

Roosevelt High School

2021 - 2022

Student Handbook



Principal

HkwauaQueJol "Q" Hollins

Assistant Principals

Michael Kelly

Roy Merca

Jessica Proctor

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

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 and Emails (all emails end in @seattlecshools.org)

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>
Principal	HkwauaQueJol Hollins	hkhollins	252-4810
Asst. Principal (O-Z)	Mike Kelly	Makelly	252-4936
Asst. Principal (A-G)	Roy Merca	Rmerca	252-4812
Asst. Principal (H-N)	Jessica Proctor	jrproctor	252-4960
Activity Coordinator	Kate Plesha	kaplesha	252-4861
Administrative Secretary	Marjorie Gamble	Mgamble	252-4810
Athletic Director	Ryan Sherlock	rpsherlock	252-4911
Attendance Secretary	Danica Stannard	drstannard	252-4814
Counseling Secretary (& Counselor Intern)	Maya McKenzie	mnmckenzie	252-4827
Custodian	Than Sibounhevang	thsibounhevang	252-4910
Fiscal Specialist	Rayna Bauer	rcbauer	252-4866
Librarian	Deb Gallaher	dngallaher	252-4953
Nurse	Madalyn Nelson	mdnelson1	252-4817
Nurse	Jesse Havens	jehavens	252-4817
Registrar	Dana Miller	dtmiller	252-4851
Security (Lost & Found)	Mychal Ladd	maladd	252-4820
Security (Lost & Found)	Thomlin Bolton	trbolton	252-4820
Teen Health Center	Various providers	Various emails	206-527-8336
Transportation			252-0900
A-D (Counselor)	Carrie Richard	clrichard	252-4835
E-Ki (Counselor)	Ron Stuart	rjstuart	252-4826
Kj-Rj(Counselor)	Courtney Judkins	cjjudkins	252-4826
Rk-Z (Counselor)	Frank Heffernan	fheffernan	252-4836
Counselor Intern	Evan Sumner	easumner	252-5778
Academic Intervention Spe	Erin Bailey	Eebailey	252-4824
Academic Intervention Spe	Kim Sciarrone	kjsciarrone	252-4840
Psychologist	John Lynch	jflynch	252-4906

DAILY TIME SCHEDULE FOR CLASSES

Monday, Tuesday, Thursday, Friday

Period 1	8:45 – 9:40am
Breakfast Break	9:40 -- 9:50am
Period 2	9:50 – 10:45am
Period 3	10:50 – 11:45am
Lunch/Flex Time	11:50-12:35pm
Period 4	12:40 – 1:35pm
Period 5	1:40 – 2:35pm
Period 6	2:40 – 3:35pm

Wednesday

Period 1	8:45 – 9:30am
Breakfast Break	9:30 -- 9:40am
Period 2	9:40 – 10:25am
Period 3	10:30 – 11:15am
Period 4	11:20 – 12:05pm
Lunch	12:05 -- 12:40pm
Period 5	12:45 – 1:30pm
Period 6	1:35 – 2:20pm

Lunch Period/Flex Time

Lunch is designated as a 30-minute break but there is also additional time built in to go work with teachers and staff during the 55-60 minute time frame.

ATTENDANCE POLICY- may be adjusted for COVID

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.

ROOSEVELT VIRTUAL LIBRARY CARD

Library Services

www.roosevelths.seattleschools.org

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

Deborah Gallaher, MLIS, Librarian: dngallaher@seattleschools.org

Library Hours:

Monday— Friday, 8:15 a.m.– 3:45 p.m.

General Guidelines:

- The Library is a place of study.
 - Masks are required 100% of the time.
 - Passes are required to be in the library during class time.
 - Request equipment early for class projects.
 - Drinks are permissible, if they are in leak proof containers.
 - Eating is not allowed.
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Roosevelt High School Library Catalog:

- Books and eBooks
 - DVD & VHS
 - Accessed through “Copy Categories”
 - Available for overnight checkout
 - eReference [electronically formatted reference books]
 - Accessed through “Copy Categories”
 - Password is the school mascot
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Seattle School District Library Resources:

- Student Online Resources
 - User name is “studentsps”
 - Password is “access”
- SPS/Seattle Public Library Library Link Account for ebooks and online resources
 - <https://www.spl.org/programs-and-services/learning/student-success/library-linkPassword>

COUNSELING & STUDENT SUPPORT SERVICES

Room 105
Telephone: 252.4827

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

Last names	Name	Email	Phone
A-D	Carrie Richard	clrichard	252-4835
E-Ki	Ron Stuart	rjstuart	252-4826
Kj-Rj	Courtney Judkins	cjudkins	252-4826
Rk-Z	Frank Heffernan	fheffernan	252-4836
Counselor Intern	Evan Sumner	easumner	252-5778
Academic Intervention Specialist	Erin Bailey	Eebailey	252-4824
Academic Intervention Specialist	Kim Sciarrone	kjsciarrone	252-4840
Psychologist	John Lynch	jflynch	252-4906
Secretary and Counselor Intern	Maya McKenzie	mnmckenzie	252-4827

Roosevelt High School counselors are advocates for all students. Guided by the American School Counseling Association National Model and using a social justice/racial equity lens, our counseling team designs and delivers comprehensive school counseling programs that promote student achievement and success in the personal-social, academic, and career development areas. These programs are comprehensive in scope, preventive in design and developmental in nature. We work with groups and individual students to help them create strategies for success in a variety of ways. Through grade-level guidance curricula, students attain knowledge, attitudes, and skills for goal setting and developing future plans. Through responsive services, we work with our student support team to address concerns related to academics and social-emotional well-being. We collaborate with families, teachers, other school staff, outside providers, and community organizations to support our students. A goal is to 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.

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
 45th 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

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 college admission requirements can vary. 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	2.0 credits or 1.0 and 1.0 in PPR (Personalized Pathway Requirements (1.0 credit in art meets the admissions requirement for most colleges)
Health	.5 credits
Language Arts	4.0 credits: LA 9A, LA 9B, LA 10A, LA 10B, 1.0 AP LA or CIHS LA, 1.0 LA options (4.0 credits for college)
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	1.0 credits
Science	3.0 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 (3.0 credits for most colleges)
World Language	2.0 credits or 2.0 PPR (minimum of 2 credits at two levels in the same language for college admissions)
Additional Classes	4 credits additional classes.

Other requirements 24 credits for Class of 2021 and beyond, with no more than 2.0 TA credits, 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 ninth grade 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 ninth grade year, counselors will work with you to start 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 be a junior or senior.
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.

* Students eligible for Free/Reduced lunch are eligible for programs at the college to cover these fees or allow for borrowing books.

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

Ninth Grade Year

- Enroll in required courses and choose world language as an elective.
- Become acquainted with your counselor.
- Establish a good grade point average.
- Complete 9th grade Naviance lesson for High School & Beyond Plan – Strengths Explorer

Sophomore Year

- Familiarize yourself with college conferences and set goals.
- Complete 10th grade Naviance Lesson for High School and Beyond Plan – Career Exploration

Junior Year

- Persist in college prep academic courses; consider AP or CIHS options for extra rigor
- Attend selected college rep visits at RHS and the local National College Fairs.
- In the fall take the PSAT/NMSQT at Roosevelt High School (practice for the SAT).
- Complete 11th grade Naviance Lesson for HS&B Plan – College SuperMatch
- Continue to 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 three weeks for counseling office processing.
- File the Financial Aid Form (FASFA) as soon after October 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.

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.

REPORTING A CONCERN

If you experience or witness an incident of harassment, intimidation, bullying (HIB)* at Roosevelt High School, you are encouraged to report that concern to a trusted adult. Your trusted adult could be any RHS staff member, and you could tell them in person or in writing- whichever feels more comfortable. In some cases, you and that adult will find a resolution together. However, your trusted adult may escalate the concern to a school Administrator (ie. Principal or Assistant Principal).

Please note: If your reported concern relates to self-harm, abuse, or assault, including sexual assault, school staff are mandatory reporters; this means that we will need to contact Seattle Police, CPS, and/or possibly medical personnel. As mandatory reporters we are required to make these reports, but it is your choice if you would like to speak to these agencies when they come to campus. If you want to speak to them, and they come to campus, it is your right to have a trusted adult (teacher, other staff member, etc.) with you during your meeting. If your concern has occurred off campus or at a non-school based event, the school's response is limited by WA State law. However, and the school's scope of action is likely to refer you to Seattle Police or another community agency for resolution. However, we will continue to work with you in a supportive capacity around supporting your safety at school.

The HIB form is found at this website below and is available in multiple languages.

<https://www.seattleschools.org/departments/student-civil-rights/hib/>

1. If your concern is escalated to school administration, here is what you can expect to happen:
 - a. An administrator will call you in, in private, to talk to you about your concern. They will ask if you would like to have anyone else in the room while this conversation occurs. This could be a friend, another adult, or a family member. This conversation will remain confidential.
 - b. Your administrator will actively listen to you. They may ask follow-up questions with the intent of fully understanding your concern. These questions are for clarification, not for passing judgement. Administration will hold space for your truth and for any discomfort you may be feeling.
 - c. Your administrator will talk you through possible next steps and outcomes for your situation. This will often include describing how a school-based investigation takes place (*outlined in part e below*) and how you wish to be identified in the process. Your reporting status options in an investigation can be:
 - i. **Anonymous:** you can report without revealing your identity. No disciplinary action can follow from an anonymous report.
 - ii. **Confidential:** you can ask that your identity be kept from the accused and/or any other involved students. No disciplinary action can follow from an anonymous report.
 - iii. **Non-Confidential:** you can give permission for individuals involved in the incident to have report details. Disciplinary action can come from this type of report.
 - d. If you decide you want to proceed with an investigation, your administrator will ask you to fill out an Incident Reporting Form. It can be completed [online](#) or in person. A written report is required to begin a school-based investigation. Your administrator will proceed with the investigation according to your preferred status.

* As defined in legislation, "harassment, intimidation or bullying" (HIB) means any intentional electronic, written, verbal, or physical act including, but are not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010, or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or adult or damages the student's or adult's property; or
- Has the effect of substantially interfering with a student's education or the adult's work environment; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational or work environment; or
- Has the effect of substantially disrupting the orderly operation of school or work.

- e. A school-based investigation will include **at a minimum**:
 - i. A confidential interview with the reporter and/or targeted student. In this case, confidential means that only those who need to know the information shared in the interview will receive that information. This may mean that a teacher, or another staff member may receive information about the interview.
 - ii. A confidential interview with the alleged aggressor, if known
 - iii. Confidential interviews with other students or staff members who may have knowledge of the alleged incident

- f. During the course of the investigation, your administrator will take assurances to guard the safety of the reporting student, and/or the targeted student if they are different, which may include the creation of a formalized safety plan. A safety plan is tailored to a specific student's needs.

- g. The investigation will be completed as soon as practicable, but generally no later than five (5) days from the initial complaint or report. If more time is needed, your Administrator will provide you and/or your family weekly updates.

- h. No later than two (2) days after the investigation has been completed, your Administrator will respond in writing or verbally to the targeted student and their parent/guardian and of the alleged aggressor stating:
 - i. the results of the investigation
 - ii. whether the allegations were found to be factual under the District's policies; when making a decision, an administrator must find it "more likely than not" that reported behavior occurred based on the evidence in the investigation
 - iii. whether there was a violation of policy
 - iv. the process for the targeted student to file an appeal if they do not agree with the outcome
 - v. the process for the aggressor to appeal if they do not agree with the disciplinary outcome

- i. Corrective action/discipline will be made for the aggressor. These actions will be made in accordance with district policy. Depending on the severity of the conduct, remedial action may include, but is not limited to, counseling, education, change in classrooms/schedule, suspension, and/or referral to law enforcement. Corrective measures may be postponed until the conclusion of any appeal process, if applicable.

- j. Legal requirements regarding the confidentiality of student records generally prohibit RHS Administrators from giving specific information on student discipline or consequences that result from an investigation to the targeted student, their family, or the broader community.

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><u>First Offense in a class/course will result in:</u></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><u>Additional offense(s) in another class will result in:</u></p> <ul style="list-style-type: none"> • Lose credit for paper or test & school based
<p><u>Second Offense in the same class/course will additionally result in:</u></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.

<h2>Academic Integrity</h2>
<ul style="list-style-type: none"> • Integrity is: <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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.
<h2>Academic Dishonesty</h2>

- 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

DANCE INFORMATION & RULES- WHEN COVID RULES PERMIT

INFORMATION

Dance Hours: 8:00-11:00 p.m. For purposes of safety and security, please arrange for transportation home prior to the dance. **All adult supervision ends at 11:30.** 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

ROOSEVELT DRESS CODE

Roosevelt Dress Values are:

- ☐☐All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- ☐☐All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- ☐☐Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- ☐☐Students should not face unnecessary barriers to school attendance.
- ☐☐Reasons for conflict and inconsistent discipline should be minimized whenever possible.

GOALS OF ROOSEVELT STUDENT DRESS CODE

- ☐☐Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body), protection, dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- ☐☐Allow students to wear clothing of their choice that is comfortable.
- ☐☐Allow students to wear clothing that expresses their self-identified gender.
- ☐☐Allow students to wear religious attire without fear of discipline or discrimination.
- ☐☐Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- ☐☐Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- ☐☐Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

ROOSEVELT DRESS CODE POLICY

The primary responsibility for a student's attire resides with the student and parents or guardians. The Seattle School District and Roosevelt High School are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are given the most choices possible in how they dress for school. Any restrictions are necessary to support the overall educational goals of the school and are explained within the dress code.

Basic Principle: Certain body parts must be covered for *all* students

Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. Cleavage does not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Students Must Wear:*

☐☐ Shirt.

☐☐ Bottom: pants/sweatpants/shorts/skirt/dress/leggings

☐☐ Shoes; activity-specific shoes requirements are permitted (for example for sports) High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls’ bodies or promoting culturally-specific attire.

Students May Wear:

☐☐ Hats, including religious headwear

☐☐ Hoodie sweatshirts (over head is allowed)

☐☐ Fitted pants, including leggings, yoga pants and “skinny jeans”

☐☐ Midriff baring shirts

☐☐ Pajamas

☐☐ Ripped jeans, as long as underwear is not exposed.

☐☐ Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops

☐☐ Athletic attire

☐☐ Clothing with commercial or athletic logos provided they do not violate Section I above.

Students Cannot Wear:

☐☐ Violent language or images.

☐☐ Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.

☐☐ Hate speech, profanity, pornography.

☐☐ Images or language that creates a hostile or intimidating environment based on any protected class.

☐☐ Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.

☐☐ Bathing suits.

☐☐ Helmets or headgear that obscures the face (except as a religious observance).

**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.

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

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.

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: Staff only during school hours.

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.

TECHNOLOGY POLICY

Roosevelt High School has made a commitment to intentionally support student growth and differentiation through the effective use of technology. Our school staff has also observed that students' personal devices can be a distraction to student learning. Per SPS Procedure 2022SP, school staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Our policy is specific in defining when and where devices may be used. The following policy applies to electronics, including personal listening devices.

ACCEPTABLE USAGE

All use of electronic devices on school grounds and all use of district electronic resources must be for educational purposes **during class time**. This includes use of school equipment and personal devices such as personal laptops or iPads. Some examples of educational uses of technology include using the Internet for research, checking grades on the Source, creating multimedia projects, reading eBooks, typing notes, word processing, and using calculators and graphing software. Electronic device usage before and after school, during assigned lunch period and passing times is acceptable time for personal device use that may not be considered for educational purposes.

WIRELESS USAGE

Members of the Roosevelt community are allowed to use the guest wireless network on their personal devices for educational use only. The wireless password is posted in the library.

The wireless network uses the same filtering software as the district's computers. The school does not guarantee privacy for data transmitted on the wireless network. All data uploaded or downloaded on the network should be school appropriate.

TECHNOLOGY SECURITY AND SAFETY

The school is not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk. Students may keep devices with them instead of storing them in lockers, but they must be kept out of sight with ringers and sound off at all times during class periods. It is essential that students do not adjust or change the school's computer settings. Tampering with school technology includes attempted hacking or breach of the school or district's website and/or files. Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action. Using technology outside of the school day for cyberbullying (Snapchat, Facebook, Instagram, etc.) affects the school environment and therefore will be pursued by Roosevelt administration and Seattle Police Department as appropriate.

Use of technology must not violate the Seattle Public Schools' cyberbullying policy:

It is the policy of the Seattle School Board to prohibit harassment, intimidation and bullying by any means, including but not limited to electronic, written, oral or physical acts, either direct or indirect, when such intentional electronic, oral, written or physical acts physically harm, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school. This includes, but is not limited to, harassment, intimidation and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory 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.

TECHNOLOGY ETIQUETTE & CELL PHONE POLICY

Technology use at Roosevelt must not distract from the learning environment. Students must silence cell phones before school begins. Students may not wear headphones unless given permission by a teacher to complete an academic task. Teachers reserve the right to tell students to put away technology they deem to be distracting in the classroom. In this case security and/or administration will send an e-mail home to parents reminding them of the policy.

Misuse of cell phones will result in confiscation in any classroom:

VIOLATIONS OF ACCEPTABLE USE POLICY

Serious violations of the acceptable use policy can result in a student's access to technology during the school day to be restricted, either temporarily or for the rest of the school year. This is reserved for repeat offenders or those committing serious acts.

TRANSPORTATION: 2021-22 Orca Card Policy TBA. Replacement fees for loss of Orca Cards are \$5.50 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) **Hazing** (*SPS Discipline Handbook*, pg 16)

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) **Hazing** *SPS Discipline Handbook*- <https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/>

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. A copy of the district’s Students Rights and Responsibilities is found at the link below.

<https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/>

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	Account will be disabled for a period of time as designated by the responsible assistant principal as well as additional consequences.

such as Keyloggers or other programs of that nature that are used with intent to cause fraud or cause deliberate damage.	
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.