you figure out what you need for your post-high school goals. Consultation with your parents and counselor throughout high school will assure you of appropriate course choices for these goals.

A high school diploma enables you to go to work, to enter some apprenticeship programs, enlist in the military, or to seek further education.

Running Start

This program allows qualified students to

1. Take both high school and college classes.
2. Earn college credit free of tuition charges. (accepted at some but not all four year colleges).
3. Apply credits earned through college courses toward high school graduation requirements.

What are the qualifications to attend this program?

1. A student must take a qualifying test and be prepared to take college level courses and do college level work.
2. A student must have at least 10 credits by the start of their junior year.
3. A student must purchase his/her own books for classes and pay all college fees.
4. A student must provide his/her own transportation.

See your counselor for more information.

College Athletic Eligibility

Review the NCAA Guide for the College-Bound Student Athlete, available at www.ncaa.org and/or for NAIA eligibility <http://www.naia.org/>, plus talk to your counselor.

COLLEGE PLANNING CALENDAR AND CHECK LIST

Freshman Year

- Enroll in required courses and choose world language as an elective.
- Become acquainted with your counselor.
- Establish a good grade point average.

Sophomore Year

- Familiarize yourself with college conferences and set goals.
- In the fall take the ASPIRE at Roosevelt as a practice test for the ACT.

Junior Year

- Persist in rigorous academic courses; continue to take math and science.
- Attend selected college conferences in the Career Center and the College Fairs.
- In the fall take the PSAT/NMSQT at Roosevelt High School (practice for the SAT).
- Actively research possible colleges and universities.
- In the spring take the SAT or ACT plus SAT Subject tests if required.

Senior Year

- Take (or retake) the SAT, ACT, SAT Subject tests if you choose.
- Meet with your counselor to plan your official recommendation and necessary paperwork.
- Plan carefully for deadlines; allow two weeks for counseling office processing.
- File the Financial Aid Form (FASFA) as soon after January 1 as possible.
- Ask for seventh semester grades to be forwarded to schools who want them.
- Be sure to request a final transcript be sent to the school you choose.

ACADEMIC INTEGRITY POLICY

The purpose of this contract is to provide teachers, students, administrators and parent/guardians with a shared understanding of cheating, plagiarism and misrepresentation, and to make clear the consequences of such.

The Roosevelt High School Academic Honesty Policy defines cheating as any violation of trust between teacher and student OR student and student with the intent to deceive or misrepresent. Any deception made to gain an academic advantage that could not have been gained otherwise is cheating. **It is the responsibility of all students, teachers, educational support staff, administrators and parents/guardians at RHS to take an active stand against cheating both in spirit and practice.** While the faculty, administration and School Board have the obligation to set academic requirements and to monitor assignments to assure both rigor and equity, students, faculty and parents/guardians must work together to establish optimal conditions for honorable academic work.

Specific examples of Academic Integrity Policy violations include but are not limited to:

1. Copying another student's homework/test AND/OR allowing someone to copy one's work
2. Sharing homework/test information with the intent to raise a grade
3. Plagiarism in any and all forms
 - a. Copying word for word from any published/copyright-protected source without securing permission and giving credit to your source
 - b. Copying an idea from a published/copyright-protected source without giving credit to your source
4. Forging signatures
5. Giving or receiving aid in exams, giving or receiving unpermitted aid in class work, projects, reports, or any work that is to be used as a basis for a grade – including use of unauthorized electronic devices in classrooms or other academic settings.

The consequences of violating the RHS Academic Integrity Policy are:

<p>First Offense in a class/course will result in:</p> <ul style="list-style-type: none"> • Lose credit for paper or test • Communication (phone or email) to parent/guardian administrator and counselor to be kept in building files 	<p>Additional offense(s) in another class will result in:</p> <ul style="list-style-type: none"> • Lose credit for paper or test & school based
<p>Second Offense in the same class/course will additionally result in:</p> <ul style="list-style-type: none"> • Lose credit for paper or test 	

Note: when writing college recommendations, teachers are asked if the student has been disciplined or if there is any reason to doubt this student's integrity.

For this policy to have the desired effect, academic honesty must be an internalized set of expectations held by all members of the RHS academic community.

1. This policy will be discussed with all students during one homeroom class period in the first week of school.
2. Each teacher will take class time to explain how the policy is viewed and applied by him/her in respective settings and courses

Academic Integrity

- Integrity is:
 - Doing your own work
 - Crediting others' works, pictures, facts, images, and ideas
 - Keeping your eyes on your own paper when that is expected
 - Helping, not copying
 - Using electronic sources with integrity
- Assuming personable responsibility for your own learning and demonstration of learning
- Holding yourself to high standards
- Honestly representing what you know, acknowledging what you don't, and seeking help appropriately
 - There will be opportunities to work with others as well as work individually. If you do not understand what you are being asked to do, please ask for more support or more time. Ask for help as soon as you need it.

Academic Dishonesty

- Plagiarism is
 - Using writings, passages, images or ideas of others and passing them off as your own, including but not limited to transmittal using any technology
 - Using an outside source – any work, published or unpublished, by a person other than you – without proper acknowledgement
 - Submitting or using falsified data or records
- Cheating is
 - Deliberate deception in order to secure unfair or unlawful gain including theft or trickery to obtain an unethical advantage over other students
 - Assisting, encouraging, inciting, threatening, helping or participating in misrepresenting someone's work as your own

- Allowing your eyes to stray to another person's work on quizzes or tests
- Using unauthorized material including but not limited to textbooks, notes, calculators, electronic devices or computer programs during an exam or other assignment
- Using signals or gestures during tests/quizzes/exams to obtain or give information
- Forgery/Stealing
 - Using unauthorized access to an exam or answers to an exam
 - Using an alternate, stand-in or proxy during an exam
 - Altering test records or assignment records, electronic or paper records, to gain an academic advantage
 - Forging signatures
 - Sabotaging or destroying the work of others

WHAT TO DO IF YOU HAVE A PROBLEM

MAKE AN APPOINTMENT TO TALK WITH YOUR COUNSELOR. What you talk about with your counselor is confidential, except if the problem is about a physically abusive situation or suicide. Physically abusive situations and suicide threats must be reported. Your counselor is trained to help you with academic, personal and interpersonal problems. Your counselor also has information about community agencies and other sources of help.

What to do about a problem with another student:

1. Talk with the other student. Or,
2. Talk with your counselor.

What to do about a problem with a teacher:

1. Talk with your teacher
2. Talk with your counselor. This discussion is confidential. You may ask your counselor to set up a meeting with you and the teacher (and a parent if you want),
3. If there is no resolution to the concern after steps one and two, contact your administrator. Keep in mind that an administrator should get involved only after attempts have been made at steps one and two.

What to do if you have a problem with a grade: Every effort shall be made by our school staff to give you an opportunity to voice your concern.

1. Make an appointment to talk to your teacher, at a time that is convenient for both of you. You may want to ask a parent to also attend this meeting. You should prepare for the meeting by organizing your thoughts and gathering any relevant documentation such as test grades, homework assignments, and major projects.
2. If needed, you, your parent, or both should make an appointment to talk with a counselor or the department head or the ombudsperson. This staff person will listen and offer comments. The person selected should be an individual with whom you feel comfortable. You should also prepare for this meeting and bring appropriate documentation.
3. If after talking with the school members listed above you still have concerns, you may submit a written summary of these concerns to the Principal. This summary should include information about the situation as well as references to prior meetings or actions. Everyone involved agrees to recognize that reasonable persons may arrive at different conclusions about these concerns.

4. At the Principal's convenience, your concerns will be reviewed. Any follow-up with you, your parents, and/or your teacher is at the Principal's discretion.

DEALING WITH HARASSMENT

Roosevelt High School prides itself on acceptance of all students. We value each and every one of you, so it is important that we maintain an environment that is safe for learning so that everyone feels comfortable. Through an understanding of harassment and discrimination you can help to contribute to this safe learning environment. The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interferes with the right of students to be secure and obtain their education.

Seattle School District Anti-Harassment Policy: It is the policy of the Seattle School Board to prohibit harassment based upon national origin, race, economic status, sex, sexual orientation, pregnancy, marital status, or disability. This prohibition shall apply to all district employees, volunteers, parents/guardians, and students, including conduct between students, between adults, and between adults and students. The administration shall establish procedures and processes consistent with this policy and the requirements of state law and regulations, and shall assure that the policy and procedures are distributed in accordance with law. (CO3.00, Adopted June 1995)

WHAT TO DO IF YOU EXPERIENCE HARASSMENT?

The most important thing to remember is that harassment is not acceptable and must be stopped. However, you don't need to try to stop it on your own. We, as a staff, are here to help.

Basically you have two choices. You may file an **INFORMAL** complaint or a **FORMAL** complaint to any staff member with whom you feel comfortable.

INFORMAL COMPLAINTS

- Report harassment to any staff member.
- Staff **MUST** then inform the Administrative Team.
- Administrative Team **MUST** then act within 10 days.
- Administrative Team **MAY** then:
 - ~ Give you a chance to explain to the harasser how you feel.
 - ~ Tell the harasser that his or her conduct is inappropriate and may lead to punishment.
 - ~ Review the anti-harassment policy with the entire community.
 - ~ Notify parent of the harasser
 - ~ Refer the harasser to the police, district authorities, or take additional action.

FORMAL COMPLAINTS

Anyone may file a formal complaint. All teachers have a complaint form/questionnaire in their staff manuals.

- The formal complaint must be written, specific, signed, and submitted within ten days to the building administration.
- The formal complaint should include the action, the frequency of the action, and how you are/were affected.
- The complaint should be written by the affected student, but you may ask for adult support.
- The complaint is then forwarded to the principal.
- An investigation will begin immediately.
- The superintendent will be notified.
- Within 30 days, someone from the school district will respond to you and tell you what they have learned and what will happen next.
- Anyone may contact the Seattle Public School Central Administrative office or the police to file a complaint.

Remember, if your words or actions are bothering someone – even someone who is witnessing you doing this to another—you may be guilty of harassment.

DANCE INFORMATION & RULES

INFORMATION

Dance Hours: 8:30-11:30 p.m. For purposes of safety and security, please arrange for transportation home prior to the dance. **All adult supervision ends at midnight.** Three dances: Homecoming, Tolo, and Senior Prom.

Picture ID – All students and guests must bring picture ID to the dance.

Chaperones – Parent (adult) chaperones will be at all Roosevelt Dances.

Backpacks – No backpacks will be allowed at dances.

Pre-Sold Tickets – tickets will be pre-sold during the week before each dance. Tickets are never sold at the door.

Guest Passes – guest passes must be purchased one week before each dance.

DANCE RULES: 1) Students and guest must present a current student ID card to gain entry to the dance. 2) Student may purchase one (1) pre-paid guest pass. Guests must be approved by RHS to be admitted to a dance. All guests must present valid ID to be admitted to the dance and must be on the approved guest list. Guests must be under 21 years of age. 3) School dress and appearance code will be enforced. "Dress and appearance code will be enforced" See Below. Students whose attire appears to be overly revealing will be required to change or be dismissed from the dance. 4) Consistent with district rules and procedures, students who appear to be under the influence of alcohol and/or a controlled substance will be subject to an evaluation that may include saliva test strips. Parents of students found to have used or have in the possession, and/or under the influence of alcohol, and or a controlled substance will be called to come to the dance as soon as possible to take charge of their student(s). ***If a student is thought be under the influence of alcohol or a controlled substance and refuses to take a saliva test, that student will be considered to be non-compliant with administration and will receive appropriate discipline. Students found in possession or under the influence of alcohol or controlled substances at a dance will be banned from school dances for one (1) calendar year.*** 5) Students will be required to adhere to district expectations regarding their dance behavior. "Lewd or obscene dancing will not be tolerated. Dancing depicting sexual gestures or sexual simulations is not acceptable." We will invoke a "Two strikes and you are out" policy. On the first occasion, students will be warned and required to surrender their current ID card. On the second occasion, parents will be notified and students will be dismissed from the dance. A student dismissed from the dance will not be eligible to attend the next dance. 6) If the overall student population dance behavior in general appears to be non-compliant with district expectations we will invoke a "three strikes and you are out" rule. Two warning may be issued during the course of the dance. On the third occasion, the students will be dismissed early. 7) Additional security specialists will be hired for explicit purpose of monitoring student dance behavior. 8) Parent chaperones are expected to not have any direct contact with the students regarding dance behavior except in an emergency situation. They are expected to report and inappropriate student behavior to a staff member for disposition. Staff members will investigate and make a final decision regarding the inappropriateness of student behaviors. 9) Students will be required to forfeit all admissions fees if dismissed from the dance. 10) Exceptions to these policies will be made only by the administration.

DRESS AND APPEARANCE

In order to maintain a non-disruptive learning environment the following is expected of all students and staff every day:

- Shoes must be worn at all times;
- No clothing with obscene, vulgar, lewd messages or mention of alcohol, cigarettes or drugs;
- No excessively short or revealing skirts, shorts, dresses or outfits; (shorts or skirts should reach below a down-stretched arm and hand)
- No spaghetti straps, tube tops or halter tops (no undergarments exposed).
- No bare midriffs, plunging necklines, muscle shirts exposing the rib cage area;
- Pants must be at the hips or above, no underwear showing;
- Clothing must not be see-through;

- Bandannas, belt buckles with initials, and/or other gang-related attire are not permitted. Students who violate this dress code may be asked to wear clothing inside out, cover up clothing, or go home to change into appropriate clothes. Parents will be contacted as needed. Repeated violations will result in progressive discipline.

HIGHLIGHTS OF THE CODE OF PROHIBITED CONDUCT FOR THE SCHOOL DAY AND DURING SCHOOL-SPONSORED EVENTS

The following are some highlights, supplements and further descriptions of the Code of Prohibited Conduct. Violations of any of these or any of the Prohibited Conduct may result in disciplinary action. A comprehensive list of the Code of Prohibited Conduct and the resulting disciplinary actions can be found on the pages following these highlights.

ATHLETIC BALLS: are not permitted in the building, except in the gym.

DRESS AND APPEARANCE: See Dress and Appearance above.

DRUGS/ALCOHOL: Using, possessing, selling, giving, or being under the influence of illegal drugs, including alcohol. and/or possession of drug paraphernalia will result in suspension, expulsion, and/or legal action. This includes students who are in the immediate company of the above activities. Students found in violation will be banned from school dances for one (1) calendar year. Seniors may petition to attend Senior Prom but must have a parent/guardian chaperone. SEE E-111, E-112, E-121, E-122, E-131, E-132.

ELECTRONIC VAPOR DEVICES: Will be considered drug paraphernalia and possession will result in suspension, expulsion, and or legal action.

ELECTRONIC DEVICES: They are permitted before school, at lunch, after school, and in the classroom at the teacher's discretion. Students are expected to use electronics in common spaces in a respectful manner. This means keeping the volume down and not speaking loudly into a cell phone. **These devices may be brought to school at your own risk and the school is not responsible for theft or loss!**

FINES: Students are responsible for all books, lockers, school equipment, library materials, all other instructional materials issued to them and all school-related incurred charges. Such fines are expected to be paid prior to registration, final withdrawal from school, sending of transcripts, Yearbook Distribution, and/or Diploma. Fine records are kept in the Bookroom.

FOOD/BEVERAGE: Food and/or beverages, except water, may only be consumed in the building on (1) the second floor commons area and 92) the first floor Commons, Commons Café, the gym lobby.

GAMBLING: Students may not engage in card-playing, electronic games, or games of chance. Money confiscated will be turned over to the Police. **See D-230**

LOCKERS: The lockers are not secure. Students are not to place valuable items in their lockers (e.g., wallets, purses). Contraband items are not to be placed in lockers at any time. Students are responsible for all items stored in their lockers. Lockers are not to be shared. School staff may open lockers at any time. *Roosevelt High School and the Seattle School District are not responsible for items lost or stolen from lockers.*

LOITERING: Students without an assigned class may not loiter in the halls.

METRO BUSSING- Students are expected to follow the Code of Conduct outlined by King County. Students will need to sign a contract agreeing to follow the Code of Conduct in order to receive their Metro bus cards. Students in violation of the Code may lose their bus pass, be suspended from riding Metro, or be cited by King County law officers.

OPEN CAMPUS: Recommended that freshmen do not leave campus during the school day. Other students may leave campus during lunch but assume responsibility for returning on time for class. Visiting other school campuses during the school day without permission is considered trespassing.

PARKING LOT: Students must register their car with administration and obtain a parking permit. Parking in the lot will be first come, first served for students with a parking permit. Cars parked illegally, in a reserved spot, or without a permit will be ticketed and may be towed. Parking permits may be revoked for illegal parking or unsafe driving in the lot.

SKATEBOARDS OR OTHER WHEELED DEVICES: Use of skateboards or wheeled devices on campus is prohibited.

TOBACCO USE: Use of tobacco products will not be permitted on school grounds or the sidewalk adjacent to the school. **See D-250**

TRANSPORTATION: Only students who live further than 2.0 miles from RHS will be issued an Orca Card. Replacement fees for loss of Orca Cards are \$5 for first card and \$25 for second card. Unauthorized use of an Orca Card will result in a \$124 fine.

VISITORS: Roosevelt High School students may not invite non-RHS students (e.g., out-of-town guests, potential students) to visit the school and/or attend classes. There are rarely any exceptions to this policy; exceptions must be cleared ahead of time with the administration.

WEAPONS AND EXPLOSIVES: It is the policy of the Seattle School Board that there be no tolerance for student possession or use of weapons or firearms. Under this policy, students may not possess or use weapons on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities. Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toys that appear to be weapons or that can be used to cause bodily harm, regardless of size. This policy shall be consistently enforced throughout the district.

Reference: RCW9.41.010 (Firearm Defined)

RCW9.41.250 (Dangerous Weapons Defined)

RCW9.41.280 (Possessing Dangerous Weapons on School Facilities – Penalty)

18 U.S.C. § 921 (Firearm Defined) 20 U.S.C. § 8921 (Gun Free Schools Act of 1994) See E-300

Roosevelt High School Anti-Hazing Policy

One of the great aspects of Roosevelt High School is our school spirit and long standing traditions of excellence. In an effort to help support this spirit and excellence, we want to make sure that everyone understands when some of the “traditions” in the name of spirit cross the lines into hazing. There are some groups who still perform initiation rituals with new members to their teams or clubs. These initiation activities can cross the line from team building activities to hazing. In general, when individuals are singled out for unequal treatment is when the line begins to be crossed. The following definitions, from the Seattle Public Schools Discipline Manual, provide general guidelines to identify when these activities cross over into hazing. Hazing is split into activities that may cause physical harm and those that are not physically dangerous but put students at social and emotional risk.

- 1) **E-260 Hazing** (*SPS Discipline Handbook*, <http://www.seattleschools.org/area/discipline/SRR-English.pdf>, pg 17)
Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through unsafe or illegal behaviors that cause, or are likely to cause, physical injury or endangerment.

In hazing situations, appropriate club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Initiates may not feel that they have the choice to volunteer for this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to, activities with any of the following components:

- Physical restraints.
- Reckless endangerment or life-threatening stunts, *e.g.*, being forced to jump off a bridge or structure, or ingest substances that may cause an allergic reaction.
- Unsafe activities, such as being left alone to get out of a harmful situation at the end of the activity, *e.g.*, in a park at night or from a locked room.
- Property damage.
- Illegal activity.

- 2) **D-210 Hazing** (*SPS Discipline Handbook*, <http://www.seattleschools.org/area/discipline/SRR-English.pdf>, pg 27)

Initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social or emotional harm.

In hazing situations appropriate club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Initiates do not have the choice to volunteer for this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to activities with any of the following components:

- Degrading
- Disgraceful
- Humiliating behaviors or treatment.

We want everyone to have a safe and positive experience. **Hazing will not be tolerated and students violating this policy will be subject to discipline ranging from school based discipline to suspension from games/activities to suspension from school.** Let us all treat each other with respect and build our teams and clubs up for the enjoyment of all participants.

NOTE: MANY COLLEGE AND /OR SCHOLARSHIP APPLICATIONS ASK, *“Have you been suspended from school?”*

DISCIPLINARY ACTION AND SANCTIONS

Students will be disciplined if they fail to fulfill any of these responsibilities while at school, on school grounds, on School District-sponsored transportation or any school-sponsored event, and in any other setting having a relationship to school, the preservation of student/employee health and safety, and the preservation of the educational process.

Disciplinary action is taken progressively and based on the severity of the offense and can include losing the privilege of attending District-sponsored activities, losing District-sponsored transportation privileges, class suspension, short-term suspension (STS, 1-10 days), long-term suspension (LTS, to end-of-semester), or expulsion (EXP, from the school or District).

COMPUTER USE AT RHS

The following are some examples of inappropriate computer usage at Roosevelt High School and their corresponding punishments. These are the most typical consequences that will result should a student violate the Network Use Agreement. However, each case is still treated on an individual basis and these consequences are subject to change from case to case. Also, there can be exceptions to these violations if a student has demonstrated that they are using what would normally be violations for educational purposes. This is normally left to the teacher’s discretion and typically will only encompass violations in the level one and two categories. Level three offences can never be excused.

Level One Offence:

Offence	1st Violation	2nd Violation	3rd Violation
Internet based flash games or gaming in general on a computer.	Account will be temporarily disabled until student talks with a network administrator.	Account will be disabled pending a student conversation with his/her assistant principal.	Account will be disabled for a period of time as designated by the responsible assistant principal.
Music files, game files, or movie files of a non educational nature on student home folder.	Account will be temporarily disabled until student talks with a network administrator.	Account will be disabled pending a student conversation with his/her assistant principal.	Account will be disabled for a period of time as designated by the responsible assistant principal.

Browsing the internet for non educational purposes. (For example: shopping websites)	Account will be temporarily disabled until student talks with a network administrator.	Account will be disabled pending a student conversation with his/her assistant principal.	Account will be disabled for a period of time as designated by the responsible assistant principal.
Streaming music from online radio stations, iTunes, or similar sites	Account will be temporarily disabled until student talks with a network administrator.	Account will be disabled pending a student conversation with his/her assistant principal.	Account will be disabled for a period of time as designated by the responsible assistant principal.
Accessing forums, e-mail, chat rooms, chat programs, or anything of this nature.	Account will be temporarily disabled until student talks with a network administrator.	Account will be disabled pending a student conversation with his/her assistant principal.	Account will be disabled for a period of time as designated by the responsible assistant principal.

Level Two Offences:

Offence	1st Violation	2nd Violation
Streaming video from any site with a non-educational purpose.	Account will be disabled pending a student conversation with his/her assistant principal	Account will be disabled for a period of time as designated by the responsible assistant principal as well as potential additional consequences.
Using chat rooms, e-mail, chat programs, or programs of this nature and issuing threats, harassment, or intimidation.	Account will be disabled pending a student conversation with his/her assistant principal	Account will be disabled for a period of time as designated by the responsible assistant principal as well as potential additional consequences.
Sharing account access with another person.	Accounts will be disabled pending both students having a conversation with their assistant principal	Accounts will be disabled for a period of time as designated by the responsible assistant principal as well as potential additional consequences.
Use of proxy servers.	Account will be disabled pending a student conversation with his/her assistant principal	Account will be disabled for a period of time as designated by the responsible assistant principal as well as potential additional consequences.

Level Three Offences:

Offence	1st Violation
Any deliberate attempt to access data that students do not have access rights to, harm or destruction of data, or destroying any equipment. This includes programs such as Keyloggers or other programs of that nature that are used with intent to cause fraud or cause deliberate damage.	Account will be disabled for a period of time as designated by the responsible assistant principal as well as additional consequences.
Accessing adult content that is inappropriate within the schools.	Account will be disabled for a period of time as designated by the responsible assistant principal as well as additional consequences.

Three violations of any level one offence will generally result in a student's account being disabled. Two violations at level two will also cause a student's account to be disabled as well as the potential for some form of additional consequences. A single violation at level three will cause the student's account to be disabled and some form of additional consequences.

Please keep in mind that this list of the three classifications of violations is by no means exhaustive. There are several other possible violations but these are by far the most common violations for the three levels

SEATTLE SCHOOL DISTRICT
*** STUDENT RIGHTS AND RESPONSIBILITIES**
*** SCHOOL CODE OF CONDUCT**
*** SCHOOL DISTRICT PROHIBITED CONDUCT**
*** SCHOOL RULES AND REGULATIONS**

RIGHTS

Students have a balance of reasonable constitutional rights and responsibilities. The rights include:

- **FREEDOM OF SPEECH**, expression of personal opinions. That right does not allow personal attacks, swearing, or interference with other people's rights to express themselves.
- **RIGHT TO ASSEMBLE** peaceably, but any such gathering which interferes with the operation of the school or classroom is inappropriate and prohibited.
- **RIGHT TO PETITION** appropriate school authorities when they feel that they have been treated unfairly.

Students have **FREEDOM OF THE PRESS** and may express their personal opinions in writing. They must take full responsibility for the content of their expressions by identifying themselves as authors/editors of the publication. They are not allowed to take personal attacks or publish libelous or obscene material.

- **FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE**. For the protection of all, the following rules apply: (1) general searches of school property, including lockers and desks, may be conducted. (2) items such as weapons, explosives, or anything else that might reasonably be a threat to safety or security, or disruptive to the educational process may be seized and removed from a student's possession.
- **EQUAL EDUCATIONAL OPPORTUNITY**. They shall not be unlawfully discriminated against because of national origin, race, religion, economic status, sex, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental, or sensory handicap.

RESPONSIBILITIES

Balanced with these rights, Seattle School District students have personal responsibilities associated with learning and becoming responsible contributing members of society: Each student must take the personal responsibility to:

1. Make a determined effort to learn.
2. Attend classes every day on time ready to work and with the necessary learning materials, books, materials, etc.
3. Respect the rights of others.
4. Refrain from expressing personal prejudices against any individual or group.
5. Follow the instructions of teachers and other school staff.
6. Know and obey the rules of the School District and the School.
7. Accept reasonable punishment for breaking School or School District rules.
8. Identify him or herself if asked to by the staff.
9. Dress appropriately for school in ways that will not cause safety or health problems, or disruptions.
10. Respect the property of other people and of the School District. Students will be required to make restitution for property they have damaged.

PROHIBITED CONDUCT

Behaviors prohibited by city, state or federal law are considered crimes. Students who engage in any of these behaviors may have criminal charges brought against them as well as disciplinary action. The following offenses and other crimes amount to "exceptional misconduct" warranting suspension for the first offense; exceptions

may be granted based on extenuating or exceptional circumstances or the background of the student. These guidelines apply to all school-sponsored or school-associated events, whether on or off campus.

**SEATTLE PUBLIC SCHOOLS STANDARD DISCIPLINE FOR
EXCEPTIONAL MISCONDUCT**

E-100 Controlled Substances	
<p>E-111 Selling Illegal Drugs and Controlled Substances</p> <p>E-112 Selling Alcoholic Beverages</p> <p>E-113 Selling Marijuana</p>	<p>1st - Long-term suspension to end of semester or trimester <u>and</u> obtain an assessment by a district approved substance abuse professional and maintain compliance with recommendations of the assessor, at parent/guardian expense. (no shortened sanction).</p> <p>2nd – Expulsion & <u>and</u> obtain an assessment by a district approved substance abuse professional and maintain compliance with recommendations of the assessor, at parent/guardian expense. (no shortened sanction).</p>
<p>E-121 Distributing Illegal Drugs and Controlled Substances, Prescription or Over-the Counter Drugs</p> <p>E-122 Distributing Alcoholic Beverages</p> <p>E-123 Distributing Marijuana</p> <p>3rd –Expulsion and assessment by a district approved substance abuse professional and maintain compliance with the recommendations of the assessor, at the parent/guardian expense</p>	<p>1st – Long-term Suspension to end of semester (May reduce to 11-day LTS with an assessment by a district approved substance abuse professional and maintain compliance with recommendation of the assessor, at parent/guardian expense. If reduced, mediation form must be signed and no appeal is possible.)</p> <p>2nd -- Long-term Suspension until end of semester and assessment by a district approved substance abuse professional and maintain compliance with the recommendations of the assessor, at the parent/guardian expense.</p>

<p>E-131 Possessing or Using Illegal Drugs and Controlled Substances (includes drug paraphernalia which includes electronic vapor devices)</p> <p>E-132 Possessing or Using Alcoholic Beverages</p> <p>E-133 Possessing or Using Marijuana includes drug paraphernalia which includes electronic vapor devices)</p> <p>3rd _ Suspension to end of semester and an assessment by a district approved substance abuse professional and maintain compliance with recommendations of the assessor, at parent/guardian expense.</p>	<p>1st – Long-term Suspension to end of semester. (May reduce to 3-day STS with an assessment by a district approved substance abuse professional and maintain compliance with recommendations of the assessor, at parent/guardian expense. If reduced, mediation form must be signed and no appeal is possible.)</p> <p>2nd – Long-term Suspension to end of semester. (May reduce to 11-day LTS with an assessment by a district approved substance abuse professional and maintain compliance with recommendations of the assessor, at parent/guardian expense. If reduced, mediation form must be signed and no appeal is possible.)</p>
E-200 Violence	
<p>E-210 Assault See, D-320 See, D-330</p>	<p>1st – Long-term suspension & concurrent enrollment in Behavior Mod class</p> <p>2nd – Long-term suspension & completed Behavior Mod class</p>

	3 rd – Expulsion & completed Behavior Mod class
E-211 Physical Aggression Appropriate for any student in circumstances when emotional regulation or maturity is insufficient to understand the consequences of the behavior	1 st - Family conference & consider change to student's environment 2 nd –STS and create PBIP 3 rd –STS and re-evaluate PBIP

E-215 Sexual Assault Counseling is at parent expense.	1 st – Long-term suspension & concurrent attendance at appropriate counseling 2 nd – Long-term suspension & completed appropriate counseling 3 rd – Expulsion & completed appropriate counseling
E-220 – Extortion, Black- mail, Coercion	1 st – Long-term suspension 2 nd – Long-term suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-240 – Fighting	1 st – Short-term Suspension & mediation 2 nd – Short-term Suspension & mediation 3 rd – Long-term Suspension & mediation
E-250 – Threats of Violence Contact Safety & Security Office for threat assessment. See, D-340 Must have requested STAT services prior to expulsion	1 st – Long-term Suspension & Behavior Mod class 2 nd – Long-term Suspension & Behavior Mod class 3 rd – Expulsion & Behavior Mod class

E-260 Hazing	1 st – Long-term Suspension & concurrent enrollment in Behavior Mod class 2 nd – Long-term Suspension & completed Behavior Mod class 3 rd – Expulsion & completed Behavior Mod class
E-300 Weapons	
E-310 –Firearms	Mandatory one-year expulsion & completion of Behavior Mod class
E-320 –Dangerous Weapons	1 st – Long-term Suspension & Behavior Mod class 2 nd – Expulsion & completion of Behavior Mod class
E-330 –Small Folding Knives	1 st – Short -term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion & completion of Behavior Mod class
E-340 –Fireworks, Explosives, Chemicals, and Incendiary Devices	1 st – Long-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-350 – Toys Used As Weapons See, D-410	1 st – Long-term Suspension 2 nd – Long-term Suspension & Behavior Mod class 3 rd – Expulsion & Behavior Mod class
E-400 Theft and Vandalism	

E-410 – Robbery	st 1 – Long-term Suspension and completion of Behavior Mod. class nd 2 – Long-term Suspension & completion of Behavior Mod class rd 3 – Expulsion & completion of Behavior Mod class
E-420 – Theft	st 1 – School based action, family conference, & restitution of stolen property nd 2 – Short-term Suspension (1-3 days), develop a PBIP, and restitution of stolen property rd 3 – Short-term suspension (4-10 days), review PBIP, & restitution of stolen property
E-430 – Burglary	st 1 – School based action, family conference, & restitution of stolen property nd 2 – Short-term Suspension (1-3 days), develop a PBIP, and restitution of stolen property rd 3 – Short-term suspension (4-10 days), review PBIP, & restitution of stolen property
E-440 – Possession of Stolen Property	st 1 – School based action, family conference, & restitution of stolen property nd 2 – Short-term Suspension (1-3 days), develop a PBIP, and restitution of stolen property rd 3 – Short-term suspension (4-10 days), review PBIP, & restitution of stolen property
E-450 – Malicious Mischief	st 1 – School based action, family conference, & restitution of stolen property

	nd 2 – Short-term Suspension (1-3 days), develop a PBIP, and restitution of stolen property rd 3 – Short-term suspension (4-10 days), review PBIP, & restitution of stolen property
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E-500 Intimidation and Interference with School Authorities	
E-510 – Intimidation of School Authorities	st 1 – Long-term Suspension and completion of Behavior Mod class. nd 2 – Long-term Suspension & completion of Behavior Mod class rd 3 – Expulsion & completion of Behavior Mod class
E-520 – Interference with School Authorities	st 1 – School based action & Family Conference nd 2 – Short-term Suspension & develop a PBIP rd 3 – Long-term suspension & completion of Behavior Mod class
E-600 Harassment	
E-610 – Malicious Harassment <i>See, D-310</i>	st 1 – Short-term Suspension & Family Conference nd 2 – Long-term Suspension & completion of Behavior Mod class rd 3 – Expulsion & completion of Behavior Mod class
E-620 – Gang/Hate Group Activity	st 1 – Short-term Suspension nd 2 – Long-term Suspension & completion of Behavior Mod class rd 3 – Expulsion & completion of Behavior Mod class

E-700 Trespass	
E-710 – Trespass	st 1 – School based action & Family Conference nd 2 – Short-term Suspension (1-3 days), & develop a PBIP rd 3 – Short-term Suspension (4-10 days) & review PBIP
E-720 – Computer Trespass, Tampering, and Misuse See, D-270	st 1 – School based action, family conference, & restitution of stolen property nd 2 – Short-term Suspension (1-3 days), develop a PBIP, and restitution of stolen property rd 3 – Short-term suspension (4-10 days), review PBIP, & restitution of stolen property
E-800 Fire and False Threats	
E-810 – Arson See, D-260 <i>-Refer to Fire Department. -- Contact Fire-stoppers, 206-386-1338.</i>	st 1 – Long-term Suspension & completion of Fire-stoppers class nd 2 – Long-term Suspension, completion of Behavior Mod class, & completion of Fire-stoppers class rd 3 – Expulsion, completion of Behavior Mod class, & completion of Fire-stoppers class

E-820 – False Alarm	st 1 – School based action & family conference nd 2 – Short-term Suspension (1-3 days), develop a PBIP rd 3 – Short-term suspension (4-10 days), review PBIP
E-830 – False Threats	st 1 – School based action & family conference nd 2 – Short-term Suspension (1-3 days), develop a PBIP rd 3 – Short-term suspension (4-10 days), review PBIP
E-900 Other Offenses	
E-910 – False Reporting See, D-420	st 1 – School based action & family conference nd 2 – Short-term Suspension (1-3 days), develop a PBIP rd 3 – Short-term suspension (4-10 days), review PBIP
E-920 – Lewd Conduct	st 1 – School based action & family conference nd 2 – Short-term Suspension (1-3 days), develop a PBIP rd 3 – Short-term suspension (4-10 days), review PBIP
E-990 – Other Exceptional Misconduct	st 1 – School based action & family conference nd 2 – Short-term Suspension (1-3 days), develop a PBIP rd 3 – Short-term suspension (4-10 days), review PBIP

SCHOOL RULES AND REGULATIONS

Violations of school rules and regulations are considered minor or major, depending upon the severity of the violation. The consequences for minor violations will be the responsibility of the classroom teacher, along with parental contact. These guidelines apply to all school-sponsored or school-associated events, whether on or off campus. The consequences for major violations are as follows:

SEATTLE PUBLIC SCHOOLS STANDARD DISCIPLINE FOR DISTRICT OFFENSES

D-100 Failure to Respond to Authorities	
D-110 - Disruptive Conduct	st 1 – Family conference & consider modifications to the student’s environment. nd 2 – Family conference & create a PBIP. rd 3 – Short-term Suspension, Family Conference, & modify PBIP.
D-120 - Rule-Breaking	st 1 – Family conference & consider modifications to the student’s environment. nd 2 – Family conference & create a PBIP. rd 3 – Short-term Suspension, Family Conference, & modify PBIP.
D-130 – Disobedience	st 1 – Family conference & consider modifications to the student’s environment. nd 2 – Family conference & create a PBIP. rd 3 – Short-term Suspension, Family Conference, & modify PBIP.
D-200 Prohibited Conduct	
D-230 – Gambling	st 1 – Education provided about risks of gambling & Family contact nd 2 – Referral for further education and counseling on risks of gambling. rd 3 – Short-term Suspension
D-240 – Misrepresentation	st 1 – Family conference & teaching about expected behavior nd 2 – Family conference & school-based consequence rd 3 – Short-term Suspension

D-245 – Plagiarism	st 1 – See Roosevelt policy nd 2 – Lose credit for paper or test rd 3 – Lose credit for paper or test & school based
D-250 – Using or Possessing Tobacco	st 1 – Inform parents & provide Fact Sheet

(Fact sheet and information about essay topics and resources are on the Discipline website)	nd 2 – Family conference & 2-page essay rd 3 – Family conference & participate in cessation counseling
D-270 – Misuse of Computers See, E-720	st 1 – Remove privileges for using district computers for 10 days. nd 2 – Family conference. Remove privileges for using district computers for semester. rd 3 – Family conference. Remove privileges for using district computers for remainder of school year.
D-280 – Graffiti See, E-450	st 1 – Student is required to help remove graffiti or pay for it to be removed. nd 2 – Notify Family & student is required to help remove graffiti or pay for it to be removed. rd 3 – Short-term suspension & student is required to pay for graffiti to be removed.

D-300 Harassment	
D-310 – Bullying, Intimidation, and Harassment See, E-610 See, E-620	st 1 – Ensure that student understands his/her behavior is bullying and that it is not allowed, Family Conference, & skills training. nd 2 – Family Conference & PBIP rd 3 – Family Conference & Short-term Suspension
D-315 – Sexual Harassment See, E-610	st 1 – Ensure that student understands his/her behavior is bullying and that it is not allowed, Family Conference, & skills training. nd 2 – Family Conference & PBIP rd 3 – Family Conference & Short-term Suspension
D-320 – Inappropriate Sexual Misconduct	st 1 – Ensure that student understands his/her behavior is bullying and that it is not allowed, Family Conference, & skills training. nd 2 – Family Conference & PBIP rd 3 – Family Conference & Short-term Suspension
D-330 – Inappropriate Touching See, E-210	st 1 – Ensure that student understands his/her behavior is bullying and that it is not allowed, Family Conference, & skills training.

	nd 2 – Family Conference & PBIP rd 3 – Family Conference & Short-term Suspension
D-340 – Inappropriate Language See, E-250	st 1 – Ensure that student understands his/her behavior is bullying and that it is not allowed, Family Conference, & skills training. nd 2 – Family Conference & PBIP rd 3 – Family Conference & Short-term Suspension
D-400 Other Offenses	
D-410 – Toy Guns and Toy Weapons See, E-350	st 1 – Hold toy until end of day & contact family. nd 2 – Short-term Suspension & family conference rd 3 – Short-term Suspension & family conference
D-420 – False Reporting See, E-910	st 1 – Ensure student understands what false reporting is and that lying about others is not allowed; family conference & school based consequence. nd 2 – School-based & family conference. rd 3 – School-based & family conference.

