

Theodore Roosevelt High School



Parent and Student Handbook 2017-2018

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EXPECTATIONS AND CODE OF CONDUCT

1. Be in your assigned seat/area, ready to work when the bell finishes ringing.
2. Have paper, pencils/pens, books, and all needed supplies every day.
3. Keep hands, feet, books and objects to yourself.
4. No profanity, rude gestures, teasing or put downs.
5. Follow directions of the *Student Code of Conduct Handbook* and all school adults unless their request is illegal, immoral or unsafe.

General Policies

Introduction

This Parent/Student Handbook is provided for the purpose of easing the accessibility to information for parents and students of Roosevelt High School. Complete policies for St. Louis Public Schools are provided at the district offices. This document is subject to change. All students are expected to be familiar with board policies and are responsible for understanding their rights and responsibilities. This document is to be used in conjunction with the **Student Rights and Responsibilities Manual** provided by the St. Louis Public School district.

Student Uniforms

Roosevelt will continue to be a uniform school for the 2017-2018 school year. All Roosevelt students are required to wear a red (9th/10th graders) or black (11th/12th graders) polo shirt and khaki colored pants, shorts, or skirts. The khakis may be purchased at any store of choice and must be plain with no offensive logos, inappropriate messages, or fashionable rips or tears. Students aren't to wear any hoodies with their khaki pants, shorts, or skirts. Leggings or pants that resemble leggings will not be allowed. Students who are without uniform will not be allowed to enter class; they will be assigned to ISS.

Student Arrival and Dismissal

School opens at 7:20 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. and is dismissed by the classroom teachers at 3:02 p.m.

Students will enter the building through the doors on the Louisiana side of the building. All students must provide their Roosevelt issued school I.D. in order to gain access to the building. In the event a student enters without their ID a temporary ID will be provided. Students arriving after 8:20 a.m. will enter through the main/front entrance doors. Students who arrive to school late must complete an official tardy pass from a school official in order to proceed to class. At the close of school students who ride the school bus and or walking home will exit through the Compton or Louisiana door.

Every effort must be made by parents, guardians and students to schedule personal appointments when school is not in session. Please refer to the district calendar. Early dismissals negatively impact students' daily attendance and should be avoided. Early dismissals can only be officially granted by an administrator or counselor. 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/guardians must come into the school office to sign a student out for an early dismissal.

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 to the high school 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 Roosevelt school property. No visitors will be allowed during the scheduled lunch periods.

Student ID's

Student identification is critical to student safety. All students must be able to present a school identification badge to obtain entry into the building, cafeteria lines, classrooms and school events. Students without I.D. cards will not be able to purchase tickets to events. The first identification card is free. If an I.D. card is lost or stolen, a new I.D. can be purchased for \$3.00 and a new Lanyard can be purchased for \$1.00. Students found with multiple I.D.s or I.D.s that doesn't belong to them is subject to disciplinary action and will have the card confiscated. Student ID's are the property of the St. Louis Board of Education and will be taken upon withdrawal from school. Altering IDs is considered destruction of school property. Student Id's must be presented any time needed.

Use of Hallways and Hall Passes

Official Roosevelt hall passes are required when students are moving about the campus while classes are in session. Students in the halls without a pass signed by their teacher and containing the following information will face disciplinary action. The following will be noted on all official Roosevelt hall passes:

- Student name
- Time and Date
- Purpose of being out of class
- Destination
- Teacher signature and room number

Students without a pass or without the proper information on a pass will be held accountable for leaving class without permission. The burden will not be placed with the teacher or the administrator, so students should seek to obtain an official Roosevelt hall pass with the above information before considering leaving a classroom or an office.

Classroom Expectations

Students attending class should expect to treat their teachers and fellow classmates with respect and dignity. They must refrain from leaving their seats without explicit permission by the teacher. They must refrain from the use of foul language or physical conduct that would be considered offensive, harmful or dangerous. 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 St. Louis Public Schools Student Code of Conduct. Students are expected to adhere to these expectations to ensure that their instructional time is not jeopardized.

Substitute Teachers

Substitute teachers are an important part of our school system. They are part of the school staff when they are assigned to Roosevelt. Your conduct in their presence should be as good as your conduct when the regular teacher is present. Your cooperation, behavior, and consideration reflect on you, our school, and the image people have of us. We want to have a good image that we can share.

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.

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.

Media Release

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

Cafeteria Procedures and Guidelines

All students will report to the cafeteria before school 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. Restrooms are to be used only with the permission of the cafeteria supervisors.

In order to eat school provided lunches, students must wear and clearly display their student I.D., know their pin access identification number, and/or bring funds from home to purchase off-menu items. Funds can also be deposited into a meal account from which money can be deducted. Students are not to disclose their pin access identification number to other students.

Appropriate and expected cafeteria behavior includes:

- Students must select the table at which they wish to eat. Students are to **remain seated** at their chosen table and not wander from table to table during their lunch period.
- Crowding or jumping in line will not be permitted and may result in loss of cafeteria privileges.
- **All garbage must be disposed of in the provided trash receptacles.**
- Students are responsible for the table at which they choose to sit.
- Tables 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.
- Students will refrain from loud, unnecessary talking in the cafeteria. The lunch period should be a pleasant break in the day and an excellent opportunity to socialize with friends. Please converse at your table in normal conversational tones.
- Food or drinks are **NOT** to be taken out of the cafeteria.
- Food from home is permitted. Food from outside restaurants is **not** permitted in the cafeteria due to state health codes.

Emergency Procedures

Emergency procedures for fire and severe weather are posted in each room. Drills and practices will be conducted regularly according to a schedule to ensure that all students are familiar with safety and procedures.

Students have three very important precautions to remember during an emergency drill or situation.

1. Remain calm and quiet at all times.
2. Carefully follow the directions of the teacher in charge.
3. Move quietly and quickly without pushing or shoving.

EMERGENCY DRILL signs and maps are located to the right of every classroom door detailing the routes for exiting the building in a safe and efficient manner.

Attendance Policy

The St. Louis Public School District is committed to the philosophy that students should attend all classes every day. Regular attendance is expected in all classes and is essential to good performance. **The correlation between regular attendance and academic success has been well established by research.** Through regular attendance students are expected to develop habits of self-discipline and responsibility. These habits lead to learning to participate in group discussions, developing appreciation for the views and abilities of other students. Students should be aware that attendance is part of their evaluation in each class. Students should understand excessive absences, whether excused or unexcused, will drastically affect their class grades.

Attendance at school every day is critical for student learning, progress, advancement, and program completion. **Absence from school is the greatest single cause of poor achievement. If students are not regular in attendance, their performance lags, they soon lose interest, and then tend to fall further behind in their work.** Successful students are seldom absent. It is also part of state and city law. In accordance with school board policies R5119.6, R5113.2, and P5110, the following attendance policy will be enforced.

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.

Absences from School

Note: Reference to "Parent" refers to actual parent and/or legal guardian.

1. Parents of students must telephone the school whenever it is necessary for a student to be absent, arrive late or be dismissed early during the school day. Calls should be made any time from 7:45a.m. to 10:30 a.m. but preferably as early as possible. The number to call is 314-776-6040. In addition to notifying the school on the day of the absence, on the day the student returns to school, the parent must provide the office a signed note explaining the

absence. The teachers take attendance each period and the names are reported to the school office. 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.

2. Students who expect to be absent for an extended period of time (3 or more days) may request homework assignments by calling the main office at 314-776-6040 between 7:30 a.m. and 10:30 a.m. and make arrangements to have assignments picked up from their counselor by the end of the day.

3. Excessive Absences

- A. When a student is absent from school, regardless of the reason, it is the student's responsibility to contact his or her teachers to make arrangements for making up assignments, tests, etc. missed during the absence.
- B. Once a student exceeds fifteen (15) total absences per semester in a class, credit can be denied. Total absences include both excused and unexcused absences.
- C. Parents will be notified with a warning letter on the third (3rd), fifth (5th), seventh (7th), tenth (10th) absence.
- D. Students will not be withdrawn from classes due to absenteeism until the 10th absence. At that time the parent and student will need to reenroll with a reasonable explanation for the absences. The student will be dealt with in accordance to the discipline code. The student needs to remain in the class or classes to provide for the continuity of his/her education.
- E. **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.**
- F. **Early dismissals and verified absences are still absences.** These count against the average daily attendance for students and may prohibit students' ability to participate in school activities.

4. 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.

5. Trips/Vacations

While the district discourages families from taking trips/vacations during the academic school year, it recognizes that at times this cannot be avoided. When a student will not be in attendance due to a family trip/vacation, the student may be excused provided that:

- A. The school is notified in advance of the absences.
- B. The student procures assignments in advance of the absence.
- C. All assigned work is turned in upon returning to school; extra time will not be given.
- D. All tests, etc, are made up at the direction of the individual teacher.

6. Tardiness

- A. Students are expected to be punctual to all classes and arrive to the building on time in the morning. Students arriving to the building late on a regular basis will be referred to the school guidance counselor.
- B. Students who arrive after 10:00 a.m. must be escorted in the building with a parent. If a student is not escorted in the building by a parent, they will be escorted to the Guidance Counseling office to contact a parent or guardian.
- C. Students are expected to be in class with all required educational materials (i.e. books, paper, pen/pencil, homework). (1st) and (2nd) tardy will result in an immediate one on one conference w/student by the classroom teacher (3rd) tardy to any particular class will result in a documented phone conference with parent from the classroom teacher and notification to grade level disciplinarian and or grade level principal. On a (4th) tardy to any particular class will result in a mandatory conference with the student's grade level disciplinarian or administrator in addition to notifying parent and guidance counselor. Any accumulated tardy after the fourth will result in further disciplinary action with school administration. Students who accumulate more than three tardies in specific classroom should be referred to their grade level disciplinarian and or principal.
- D. Hall sweeps are conducted intermittently during the school day in an effort 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.

Truancy

Absence from school without explicit parental or guardian consent or by school authorization is considered truancy. Unauthorized absence from class, "aka" class cutting, is also considered truancy. Truancy will warrant a referral to both the school social worker and the courts.

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 is allowed to withdraw from school, a parent or guardian must furnish a written note or phone call for verification. Failure to return all books and fulfill debt obligations will result in holding transfer records.

Health Services

A Professional Registered Nurse is assigned to Roosevelt High School on a full time basis and can assist parents and students regarding health related matters. In additional to the school nurse, Mercy Clinic has a Family Nurse Practitioner and Licensed Social Worker onsite to also assist with health related matters.

Student Immunization and Annual Physical Examination

The Board of Education 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.**

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 in the health office. **Students are not allowed to transport medication of any kind into the school.** It is the policy of the current Administration at Roosevelt High School that 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.

Head Lice Policy

St. Louis Public Schools have adopted the current policy of the Missouri Department of Health and Senior Services and guidelines from the Centers for Disease Control (CDC) that **children should not be excluded or sent home early from school because of head lice.** Parents of affected children found to have live lice or viable nits will be notified and informed by the school nurse that their child should receive treatment with a pediculocide before returning to school the next day. When head lice are detected at school, all close contacts of the affected child will be examined by the school nurse. Close contacts are friends or relatives of the child that share the same items such as clothing, combs, beds, or other things of this nature. Parents/caregivers will be given resources by the school nurse to address the issue of head lice with attention to literacy and language barriers. School education regarding head lice will be comprehensive and ongoing.

Student Services

Transportation

Riding the bus is an extension of the school day. The school boards 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 documented in the SLPS Code of Conduct booklet as Type IV infractions. Violation of rules could result in a student being denied permission to ride St. Louis Public School buses. 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. The transportation provider for St. Louis Public Schools is First Student and their contact number is 314-389-2202.

Library Media Center (LMC)

The library is open for services on scheduled school days from 8:25 a.m. to 3:30 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 pass* from their teacher (in addition to their I.D.) indicating the following information:

- Student name
- Time and Date
- Purpose of library visit and allotted time given to achieve the purpose
- Teacher signature and room number

** In order to return to class students must speak with a librarian and have a return slip signed and time stamped.*

The following guidelines are also set out for student use of the library:

- Students may not be sent to the library by teachers simply to read. Reading for pleasure is appropriate for students using the library during their lunchtime.
- Book bags and backpacks must be checked with the librarian on duty upon entering the library.
- Food, drinks, candy, gum, horseplay or loud voices are strictly prohibited.
- Students may check out one book at a time.
- Lost, stolen or damaged books must be replaced at cost by the student.

Guidance and Counseling Services

School Guidance Counselors provide students 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
- Seek assistance on career/college exploration

PROCESS FOR SEEING COUNSELORS

Students should complete a guidance office appointment form that is available at the front counter to see their counselor. Counselors will then contact the student when they are available.

- Students should always have a hall pass to see a counselor if no appointment has been made.

Lockers

Lockers are the property of St. Louis Public Schools. At no time does the school district relinquish control of its lockers which are provided for the convenience of students.

Lockers should be kept closed and locked at all times. Periodic general inspections of lockers should 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 should 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 a month 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; and **(4) do not share your locker or your lock combination with other students.**

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.

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).

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.

1. Fines are assessed at the end of the year for damaged or lost textbooks.
2. For any textbook new this year, lost or damaged beyond repair – full cost of the book.
3. For any textbook not new this year, lost or damaged beyond repair, the fine will be calculated on the basis of the condition of the book at the time of issuance as indicated at the beginning of the school year.
4. Good: $\frac{3}{4}$ of the original price; Fair: $\frac{1}{2}$ of the original price; Poor: $\frac{1}{4}$ of the original price
5. 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.

Fines

Fines accumulated by students while at Roosevelt 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 Roosevelt ticketed events such as

Homecoming, Prom, etc. This requirement would pertain to the Roosevelt student as well as the date if he/she is a Roosevelt student.

Prohibited Behaviors and Student Discipline

Appropriate Dress for School Expectations

- **Students must wear the school uniform at all times during the school day.**
- NO sagging pants— pants must be worn at the waist with a belt NO bellies or backs showing.
- Cleavage should not be visible.
- Shorts and skirts should extend at least 6 inches beyond the buttocks and into mid-thigh area.
- NO hats, wave caps, shower caps, decorative scarves do-rags covering your head. If worn during the school day such head gear will be confiscated and only picked up by a parent, guardian or emergency contact. Religious head coverings are permitted.
- NO hoods, hoodies, hooded shirts/tops/fleeces/jackets should be worn on the head inside the school building.
- Students not complying will be provided an opportunity to rectify the situation. If this is not acceptable to students, parents will be called to bring appropriate clothing or pick up the student.

Electronic Communication Device

The Student Acceptable Use Policy and Regulations governs the use of all technology in the SLPS, including cyber bullying (Mo Rev Stat 160.775). Violations may result in loss of user privileges, suspension, expulsion and civil or criminal penalties. Students shall not have an expectation of privacy in anything they create, send, receive, or store on District technology. Possession and use of cell phones, electronic cameras and electronic communication devices are prohibited on school campus.

According to The St. Louis Public School District's Code of Conduct, it is against the Code for a student to engage in **unauthorized** use of a cell phone or any other electronic device on any school grounds. Students engaging in the unauthorized use of cell phones, cameras and electronic devices are subject to confiscation and disciplinary action.

To ensure that we are maximizing instructional time and minimizing distractions from learning, the use of cell phones is NOT allowed at Roosevelt High School. However, for safety reasons when traveling to and from campus, students who must bring a cell phone must agree to have it collected each day during the morning check-in process. Cell phones will be returned to students at the end of each day on the side closest to where they are assigned to catch the school bus.

Cell phones and other technology items confiscated will only be returned to parent(s)/guardians not prior to the close of the school day, after meeting with school officials. SLPS personnel are not responsible or will not be held liable for cell phones or other electronic devices brought to school in violation of school and district policy and confiscated in accordance with the same. The first time a student is caught with a cell phone, or any other electronic device, the parent/guardian will be

called into a meeting with the principal or his designee and the item will only be returned at that time. If the a student is caught in violation of this Code for a second time the school will take further disciplinary action, per the St. Louis Public Schools Code of Conduct.

Cigarettes, Drugs and Other Illegal Substances

According to Board Policy Regulation 5131.6, every effort must be made to educate young people to the dangers of drugs, tobacco, and alcohol abuse. Every effort must be made to change the attitudes and values of young people who are currently abusing drugs, tobacco, or alcohol. The objective is not to punish a student involved in drugs, tobacco, or alcohol abuse, but rather to prevent the use of these substances from spreading in our schools.

- Smoking is not permitted by any student on school premises. The illegal possession, distribution, and sale of any tobacco products by students on school property are also prohibited at all times. Student violators are subject to suspension as provided in board policy and regulation and in accordance with the law.
- The use, possession, distribution and sale of alcoholic beverages are prohibited on school premises.
- The illegal possession, use, distribution and sale of illegal narcotics, including unauthorized prescription drugs, inhalants, intoxicants of any kind (whether or not the primary intended purpose of the intoxicant is intoxication), controlled substances or imitations of any of these on school premises is not permitted. The possession, use, distribution and sale of drug-related paraphernalia are also prohibited. Any student found in violation of this regulation shall be subject to suspension and/or expulsion from school in the manner provided by board policy and regulation and any other applicable provisions of the law.

Staff members observing students using, selling, distributing and/or possessing any substance under this Regulation on school premises will report the student to the school principal or designee.

For purposes of this Regulation, school premises means any district facility or property including but not limited to schools, school playgrounds, school parking lots, school athletic fields, school buses, administrative buildings and school activities, whether on or off school property.

Upon determining a student has possessed, used, distributed or sold any substance under this Regulation, the principal shall (1) recommend a program of prevention through drug education, (2) refer the student for therapy with parental involvement, and (3) report to law enforcement authorities the possession, use, distribution or sale of illegal drugs on school premises.

Acts of Violence, Carrying of Weapons

Students who fight and/or threaten to fight are a major disruption to the school. Students who fight may be arrested and charged with disturbing the peace or worse. Students who threaten violence can expect severe disciplinary action.

Students found to be carrying anything that could be used as a weapon, holding such items in their lockers, or threatening to acquire such items can and will be subject to prosecution and expulsion. Items considered weapons include: knife blades, mace, pepper spray, cutting instruments, cutting tools, nun-chuck sticks, tazers, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened

woods, stun guns, firearms, pistols, shotguns, rifles, ammunition, explosive devices, fireworks, pyrotechnics, or any other instrument capable of inflicting serious injury.

Infractions will be dealt with through the school policy and the Policy Statement of the St. Louis Public School policy, and in accordance with the Safe Schools Act.

Sexual Harassment

The Board of Education prohibits sexual/racial harassment by students. Sexual harassment is a Type II offense per the SLPS Parent Information Guide and Student Code of Conduct Booklet (page 33, 13-2-sexual misconduct/Harassment). This prohibition applies to harassment between students, by a student to board employees, or by employees to students. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor for evaluating the student's performance within a course of study or other school-related activity; or
3. Such conduct or communication has the purpose or effect of unreasonably or substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Cheating

Plagiarism, cheating, stealing of answers, arranging for others to do schoolwork or exams are all considered to be dishonest, wrong, and antithetical to the purposes of a learning organization. Students found to be engaging of these activities will receive a grade of F or 0 and will face disciplinary action. This includes final exams.

Card Playing/Gambling

Card playing is associated with gambling. Furthermore, gambling can lead to arguments and fighting. Card playing, gambling of any kind, and betting of any kind are strictly prohibited in the school or in the lunchroom. **Decks of cards, dice, or other items used for gambling will be confiscated if seen and disposed of by an administrator.**

Demonstrations

Students who participate in demonstrations on school property, which are disruptive to the education process, place the safety or welfare of others in jeopardy, or endanger property, are guilty of a flagrant violation of proper student conduct and are liable to restitution, suspensions, and possible expulsion.

Security Inspections and Prohibited Items

Upon entering the building all students and visitors will pass through a metal detector and will have their personal belongings inspected for prohibited items. Cell phones, mp3 players, sharp instruments of any kind, playing cards, dice, glass bottles, illegal substances, large belt buckles, weapons and any other item considered a distraction or hindrance to learning will not be permitted.

Student Searches

The St. Louis Public Schools has the right to conduct reasonable searches of students (i.e. purse, wallet, pockets, book bags, backpacks, etc.) lockers, and school property in order to protect students, staff and visitors and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized or inappropriate material which would interfere with the maintenance of school discipline or order.

Whenever a reasonable belief exists that a personal search of a student and/or his/her belongings is needed and the student refuses to comply with the request for a search the consequence for noncompliance of this request is a minimum three-day out-of-school suspension. Suspected substances or objects considered to be dangerous or illegal may result in extending the suspension up to one calendar year. Pursuant to this right, school officials may seize illegal, unauthorized or inappropriate material located on school property and may notify the proper authorities.

Student Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provision outlined in the Board's policies and regulations on student suspension and student expulsion.

Special Education Students

Special education students are expected to adhere to the same rules as other students. A special education student shall not receive disciplinary suspensions because of his/her disability. The I.E.P process will be followed. The flexibility of administrator discretion especially applies in judging appropriate consequences for these students' misbehavior.

If a special education student is suspended for an extended period of time, he or she will be accorded all the rights due him or her. During the period of suspension, an Individual Education Plan (IEP) review committee may meet to formulate amendments to the original IEP if needed.

Instructional Climate

The St. Louis Public School District has adopted appropriate measures to ensure the safety of students to and from school, during school, and during school-sponsored activities. Therefore all school rules apply to students as they come to and from school, during the school day, and during the school-sponsored activities as defined in the handbook for discipline procedures.

Video Surveillance

All persons in the building are monitored at all times by video-recorded surveillance systems. Activities recorded on the system are subject to scrutiny by school district officials.

In-School Suspension (ISS)

The ISS room will be a rigidly controlled environment in which students will be subjected to very strict enforcement of rules and close supervision. Students placed in the ISS room **must** complete assignments provided by their teachers or by ISS staff. **This work will be done in an isolated environment that does not allow for social interaction with peers during the regular school day.** (However, students will be allowed to ride the bus to and from school during ISS placement). Students in ISS will eat lunch in isolation from peers, under close supervision. No cell phones

should be used in ISS. Legitimate absences from school will not excuse students from serving assigned days. 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.

Non-students or Suspended Students

Students who have been suspended, withdrawn or are not enrolled in the school may not be on school grounds without express permission from a member of the administration. Those found on school grounds that are not on official school business will be subject to arrest and prosecution for trespassing. All visitors must report to the main office and be willing to state their business and be given a visitor's pass.

Student Suspension and/or Expulsion

In School and Out of School Suspensions are issued in cases of misconduct. A suspended student is expected to make up all work missed. A student will be readmitted to school after a parent conference to be scheduled between 8:30 a.m. and 11:30 a.m. and a satisfactory solution to his/her conduct is agreed upon by the parents or guardians and the administration. **A suspended student may not visit the campus unless accompanied by a parent or legal guardian.**

The following acts of misconduct will result in ISS, out of school suspension, or expulsion from school:

- Sexual harassment
- Repeated dress code violations
- Excessive tardies to school or class
- Failure to attend ISS
- Repeated discipline referrals
- Disobedience or insubordination to any member of the staff
- Making threats against others
- Misuse of the free lunch program
- Refusal to wear or present ID to any school personnel
- Refusal to identify one's self to any school personnel or misrepresenting one's identity
- Stealing and/or possession of stolen property
- Abusive, obscene or profane language, gestures or writing of such
- Confrontations with other students causing disruption in school
- Physical assault upon any school personnel or other students
- Fighting
- Gambling, extortions of money
- The possession or use of a weapon, club, knife, gun, or any other object that can be used or usable in destroying, defeating, or physically injuring an opponent
- Possession, use, or transfer of tobacco products
- Possession, use, or transfer of alcoholic products
- Possession, use, or transfer of illegal drug
- Possession, use, or transfer of any controlled substance, "look alike" or kiddy drugs
- Possession, use, or transfer of matches, fireworks, or explosive materials
- Destruction, defacement or damage of school property, or arson
- Intentional and/or habitual violation of school rules and regulations as established by school personnel

The above acts of misconduct apply to school premises, going to and from school, and at any school-sponsored activity, home or away.

Cooperation of Parents in the Event of Suspension and Expulsion

Administrators shall request parents to come to school for a conference when behavior or other conditions are interfering with a student's progress. Parents are expected to attend such conferences. The administration shall send written notice to require the parent's presence at school, and may suspend a student from school to secure the necessary cooperation of the parents for a period not to exceed ten (10) days. Administrative conferences will occur after school or by appointment only.

Curriculum and Instruction

Recommended School Supply List

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

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.

Grade Reports

Grade reports are issued periodically through out 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.

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.

Graduation -- Secondary School Classification

As stated in Board Policy R5127.1 and based on the classification system below, students who are expected to graduate after June 2010 will be required to earn 24 units of credit for graduation.

As of July, 2009, the following grade level requirements will be in effect:

Freshman/9 th	0 – 6.5 units
Sophomore/10 th	7.0 – 13.5 units
Junior/11 th	14.0 – 20.0 units
Senior/12 th	20.5 – 24.0 units

Further credits are recommended for college admission. Please see your counselor for further information. Graduation shall be contingent upon:

1. Earning the minimum number of units (24).
2. Earning sufficient units in required subject areas as specified by the Board of Education.
3. Taking all tests as may be required by the Board and the State Department of Education.
4. 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.
5. 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 St. Louis Public Schools.

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.)

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 must include a clear statement of the modifications necessary in a particular course of student and designate the teacher responsible for evaluation and assigning of a grade. The students must complete all requirements as stated in the IEP.

For further information and assistance in planning their program students should consult with a guidance counselor in the high school office.

Assessment

Students are expected to participate in all school-wide and classroom tests and quizzes, including Terra Nova testing, benchmark testing, End of Course testing, and other standardized tests. Students must take their final exams to be considered to receive final grades. Students refusing to participate in these assessments may be denied the opportunity to participate in school activities and sports or attend school-based functions.

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 will:

- Inquire daily of their children as to the nature of their homework assignments;
- Communicate with the principal and teacher if their children report consistently that no homework has been assigned;
- Provide a quiet, comfortable study area;
- Set aside time on a daily basis for the completion of homework assignments;
- Encourage their children to prepare homework assignments;
- Read, review, and sign all homework assignments where applicable;

- Teach their children that they have a responsibility to care for and return books and learning materials taken home for homework assignments.

Pursuant to the homework policy, the student will:

- View homework as an opportunity to expand his/her educational development;
- Seek help for homework assignments when necessary;
- Complete homework assignments according to his/her highest ability;
- Care for and return promptly books and materials taken home to complete assignments;
- Review the teacher's evaluation of homework assignments when they are returned and use that review as a basis for improving future assignments.

In the effort to maximize learning opportunities for students, the teacher will:

- Assign homework that has clearly defined instructional objectives;
- Assign homework that reinforces and extends subject matter presented in the classroom and prepares the student for future assignments;
- Assign homework that is related to the level and ability of students;
- Teach students to care for and return books and materials taken home to complete assignments;
- Critique, grade, and return assignments in a timely manner;
- Maintain a record of homework assignments;
- Share evaluation of the student's assignments with both the student and his/her parents.

In fulfilling the role of educational leader in the school, the principal will:

- Stress the importance of homework in the education process;
- Develop, along with faculty, a plan for implementing and monitoring the homework policy

In accordance with board policy R6154, the average time to be spent on homework is as follows:
 Grades 9-12: three (3) hours a week for each of subject area for high school students. This will mean that high school students will spend approximately 3-1/2 hours each evening involved with schoolwork.

Communicating Concerns

Parents who have a concern regarding their child should communicate first with the classroom teacher. If the concern or problem cannot be resolved at the classroom level it should be referred to the building principal. If the concern cannot be resolved between the principal and the parent, the matter should be referred to the superintendent of schools. If the concern cannot be resolved there, then the concern should be communicated to the Board of Education.

The very first step in this process sometimes presents a problem in that teachers have a relatively small amount of time when they are not scheduled with students (and often have conferences or other duties during this times) which does not make them readily available for conferences which have not been scheduled in advance. Therefore, in order that communication can be as fast as possible, parents are asked to telephone the school first. If the teacher is not available, she/he will return the call as soon as possible. Normally calls received before noon will be returned the same day; calls received after the noon hour will be returned no later than noon the next day.

In ensuring a prompt response to calls from parents, it would help if the urgency (or non-urgency) of the matter were conveyed to the school office.

Classroom visits by parents are always permissible and parents are encouraged to make such visits whenever they desire. We do request that the school be notified in advance as special activities sometimes alter classroom schedules.

Also, such visits should not be for the purpose of conferring with teachers unless such arrangements have been made in advance.

In order that teachers may devote full time to working with students, visitors (in cases of unscheduled visits) are asked to go to the office where the school secretary can see that arrangements are made to meet the purpose of the visit.

Adding and/or Dropping Classes

It is the policy of the administration that class changes should be kept 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. As a rule, 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. All course change requests must be approved by an administrator prior to going to data processing.

Adding or dropping a class must be done prior during the first two weeks of the first quarter of a semester. Students who drop a class after the mid-term mark will receive a grade of F for the semester. All changes to schedules must be requested in writing.

Field Trips

Students participating in school-sponsored or class-sponsored field trips must provide written permission from their parents in order to participate. Trips outside of the building without school staff supervision are prohibited.

Behavior Expectations

Students are encouraged to set personal goals that lead to responsible and acceptable behavior in public, in the workplace, in the home, and at school. The ideal personal accomplishment is self-discipline. This goal should be based on one's own expectations as well as those of his/her parents, school, and community. It is not practical or fair to specify punishment for all kinds of undesirable and unacceptable behavior; and, because circumstances vary greatly from case to case, incidents involving poor behavior will be handled on an individual basis with the intention of preventing a recurrence of the misbehavior.

In some cases, such as smoking, fighting, drug abuse, and alcoholic beverages, penalties are clearly specified. As a member of the student body, you will want to be familiar with these few provisions. Our intention is to maintain an atmosphere in which an orderly education process can take place. Consequently, we place a value on respect for others and their property. In the spirit of this

respect, the use of profane, obscene and disrespectful language and gestures will not be condoned. It is in the interest of maintaining this respect that restrictions are established.

Students whose conduct is judged to be detrimental to the student body may, on the recommendation of the superintendent and principal be expelled from school by the Board of Education.

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.

Other

Non-Discrimination

The Board of Education of the City of St. Louis does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its programs and activities. For more information, please contact the Human Resource Officer at 801 North Eleventh Street, St. Louis, MO 63101; 231-3720.

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 such things and the right to inspect and review educational records, rights to request and amend records, and 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.

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) To 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 organization; 7) To share confidential information, including personal identification, of themselves, other students, or employees; 8) To post anonymous messages; 9) To use the password of another student; 10) To use chat services; 11) To disrupt the educational process; and 12) Hacking and/or breaking into network software or other student or employees' files. Students using the school board's computer systems must also adhere by the following responsibilities: 1) Abide by all copyright laws; 2) Abide

by all state, federal, local laws and board policies, regulations and administrative guidelines; 3) Respect the privacy of others; students should not intentionally obtain copies or modify files, passwords, or data that belongs to anyone else; and, 4) Individuals given the board's passwords will assume responsibility for use of those passwords. User names and passwords are private and are not to be shared with other individuals or be used by unauthorized individuals. Students must sign the Acceptable Use Policy upon admission. Internet access may be limited to times when resources and supervision are available. Students may be disciplined for conduct related to the use of home computers if that conduct disrupts the educational process.

2017-2018 Roosevelt High School Bell Schedule

A-Day Monday, Wednesday And Alternating Fridays			B-Day Tuesday, Thursday And Alternating Fridays		
Teacher's Arrival	7:50		Teacher's Arrival	7:50	
Warning Bell --- 7:58			Warning Bell --- 7:58		
Period One	8:05	9:29	Period Five	8:05	9:29
Passing Time	9:29	9:34	Passing Time	9:29	9:34
Take Ten	9:34	10:05	Take Ten	9:34	10:05
Passing Time	10:05	10:10	Passing Time	10:05	10:10
Period Two	10:10	11:34	Period Six	10:10	11:34
Passing Time	11:34	11:39	Passing Time	11:34	11:39
Period Three	11:39	1:33	Period Seven	11:39	1:33
First Lunch	11:34	12:04	First Lunch	11:34	12:04
Passing Time	12:04	12:09	Passing Time	12:04	12:09
Second Lunch	1:03	1:33	Second Lunch	1:03	1:33
Passing Time	1:33	1:38	Passing Time	1:33	1:38
Period Four	1:38	3:02	Period Eight	1:38	3:02
Dismissal		3:02	Dismissal		3:02
Teacher's Dismissal		3:12	Teacher's Dismissal		3:12



School Hours
8:05 A.M. – 3:02 P.M.

Dr. Kelvin Adams
Superintendent of Schools
Mr. Josh Henning
Principal



A and B Days Roosevelt High School Lunch Shifts

**Please follow the Published Lunch Schedule to Know
The Classes that Eat on Each Lunch Shift**

**Roosevelt High School Lunch Shift for Fridays
Will Alternate A and B Days to facilitate the Lunch Schedule.**