**Theodore Roosevelt**

**High School**

**Student Handbook**

**2021-2022**



**Enna Dancy, Principal**

**Sonchez Johnson, Assistant Principal**

**Keith Rodgers, Athletic Director**

**Victoria Turner, AIC**

**PRINCIPAL’S MESSAGE**

Welcome Rough Riders to the 2021-2022 school year! High school is a time to enjoy, both socially and academically. You will make many memories here at Roosevelt High School and I am honored to be part of them. Those memories should include both laughter and joy but also sweat and tears. It is my obligation to you to provide a caring and nurturing environment that challenges you academically and encourages you to achieve what you once thought was unattainable. Eleanor Roosevelt said it best: "You gain strength, courage and confidence by the experience in which you really stop to look fear in the face...you must do the thing you think you cannot do”.

All of you have so much potential. We can all be successful; it is just a matter of highlighting each other’s strengths and supporting our weaknesses. This is exactly what I intend to do. I encourage you to find your passion, to challenge yourself, and to raise the bar for others around you. We are here to support, but it is your time to step up to the challenge and take charge of your future, it is time to own your learning. I look forward to the successes and challenges that await us.

Sincerely,

Principal Dancy

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**INTRODUCTION**

**Core Beliefs**

* Developing caring and supportive relationships between and among educators, students, and parents leads to higher levels of achievement.
* Maintaining high expectations leads to higher levels of achievement.
* Effective instruction leads to higher levels of achievement.
* Increasing effort leads to higher levels of achievement.
* Sharing and using data to inform our decisions about instruction, resources, curriculum, and program development leads to higher levels of achievement.

**Mascot:** The Mighty Rough Rider **School Colors:** White and Crimson



**Mission**

* Each day we will inspire, nurture, encourage and empower those within our reach; recognize and celebrate our potential, talents and gifts; facilitate holistic instruction and provide resources to fulfill the needs of those who need support; cherish and celebrate our diversity; create and maintain clear and high expectations for ourselves and others and build trusting relationships.

**Vision**

* Roosevelt High School has a culture of care, support and high expectations that builds achievement from potential.

**School Alma Mater**

**Far** away we view her glory **Raise** the Crimson, Speed it onward,

Noble, great and grand! Make its presence felt!

With an outstretched hand! Hail to thee our Alma Mater!

**Raise** the Crimson, Speed it onward, **Then**, and now, and e’en forever,

Make its presences felt! All our love deep felt,

Hail, all hail Roosevelt! Shall usurp our other feelings,

**Spires** pointing up to Heaven, Praising thee, Roosevelt!

As our thoughts should be; **Raise** the Crimson, Speed it onward,

Friends, companions, Education, Make its presence felt!

All we owe to thee. Hail to thee our Alma Mater!

 Hail, all hail, Roosevelt

**Attendance**

**Attendance Policy**

* Parents of students must telephone the school whenever it is necessary when their child is absent, late or be dismissed early during the school day.  Calls should be made prior to the start of school. Documentation is needed upon the student’s return to the school. Any absence not reported or verified by the parent/guardian by 10:30 a.m. will be subject to an automatic call home to notify home of absence.
* Students who expect to be absent for an extended period (2 or more days) may request homework assignments by contacting their counselor to make arrangements to have assignments picked up on the next school day.

**Attendance Procedures**

* Parents of students must telephone the school whenever it is necessary when their child is absent, late or be dismissed early during the school day.  Calls should be made prior to the start of school. Documentation is needed upon the student’s return to the school. Any absence not reported or verified by the parent/guardian by 10:30 a.m. will be subject to an automatic call home to notify home of absence.
* Students who expect to be absent for an extended period of time (2 or more days) may request homework assignments by contacting their counselor to make arrangements to have assignments picked up on the next school day.

**Attendance for Extra-Curricular/Sports Activities**

* Students are required to be in attendance for the **ENTIRE** school day in order to participate in any extra-curricular or sports event or competition (this includes dances).
* Attendance is required for the **ENTIRE** regular school day before any Saturday competition. In the case of emergencies students may appeal to the principal.

**Arrival**

* The school doors open at 7:30 a.m. for breakfast.  Students arriving at school prior to the start of classes are to report to the cafeteria.  They may not linger in the hallways or the gymnasium.  School begins promptly at 8:05 a.m. School is dismissed by the classroom teachers at 3:02 p.m.
* Students will enter the building through the Compton entrance.  In the event that students are running late, they will enter through the main/front entrance of the school on Hartford Street.

**Dismissal**

* The school doors open at 7:30 a.m. for breakfast.  Students arriving at school prior to the start of classes are to report to the cafeteria.  They may not linger in the hallways or the gymnasium.  School begins promptly at 8:05 a.m. School is dismissed by the classroom teachers at 3:02 p.m.
* Students will enter the building through the Compton entrance.  If students are running late, they will enter through the main/front entrance of the school on Hartford Street.

 At the close of school, students will exit the building onto the Compton Street side.

**Early Dismissal**

* Every effort must be made by parents, guardians and students to schedule personal appointments when school is not in session.  Please refer to SLPS’ 2019-20 calendar.  Early dismissals negatively impact students’ daily attendance and should be avoided as much as possible.
* For reasons of safety and legality, permission to leave campus will not be granted if the verification from a legal guardian cannot be confirmed.  Parents and guardians must come into the school, produce a state ID, and complete an Early Dismissal form in order to sign a student out for an early dismissal.

**Excessive Absences**

* When a student is absent from school, regardless of the reason, it is the student’s responsibility to contact his or her teachers to plan for making up assignments, tests, etc. missed during the absence.
* Once a student exceeds ten (10) total absences per semester in a class, credit can be denied.  Total absences include both excused and unexcused absences. Referral to Authorities.
* In cases where a student accumulates ten (10) unexcused absences from school, that student will be referred to Juvenile Court and/or Family Court for truancy.  In cases where parents/legal guardians are unwilling or unable to cooperate with the school in ensuring that the student maintains regular attendance, a prompt referral for educational neglect may be made to the Division of Family Services or to the Juvenile Court:
	+ 1. Parents will be notified of each absence.
		2. Students will be withdrawn from classes due to absenteeism after the 3rd consecutive absence and if a pattern of absenteeism has been established. At that time the parent and student will need to reenroll with a reasonable explanation for the absences.

**Perfect Attendance**

* To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school every day school is in session and miss not more than 6 hours total absences for the entire school year.  Students on field trips or other school-sponsored trips shall be counted as present in school.

**Tardiness**

* Students are expected to be punctual to all classes and arrive to the building on time in the morning. Students who arrive after 10:00 a.m. must be escorted in the building with a parent.
* Hall sweeps are conducted intermittently during the school day to improve punctuality.  Students who are in the halls without a valid pass when the hall sweep begins are considered tardy or truant and will be subject to disciplinary action.

**Withdrawal from School**

* If a student must withdraw from school (moving, dropping out, or transferring), they are expected to do so properly.  Before a student can withdraw from school, a parent or guardian must complete the withdrawal and release of information forms. Failure to return RHS materials such as books, uniforms, etc. and pay all balances will result in holding transfer records.

**Code of Conduct, Prohibited Behaviors, & Student Discipline**

Providing a safe learning environment for all students is one of the highest priorities at Roosevelt High School. To help us reach this goal, we ask you to please review the St. Louis Public Schools 2021-2022 Student Code of Conduct Handbook. This guide provides essential information regarding the rights and responsibilities of all members of the school community. It outlines the expectations for behavior that will result in a safe, positive, and supportive learning environment. The 2021-2022 Student Code of Conduct Handbook is available in various languages for you to keep and refer to as needed throughout the school year. This information can be accessed by clicking on the following links:

* + Student Code of Conduct Handbook: [ENGLISH version](https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/70/20-21%20Code%20of%20Conduct%20Final%202-23-21.pdf)
	+ Student Code of Conduct Handbook: [ARABIC version](https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/70/2020-21%20Code%20of%20Conduct_Arabic_June%201.pdf)
	+ Student Code of Conduct Handbook: [NEPALI version](https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/70/2020-21%20Code%20of%20Conduct_Nepali_June%201.pdf)
	+ Student Code of Conduct Handbook: [SPANISH version](https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/70/2020-21%20Code%20of%20Conduct_Spanish_June%201.pdf)
	+ Student Code of Conduct Handbook: [SWAHILI version](https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/70/2020-21%20Code%20of%20Conduct_Swahili_June%201.pdf)
	+ Student Code of Conduct Handbook: [VIETNAMESE version](https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/70/2020-21%20Code%20of%20Conduct_Vietnamese_June%201.pdf)

**Behavior Expectations**

* Students are encouraged to set personal goals that lead to responsible and acceptable behavior in public, workplace, home, and school. The ideal personal accomplishment is self-discipline. In the spirit of this respect, Roosevelt's Team will not condone the use of profane, obscene, and disrespectful language and gestures. Roosevelt High School will hold an atmosphere in which an orderly education process can take place. Consequently, we place value on respect for others and their property. Students whose conduct is judged to be detrimental to the student body in impedes instructions and prohibits academic success will result in disciplinary measures.
* Behavior management shall be the responsibility of adults who have an ongoing relationship with our students. Parents will be notified by staff when the student is exhibiting a pattern of unacceptable behavior.
* To ensure that we maximize instructional time and minimize distractions from learning, the St. Louis Public Schools District’s Student Code of Conduct Policies and Procedures has been established to promote a conducive learning environment that is geared toward promoting academic achievement and positive student behavior. All students and parents are expected to be familiar with board policies and are responsible for understanding their rights and responsibilities.

**Bullying**

* Bullying means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of is prohibited and will be addressed with disciplinary action. If any student believes they are being bully or harassed, we encourage you to communicate with a school official as soon as possible.

**Cheating**

* Plagiarism, cheating, stealing of answers, arranging for others to do schoolwork or exams are all considered dishonest, wrong, and antithetical to the purposes of a learning organization. Students who engage in these activities face disciplinary action.

**Electronic Devices**

* To ensure we maximize instructional time and minimize distractions from learning, the use or possession of personal cell phones and electronic devices are NOT allowed at RHS. However, for safety reasons when traveling to and from campus, students who must bring a cell phone or electronic device must agree to check-in their phones or devices upon arrival to school. Cell phones and personal electronics will be returned to student at the end of each day.
* Cell phones and devices confiscated will only be returned to the parent(s)/guardians after meeting with school officials. Roosevelt’s personnel are not responsible and or not liable for cell phones or electronic devices brought into school in violation of this expectation.

**Student Success Center**

* The RHS Student Support Center will serve in replacement of a traditional In-School Suspension Room. The RHS Student Support Center is an integral part of the educational process and will assist in correcting behavior while meeting students’ academic, and social and emotional needs. Teachers will be notified via email when a student is placed in the support center. Teachers are required to submit assignments and video lessons to support the learning while the student is in the support center. Teachers are also required to drop-in for at least 15 minutes during their planning period to check-in with the student(s) to ensure he/she is having success. The drop-in can be done in Teams or in-person (teachers will notify the ISS instructor of their preferred method). The Student Support Center attendant will monitor, encourage, and engage students in the learning process, and social and emotional development, collect completed assignments, and place them in the teacher’s mailbox (unless the teachers offers another preferred method.) Failure to comply with ISS regulations and/or other forms of misconduct during ISS placement may result in additional days of placement and/or other forms of disciplinary action.

**Sexual Harassment**

* Unwelcome sexual behavior, such as touching, sexually explicit or implicit comments, sexually based rumors, pictures, pranks, jokes, physically cornering/blocking another’s movements, public displays of affection; Sexual harassment is not limited to conduct by males toward females and can occur between any of the following females on male, male on male, female on female staff on student or student on staff.
* Any student who engages in sexual harassment while on school property, internet, and community events, or while participating in any sponsor school activities shall be subject to disciplinary action, up to and including expulsion.
* If a student believes that they have been sexually harassed, or if a student believes that a fellow student is being subjected to sexual harassment, encourage to report this information immediately to any school officials.

**School Uniforms**

* The purpose of RHS’s Student Dress Code Policy is to define acceptable student attire clearly.
* Students must wear a polo-style shirt (black, grey, red, or white) khaki pants, shorts, or skirts. Rough Rider gear is acceptable every day. Shirts from approved RHS sponsored organizations are accepted. Example: Boys and Girls Club, Cheer Squad, College, Sports Teams, etc. Students must wear a mask, ID, and clear book bag.
* School uniform shirts, gear, and clear book bags can be purchased from the school. Please see the Principal’s Secretary.
* Clothing must not display offensive logos, inappropriate messages, or fashionable rips or tears.
* Students who do not follow the uniform expectations will be asked to change clothes or remove accessories. If the student does not have appropriate clothing at school, it may be necessary for parents to bring proper attire or to accompany students' home to change. The school may also provide appropriate clean clothing if required and available. Repeated Dress Code infractions will result in disciplinary actions.

**Classes, Grading, Academics, & More**

**Adding and/or Dropping Classes**

* RHS keeps class changes to a minimum to prevent confusion and to maintain constancy.  Frivolous class changes requested by students do not promote the important personal skills of dealing with difficult situations, maintaining flexibility in changing circumstances, and enduring through difficult intellectual challenges.
* Class changes that are necessary for credit accrual toward graduation will be granted.  Class changes for personal differences between student and teacher, difficulty of a course, or non-permanent teachers assigned to classes will not be granted without principal approval.
* Adding or dropping a class must be done during the first two weeks of a semester.  All changes to schedules must be requested in writing.

**Assessments**

* Students are expected to participate in all school-wide, district and state assessments.  Students must take their final exams to be considered to receive final grades.

**Communicating Concerns**

* Students and parents who have a concern regarding progress should communicate first with the classroom teacher.  If the concern or problem cannot be resolved at the classroom level, students and parents can contact the principal. In order to expedite communication, students and parents are asked to contact the teacher via email or a phone to the school.
* Classroom visits by parents are always permissible and parents are encouraged to schedule visits with teachers in advance.  RHS requests that the school be notified in advance as special activities sometimes alter classroom schedules.

**Grade Reports**

* Grade reports are issued periodically throughout the school year.  Progress reports will be given to students after the first 5 weeks of each quarter.
* Quarter report card will be distributed during parent/teacher conferences scheduled at the beginning of the 2nd and 4th quarters. Semester report cards will be mailed.  The grading system is based on a four-point (4.0) system.  Semester exams will be given in each class. Failure to take a final exam on the assigned date will possibly result in a failing grade for the semester.

**Grading System**

* Achievement in the various subject areas is indicated by the following marking scale:

**A = Excellent 90% - 100%**

**B = Very Good 80% - 89%**

**C = Progressing 70% - 79%**

**D = Below Average 60% - 69%**

**F = Failure 0% --- 59%**

**Teachers determine students’ final grades based on performance, effort, and attendance.  Report card grades are based upon the following system:**

* A running average will be maintained by the teacher for each semester.
* Progress, quarter, and semester grades will be determined based on the average the student has earned at that point in time.
* Final exams will be worth 10-20% of the final semester grade.
* End-of-Course and AP exams will also be factored into student grades.
* The purpose of this system is to prevent high scores in one-half of a semester from eliminating the need to earn passing scores in the second half. Year-long courses are never averaged from semester to semester.  Semester grades are final and are used to calculate cumulative credits toward graduation.  First semester grades are not weighed into second semester grades.

**Graduation Course Requirements**

* To meet high school graduation requirements a student must successfully complete a program which shall satisfy specific legal requirements and shall contain credits as indicated in the following areas:

|  |  |
| --- | --- |
| **SUBJECT** | **UNITS** |
| COMMUNICATION ARTS | 4.0 |
| MATHEMATICS | 3.0 |
| SCIENCE | 3.0 |
| SOCIAL STUDIES | 3.0 |
| FINE ARTS | 1.0 |
| PRACTICAL ARTS | 1.0 |
| PHYSICAL EDUCATION | 1.0 |
| HEALTH |   .5 |
| PERSONAL FINANCE |   .5 |
| ELECTIVES | 7.0 |
| **TOTAL** | **24.0** |

* Students with disabilities must satisfy the State and the St. Louis Board of Education requirements to graduate and receive a diploma.  Required courses may be modified by the student’s Individualized Education Plan (IEP).
* The IEP will include a clear statement of the modifications necessary in a class of the student and designate the teacher responsible for evaluation and assigning of a grade.  Students must complete all requirements as stated in the IEP.

**Graduation Requirements**

* As stated in Board Policy R5127.1 and based on the classification system below, students who are required to earn 24 units of credit for graduation. The following grade level requirements will be in effect:
	+ **Freshman/9th 0 – 6.5 units**
	+ **Sophomore/10th 7.0 – 13.5 units**
	+ **Junior/11th 14.0 – 20.0 units**
	+ **Senior/12th 20.5 – 24.0 units**
* Further credits are recommended for college admission.  Please see your counselor for further information.
* Graduation shall be contingent upon: Earning the minimum number of units (24).
* Earning enough units in required subject areas as specified by the Board of Education.
* Taking all tests as may be required by the Board and the State Department of Education.
* Completion of Personal Finance & CPR
* Meeting all residency requirements as may be required by the board, including completing at least one full semester at the school scheduled to issue the diploma during the final year of study.
* In addition to the program of study for graduation, a student must pass the Missouri and the United States Constitution tests to qualify for graduation from the district.
* Students must successfully complete the requirements for graduation from high school prescribed by the State Department of Education and by the SLPS. In addition to credit earned for makeup work (e.g. summer school), a student may earn in programs about and beyond the regular school day, a maximum of three credits toward graduation requirement.
* (These credits must be earned in accordance with the provisions and limitations indicated in the handbook for Classification and Accreditation, including those provisions regarding achievement credit and credit earned through extension or correspondence courses.)

**Homework Assignments**

* Homework contributes to the effectiveness of the school’s impact on the individual student. In recognition of the importance of homework to the educational development of students, parents can:
1. Inquire daily of their children as to the nature of their homework assignments
2. Provide a quiet, comfortable study area
3. Set aside time daily for the completion of homework assignments
4. Encourage their children to complete homework assignments
5. Read, review, and sign all homework assignments
6. Teach their children that they have a responsibility to care for and return books and learning materials taken home for homework assignments
7. Pursuant to the homework policy, the student will:
8. View homework as an opportunity to expand his/her educational development
9. Seek help for homework assignments when necessary
10. Complete homework assignments
11. Care for and return promptly books and materials taken home to complete assignments

**Honor Roll**

* To be on the Honor Roll, a student must have at least a 3.00 grade point average.  The Honor Roll takes all courses into consideration for each semester.  The levels of the Honor Roll increase by increments of .25 of the student’s GPA.

**Recommended School Supply List**

* Number 2 Lead Pencils
* Blue or Black Ink Pens
* Spiral Notebooks
* Loose Leaf Paper
* Binders
* Calculator
* igHighlighters
* Ruler
* Pocket Folders
* 3 x 5 Index Cards
* Combination Locks

**General Policies**

The Roosevelt High School (RHS) Student Handbook is provided for the purpose of easing the accessibility to information for parents and students of our school.  Complete policies for St. Louis Public Schools are provided at the district offices and website.  This document is subject to change.  All students are expected to be familiar with the policies and procedures outlined and are responsible for understanding their rights and responsibilities.  This document is to be used in conjunction with the Student Rights and Responsibilities Manual and Code of Conduct provided by the St. Louis Public Schools (SLPS).

**Assembly Expectations**

* Students are expected to attend assemblies as requested by the administration.  Regardless of the activity, students are expected to treat speakers, performers, and audience members with respect and dignity.
* Students must remain in their seats during the presentation and must seek permission of school staff to leave for any reason.
* Sleeping or socially unacceptable behavior will not be tolerated.  Students are expected to sit up and face forward and act in a mature manner.

**Cafeteria Procedures & Expectations**

* RHS students will report to the cafeteria before school, breakfast and during the lunch period assigned to them.
* Students may not be in the hallways, gymnasium, classrooms, lobby, stairwells, or outside during the lunch periods.
* For students to eat breakfast or lunch at school they must enter their pin access identification number. Students are not to disclose their pin access identification number to other students.
* Appropriate and expected cafeteria behavior includes:
1. Students are to line up properly to select and collect their meals\
2. Crowding or jumping in line will not be permitted and may result in loss of cafeteria privileges.
3. Students are to dispose all their trash and unwanted items in the provided trash receptacles.
4. Students are responsible for the table at which they choose to sit.
5. Tables and surrounding areas are to be left clean and ready for use by other students and staff.  Students who leave their area messy may be asked to assist in cleaning up the cafeteria, not only their own table.
6. Students are to treat their lunch period as a pleasant break in the day and an excellent opportunity to socialize with friends.

**Classroom Expectations**

* Students attending RHS are expected to treat their teachers, fellow classmates and all RHS staff members with respect and dignity.
* Students are expected to arrive on time, participate in classroom activities, wait to be dismissed by their teacher (not the bell), and remain actively engaged in the classroom activities.
* Students exhibiting behaviors or language that is disruptive to the teacher, the other students or the instructional goals of the classroom may be dismissed and face disciplinary action, as per the SLPS Student Code of Conduct.
* Students are expected to adhere to these expectations to ensure that their instructional time is not jeopardized.

**Closed Campus**

* RHS is a closed campus. Students cannot leave without prior and proper permission from administration. For safety reasons, once on campus students are not allowed to leave for any reason.

**Counseling Services**

* Counselors provide students with many services.  Probably the most important among these is helping students claim personal responsibility for their education.
* Counselors help students and their families deal with any social, emotional, or behavioral concerns that are impacting academic success.  Guidance and Counseling offers small group and individual counseling on an as-needed basis.
* Some specific purposes for visiting the counselor are discussion of personal problems, create a four-year and post-graduation plan, talk about long range plans for the future and seek assistance on career/college exploration.

**Emergency Procedures**

* Emergency procedures are posted in each room.  Drills and practices will be conducted regularly to ensure that all students are familiar with safety procedures. Students have three very important precautions to remember during an emergency drill or situation.
1. Always remain calm and quiet.
2. Carefully follow the directions of the teacher in charge.
3. Move quietly and quickly without pushing or shoving.

**Excuses from Classes**

* High school students should not expect to be given permission to go the restrooms, use the telephone, etc. during a class period.
* Likewise, students are expected to bring all the equipment they need with them to class and should not expect to go to their lockers during the class period.
* Time is provided before school and during the scheduled lunch period for students to prepare themselves for class.

**Field Trips**

* Students participating in school-sponsored or class-sponsored field trips must provide written permission from their parents in order to participate.

**Fines**

* Fines accumulated by students while must be paid in full to be cleared for graduation at the end of the senior year. Students who have outstanding fines must have paid at least 50% of the fines (with receipt) in order to participate in special RHS events such as Homecoming, Prom, etc.

**Fundraising Activities**

* The sale of all items, such as candy, candles, sweatshirts, etc., may only be approved by the principal.  Solicitation on the school premises by any student or staff member for any outside organization, or for personal profit, is strictly prohibited.

**Hall Passes**

* RHS hall passes are required when students are moving about the campus while classes are in session**.**
* Students in the halls must have an official pass signed by a staff member and containing the following information. The following will be noted on all official RHS hall pass:
1. Student name
2. Time and date
3. Purpose of being out of class
4. Destination
5. Teacher signature and room number
* Students without a pass or without the proper information on a pass will be held accountable for leaving class/assigned area without permission.  Students should seek to obtain an official RHS hall pass with the above information before considering leaving a classroom or assigned area

**Inclement Weather**

* There are several radio and television stations which teachers, parents, and students can listen for the closing of school. These stations are KSD, KMOX/KLOU, WIL/WRTH, Y98 and KTVI.
* Information can also be heard by calling the Post-Dispatch line at (314)923-2323.  Inclement weather information is also posted on the district’s website ([www.slps.org](http://www.slps.org/)).

**Library**

* The library is open for services on scheduled school days from 8:35 a.m. to 3:02 p.m.  A few exceptions will be made during exam weeks, check-out, and during days designated for professional development. In order to use the library and check out books, students must carry and present a valid student I.D. card.
* During lunch, students with a pass from the Librarian may use the library.  Students using the library during class-time must have a RHS pass from the sending adult. The following guidelines are also set out for student use of the library:
1. Book bags and backpacks must be checked with the librarian on duty upon entering the library.
2. Food, drinks, candy, gum, horseplay or loud voices are strictly prohibited.
3. Students may check out one book at a time.
4. Lost, stolen or damaged books must be replaced at cost by the student.

**Lockers**

* Lockers are the property of SLPS.  Lockers should always be kept closed and locked.
* Periodic general inspections of lockers is to be expected and may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.  Students are to use only their assigned lockers.
* The sharing of lockers is strictly prohibited.
* Students are to avoid placing valuables and expensive items in their lockers.
* Lockers will be emptied and cleaned at the end of the school year.
* The school district is not responsible for any personal items left in the lockers after the last day of school.
* The interior of the lockers should be kept as neatly as possible; nothing should be put in the interior of the locker that may damage the metal or remain permanently in the locker.
* Nothing should be posted in the lockers that is obscene or that is not allowed in the general classroom.  Items deemed undesirable will be removed.

**Lost and Found**

* There is a “lost and found” center located in the main office. Items not claimed within two weeks will be given away to charitable agencies.
* To guard against loss.
1. Do not bring items of unusual value to school.
2. Label your possessions.
3. Lock your locker.
4. Do not share your locker or your lock combination with other students.

**Media Release**

* RHS students are required to sign waivers indicating their willingness to be videotaped and photographed for pedagogical study and public relations by both SLPS staff and public media agencies.

**Medical Information**

* **Administering Medications in School**
* In cases where medication must be given during the school day, parent or official guardians must deliver the medication and all necessary authorizations and instructions from the doctor to the school nurse.  **Students are not allowed to transport medication of any kind into the school.**  No student will self- administer medication.
* **Illness or Injury at School**
* Whenever a student becomes ill or injured at school, they are encouraged to seek proper care and treatment immediately.  In all cases the student should ask the teacher for permission to be seen in the health office.
* **The decision to send a student home is based on the assessment of the school nurse.** Students who are ill or injured are not permitted to go home without parental approval.  In addition, they are not permitted to go home unless someone is home to provide the necessary care.
* When returning to school following a contagious illness, any other serious illness, or accident, urgent care visit, or emergency room visit the student must present a note from a doctor indicating they can return to school and be released by the nurse for admittance to class.
* **Immunization & Physical Examination**
	+ SLPS recognizes that it is unlawful for any student to attend school unless he or she has been immunized as required by state law and can provide satisfactory evidence of such immunization.
	+ Student immunization and immunization records will be required as deemed by board policies and state regulations.   **All students are required to have an annual physical exam.**

**Non-Discrimination**

* RHS does not discriminate based on race, color, national origin, sex, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

**Parental and Eligible Student Rights under FERPA**

* FERPA is the Family Educational Rights and Privacy Act.  Parents have certain rights with regard to the privacy of their children’s educational records.  These rights include:
1. The right to inspect and review educational records.
2. Rights to request and amend records.
3. Rights to consent to disclosure of certain information.
* Certain school officials are exempt from prior consent if they have legitimate educational interest in such records.  In addition, the child may also have these same rights if they are considered an eligible student.
* Please see your Student Rights and Responsibilities manual for more information.

**Signs**

* Signs that are posted in the hallways must be pre-approved by an administrator, posted only in designated areas, and taken down immediately after the event.

**School IDs**

* School activities and district's offsite events require students to have their updated school ID to participate. Each student is issued an ID and school lanyard every school year.
* If the student ID card is lost or stolen, a new ID is $3.00, and a lanyard for $1.00. The school ID is invalid if the picture is covered or defaced. Student IDs are the property of SLPS and would be collected upon the student transferring or being withdrawal from school.

**Uniforms**

* Students not complying will be provided an opportunity to rectify the situation. If this is not acceptable to students, parents will be contact to help resolve the issue.
* RHS students are required to wear a RHS shirt/top, and tan khakis pants) and a RHS student ID. RHS shirts are $10.00 and are available for sale at the school. The first ID is free, and replacements are $3.00.
* Khakis pants and RHS shirts must not display offensive logos, inappropriate messages, or rips or tears.
* Students are not allowed to wear any hoodies, wave caps, scarves, bonnets or any other head dressing not associated with a known affiliation in a sincere participation of a religion during the school day. Hoodies have been banned from the RHS campus.
* Students are to wear closed-toed shoes for safety reasons unless medical condition requires an opened-toed shoe. All medical related shoe adjustments must be submitted in writing from a medical professional and or facility.
* Students not complying will be provided an opportunity to rectify the situation. If this is not acceptable to students, parents will be contact to help resolve the issue.

**Technology**

* **Acceptable Use Policy for Technology**
* The use of the **computer systems** by St. Louis Public Schools students is a privilege and therefore it is accompanied by responsibilities. The school board monitors the on-line activities of its students and operates a technology protection measure (a filtering/blocking device) on all computers with Internet access, as required by law.
* The school board’s computer systems may not be used for the following purposes:
1. For illegal or commercial use; commercial use is defined as offering or providing products or services. Commercial use also includes product advertising language;
2. To distribute personal information including student or employee names, addresses or telephone numbers;
3. o access, upload, download, or distribute pornographic, obscene, offensive or sexually explicit language or materials as determined by community standards;
4. To harass, insult, harm, or discriminate against others;
5. To disrupt the educational and administrative goals of the board;
6. To vandalize, damage, or disable the property of another person or

**Textbooks**

* Textbooks are issued at the beginning of the school year in each class by each classroom teacher.  Students may not keep their textbooks in other students’ lockers**.**
* A student losing a textbook will be charged for the book according to the cost of replacing the book.  Students should report lost or stolen books to their teachers immediately.
* Fines are assessed at the end of the year for damaged or lost textbooks. For any textbook new this year, lost or damaged beyond repair – full cost of the book. Students who lose a textbook during the school year run a serious chance of being without a book for the remainder of the school year.
* The teacher will issue a replacement textbook after the student has paid for the lost book, providing an extra copy of the textbook is available.

**Transportation**

* Riding the bus is an extension of the school day. SLPS policy governing conduct in school also governs conduct on school buses.
* Students must recognize the driver as a part of the school staff and obey ridership rules. The bus driver is required to report acts of misconduct, including vandalism, to the receiving school’s principal or designee.
* Violations on the school bus are governed by the **SLPS Code of Conduct** as Type IV infractions. Violation of rules could result in a student being denied permission to ride the bus. Serious misconduct on the bus may result in a suspension, adjustment transfer, or an expulsion from school.
* Most buses are equipped with video equipment to record student behavior and will be used during disciplinary decision-making.

**Visitors**

* For student safety, all visitors must submit to screening by school safety officers and check-in with the secretary.  All visitors will be issued a visitor’s pass and must wear it while in the building.
* Students will not be permitted to bring visitors for the purpose of attending classes.  Such requests will be denied by the administration.  Suspended students and other unauthorized visitors will be subject to arrest and trespassing charges if found on RHS school property.
* No visitors will be allowed during the scheduled lunch periods.

**Helpful Information**

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| **Bell Schedule**  |
| **A-Day Schedule** | **B-Day Schedule** |
| * **7:58am Warming Bell**
* **Advisory-8:05am to 8:35am**
* **Transition-8:35am to 8:40am**
* **Period 1-8:40am to 10:04am**
* **Transition-10:04am to 10:09am**
* **Period 2-10:09am to 11:33pm**
* **Transition-11:33am to 11:38am**
* **Period 3-11:38am to 1:33pm**
* **1st Lunch-11:38am to 12:08pm**
* **1st Lunch Transition-12:08pm to 12:13pm**
* **2nd Lunch-1:03pm to 1:33pm**
* **Transition-1:33pm to 1:38pm**
* **Period 4-1:38pm to 3:02pm**
* **Dismissal-3:02pm**
 | * **7:58am Warning Bell**
* **Advisory-8:05am to 8:35am**
* **Transition-8:35am to 8:40am**
* **Period 5-8:40am to 10:04am**
* **Transition-10:04am to 10:09am**
* **Period 6-10:09am to 11:33pm**
* **Transition-11:33am to 11:38am**
* **Period 7-11:38am to 1:33pm**
* **1st Lunch-11:38am to 12:08pm**
* **1st Lunch Transition-12:08pm to 12:13pm**
* **2nd Lunch-1:03pm to 1:33pm**
* **Transition-1:33pm to 1:38pm**
* **Period 8-1:38pm to 3:02pm**
* **Dismissal-3:02pm**
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| **Important Numbers** |
| **Main Number** | **314-776-6040** |
| **Principal’s Office – Principal Dancy** | **Ext. 46501** |
| **Registrar - Ms. Pines** | **Ext. 46512** |
| **Data Processor – Ms. Jones** | **Ext. 46527** |
| **Counselor – Ms. Paes**  | **Ext. 46530** |
| **Counselor – Ms. Berra**  | **Ext. 46532** |
| **Social Worker – Ms. Murphy**  | **Ext. 46525** |
| **Book Clerk – Ms. Fultz** | **Ext. 46507 & Ext. 46540** |
| **Family Community Specialist – Mr. Perkins** | **Ext. 46528** |
| **Attendance Office – Mr. Williams** | **Ext. 46510** |
| **Security Kiosk** | **Ext. 46100** |
| **Nurse -** | **Ext. 46102** |
| **Naheed Chapman New American** | **Ext. 46053** |
| **Transportation** | **314-389-2202** |
| **Board of Education** | **314-231-3720** |