
**ROOSEVELT HIGH SCHOOL
STUDENT HANDBOOK 2008 • 2009**

Brian Vance
PRINCIPAL

Elnora Hookfin
Mike Kelly
Terrance Mims
ASSISTANT PRINCIPALS

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight. Printed on recyclable paper.

**Roosevelt High School
MISSION STATEMENT**

What I Am To Be I Am Now Becoming

The mission of Roosevelt High School is to challenge and educate our students academically, socially, physically, and creatively in a safe environment so that they may lead successful and satisfying lives.

Roosevelt Spirit Song and Alma Mater

The Roosevelt Spirit Song

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

Alma Mater

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

School Colors

Green and Gold

Roosevelt High School

1410 Northeast 66th Street – Seattle, Washington 98115

School Phone Numbers

<u>Activity Center</u>	Melissa Boswell	252-4861
Room 109, Located on the first floor west hallway. The home of ASR Office and Ms. Boswell, Activity Coordinator, Room 109A.		
<u>Assistant Principals</u>		252-4810
	Elnora Hookfin (A-G)	
Room 211, located on the second floor, west hallway.		
	Michael Kelly (H-O)	
Room 313, located on the third floor, west hallway.		
	Terrance Mims (P-Z)	
Room 257, located on the second floor, Northeast corner.		
<u>Athletic Director</u>	Michael Scott	252-4911
Room 162, located on the first floor on the eastside of the Commons.		
<u>Athletic Secretary</u>	Randi Olsen	252-4810
Room 101, located on the first floor, front hallway.		
<u>Attendance Office</u>	Diana VanAelstyn	252-4814
Room 168, located on the first floor on the eastside of the Commons. Hours - 7:00 - 3:30.		
<u>Bookroom</u>	Holly Poulias	252-4810
Room 164, located on the first floor on the eastside of the commons. The center for fine payments, the return of lost books, the purchase of activity cards, and the purchase of test tickets. Hours-7:15-3:45.		
<u>Career Center</u>	Julia Fiene	252-4818
Room 108, located on the first floor, west hallway.		
<u>Counseling Office</u>	Laura Remme	252-4827
Room 105, located on the first floor, west hallway		
Counseling Office Fax		252-4962
<u>Custodians' Office</u>	Fred Burrell	252-4910
Room 116, located on the first floor, front hallway.		
<u>Dean of Students – Pathways</u>	Amy Schwentor	252-4818
Room 105F, located on the first floor, west hallway in the counseling office.		
<u>Library –</u>	Patricia Pawelak-Kort	252-4953
Room 102, located on the first floor, front hallway.		
<u>Main Office</u>	Marjorie Gamble	252-4810
Room 101, located on the first floor, front hallway.		
Fax Number		252-4811
<u>Principal's Office</u>	Brian Vance	252-4810
Room 101, located on the first floor, front hallway		

Registrar's Office – Chris McMillin-Helsel 252-4851
Room 101C, first floor, front hallway.

Security Office/Lost and Found 252-4820
Room 169A, located on the first floor, back hallway.

Teen Health Center and Nurse's Office Nurse-Roselyn Lane: 252-4817 THC: 527-8336
Room 255, located on the second floor, northeast corner.
Hours - 7:15 - 4:00 - Immunization records must be on file in the Nurse's Office.

Transportation (District) 252-0900

DAILY TIME SCHEDULE FOR CLASSES

Period 1	7:45 - 8:40
Period 2	8:45 - 9:45
Period 3	9:50 - 10:45
Period 4	10:50 -11:20 First Lunch 11:25 -12:20 Class Time
	or
	10:50 -11:45 Class Time 11:50 -12:20 Second Lunch
Period 5	12:25 - 1:20
Period 6	1:25 - 2:15

Lunch Period

Lunch period is determined by the department in which you spend your **fourth hour:** (10:50 – 12:25)

First Lunch (10:50 – 11:20): Bilingual/ESL Department, Language Arts, Mathematics, Social Studies, Special Education, World Languages

Second Lunch (11:50 – 12:20): Business/Technical Education, Family and Consumer Science Education, Fine/Applied Arts, Health and Physical Education, Science

TIME SCHEDULE FOR LATE ARRIVAL DAYS

TUESDAY (9/23, 10/28, 11/18, 12/9, 1/13, 2/3, 3/3, 5/19)

Period 1	10:00 – 11:10
Period 2	11:15 – 12:25(class)
First Lunch	11:15 – 11:45
Second Lunch	12:30 – 1:00
Period 3	1:05 – 2:15

WEDNESDAY (11/19, 12/10, 1/14, 6/3)

Period 4	10:00 – 11:10
Period 5	11:15 – 12:25(class)
First Lunch	11:15 – 11:45
Second Lunch	12:30 – 1:00
Period 6	1:05 – 2:15

TIME SCHEDULE FOR EARLY DISMISSAL DAYS

WEDNESDAY	(9/24, 10/29, 2/4, 3/4, 5/20)
Period 4	7:45 – 8:55
Period 5	9:00 – 10:10
Period 6	10:15 – 11:25
Lunch	11:30 – 12:15

ATTENDANCE POLICY

Students are expected to be in school and in class daily. A student is considered absent if they enter class after 15 minutes have elapsed. Punctual attendance is the first requirement for success – both here and in the “real” world. A large part of learning takes place during class discussions and participation. Many of our teachers use instructional methods that require student participation; if students are absent, they miss out on that learning.

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

All absences to school are unexcused unless the parent/guardian contacts the school by phone, email, or note within three school days (72 hours).

Excused Absences:

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

Unexcused Absences:

- Absences not authorized or excused from the above reasons

Tardiness:

- Students arriving late to school or class for any reason not described as an excused absence will be counted as unexcused tardy.
- Arrival to class late, by 15 minutes or more, will be considered an absence.

PLEASE NOTE THE ABOVE 3 DAY (72 HOUR) TIME FRAME, FOR EXCUSING ABSENCES.

COMMUNITY AND RESOURCE SERVICES

Counseling/Medical

24 Hour Alcohol/Drug Helpline	722-3700 or 1-800-562-1270
24 Hour Alcohol/Drug Teen Helpline	722-4222 or 1-800-562-1240
45 th Street Community Health Clinic	633-3350
Crisis Clinic 24 hour Crisis Line	461-3222
GLBT Youth Line	322-7900
Seattle Rape Relief	632-7273
Sex Information Line (Planned Parenthood)	328-7711

Dropout Prevention/GED

Career Links at NSCC	527-3743
Center for Career Alternatives	322-9080
Seattle Community Colleges	527-3709
Seattle Indian Center	329-8700

Housing/Youth Advocacy

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

ROOSEVELT VIRTUAL LIBRARY CARD

Library Hours:

Monday – Friday • 7:15 a.m. – 2:15 p. m.

Homework Center in Library

Monday – Thursday • 2:15 p.m. – 3:30 p.m.

General Guidelines:

- 1) The library is a place of study.
- 2) You must have an Acceptable Use Form on file to use the computers.
- 3) Computers are for school related work only.
- 4) Drinks are permissible, if they are in leak proof containers.
- 5) Request equipment early for class projects.
- 6) Passes are required to be in the library during class time.

Websites:

Roosevelt High School Library Catalog of Books and Websites:

<http://library2.seattleschools.org:8079/webopac/main?siteid=roosevelt>

Seattle School District Library Resources

<http://www.seattleschools.org/area/library/stuindex.xml>

Password information to access Proquest and all other databases from home is included on the above website.

Seattle Public Library

<http://www.spl.org>

Seattle Public Library Card Number: _____

King County Library

<http://www.kcls.org>

King County Library Card Number: _____

Washington State Library

<http://www.secstate.wa.gov/library/>

Library of Congress

<http://www.loc.gov>

Mrs. Pawelak-Kort

ppawelakkort@seattleschools.org

King County Library

<http://www.kcls.org>

King County Library Card Number: _____

Washington State Library

<http://www.secstate.wa.gov/library/>

Washington State Library Card Number: _____

Library of Congress

<http://www.loc.gov>

COUNSELING & GUIDANCE SERVICES

Telephone: 252.4827

Head Counselor: Ms. Wendy Krakauer

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

(A-E).....	Ms. Sarah Chapman	252.4835
(F-K).....	Ms. Wendy Krakauer	252.4836
(L-R).....	Dr. Littlebrave Beaston	252.4825
(S-Z).....	Mr. Frank Heffernan	252.4826
Psychologist.....	Ms. Kari Monson	252.4906
Secretary.....	Ms. Laura Remme	252.4827
Career Specialist...	Ms. Julia Fiene	252.4818

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

Following their alphabetical assignment, counselors meet with their students to explain the credit system, to help students choose courses, monitor graduation requirements, explore interests, and make post-high school plans for college and career options. Counselors also help students deal with social and emotional issues, including referrals to mental health counseling resources.

SERVICE LEARNING/COMMUNITY SERVICE

A total of 60 hours of Service Learning is required to graduate from Roosevelt High School.

Service Learning can be done anytime from the summer preceding ninth grade through graduation. Students are encouraged to complete 60 hours early in their high school experience, realizing that colleges and future employers respect service learning and that it is a valuable way to put themselves into situations where they can explore potential careers.

Service Learning may include any experience where students do not receive pay or credit. Students are encouraged to look for experiences where there are connections with their coursework and interests.

The Career Center Specialist maintains a list of Service Learning opportunities. Counselors and the Career Center Specialist can assist with any questions.

The Service Learning Agreement and Reflection form that students complete for each service learning experience is set out in this planner, is available in the Counseling Office, and is also available on the Roosevelt High School website. Students can turn completed forms into the Counseling Office. Once 60 hours are completed, a student's transcript will show "Service Learning Complete". We do not log the number of hours past the 60 required to graduate, although we encourage students to continue to participate in service learning activities.

Completed forms are kept in student cumulative files. Students should make a copy for themselves prior to submitting completed forms in case we misplace or erroneously enter the Service Learning forms.

COLLEGE ENTRANCE REQUIREMENTS

Most four-year colleges/universities require more coursework than that required for graduation. The following is a recommended college-preparatory program at Roosevelt High School:

Language Arts / English	4 years / 8 semesters
Mathematics	3-4 years / 6-8 semesters (Integrated Math I – IIIb, PreCalculus, Calculus)
World Languages	3-4 years (through AP) (in a single Language)
Social Studies	3 years / 6 semesters
Laboratory Science	3 years / 6 semesters (Biology, Chemistry, and/or Physics)
Fine Arts	California University System (UCLA, Berkeley, etc. requires 2 semesters in one discipline (e.g. ceramics and advanced ceramics or drama and advanced drama)

CRITERIA FOR GRANTING CREDIT

Roosevelt will grant credit toward graduation if:

1. The student has completed requirements for a class offered for credit by the Seattle School District.
2. The student has earned credit at an institution accredited to give high school or college credit. And, Roosevelt has in its possession an official transcript from the accredited institution. And, the hours a student spent in class at the accredited institution are reasonable equivalent to 75 hours for .50 credit and 150 hours for 1.00 credit.
3. Roosevelt's Principal or the Principal's designee gives prior approval for a student seeking credit from a chemical dependency or mental health treatment facility.
4. Students may earn up to 2.0 credits (4 semesters) for online course work through and accredited institution outside of Roosevelt
5. Running Start classes are in a special category. Students earn college credits as well as high school credit for each Running Start class.

PHYSICAL EDUCATION WAIVER

While both the State of Washington and the Seattle School District require Physical Education for graduation, some students may be allowed to waive part or all of this requirement. Specific reasons that allow students to have P.E. waived include: health reasons which should be accompanied by a physician's written statement, participation in a Roosevelt athletic team, participation in Cheerleading, or academic course loads over four years that preclude taking all required classes such as P.E. Other reasons will be considered, but are at the discretion of a review panel. P.E. Waiver forms may be picked up in the Counseling Center.

GRADE PLACEMENT

Regardless of graduation year, by September 1 of each school year, students must have 5 credits to be in 10th grade, 10 credits to be in 11th grade and 15 credits to be in 12th grade.

Roosevelt High School Graduation Requirements

Class of 2009-2012

NAME _____

Class of _____

DATE: _____

COURSES	*completed	needed to graduate	needed for college
Fine Arts			1 year
Fine Arts			
Health			
LA 9A			4 years
LA 9B			
LA 10A			
LA 10B			
LA Option			
LA Option			
MA			3-4 years
MA			
MA			
MA			
PE			
PE			
PE			
Occ. Ed.			
Occ. Ed.			
Occ. Ed.			
Science			2-3 yrs lab sci-bio, chem &/or physics
Science			
Science			
Science			
WA St Hist*			3 credits minimum of social studies
WH I			
WH II			
WH 111			
US 11A			
US 11B			
Amer Gov			
Additional Classes (need 11 electives)			2-4 yrs of a single world language

RHS GRADUATION REQUIREMENTS:

20 credits = 40 classes at .50 credits

60 hours of service learning

Senior Project _____
Completed

High School & Beyond Plan Completed ____

Minimum 2.0 Cum and Core GPA

Valedictorian qualifications:

4.0 Cum GPA, taking the hardest classes (one valedictorian chosen).

*Wash State history requirement may be met in middle school.

No more than 2.0 TA credits may be applied to graduation.

Met WASL standards (or alternatives):

reading ____ writing ____
math ____ & take science ____

All fees must be paid to get diploma

For questions regarding this checklist please see your counselor.

Credits completed: _____

20

Service Learning Hours Completed: _____

60

Cumulative GPA _____

Core GPA _____

Counselor _____

CAREER AND COLLEGE PLANNING

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

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

Running Start

This program allows qualified students to

1. Take both high school and college classes.
2. Earn college credit free of tuition charges.
3. Apply credits earned through college courses toward high school graduation requirements.

What are the qualifications to attend this program?

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

See your counselor for more information.

College Athletic Eligibility

Review the NCAA Guide for the College-Bound Student Athlete, available at www.ncaa.org and talk to your counselor.

COLLEGE PLANNING CALENDAR AND CHECK LIST

Freshman Year

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

Sophomore Year

- Familiarize yourself with college conferences and set goals.
- Take the PLAN at Roosevelt as a practice test for the ACT.

Junior Year

- Persist in rigorous academic courses; continue to take math and science.
- Attend selected college conferences in the Career Center and the College Fairs.
- Take the PSAT/NMSQT in October in the RHS auditorium (practice for the SAT).
- Actively research possible colleges and universities.
- Enlist your parents in the search for financial resources
- Plan to take SAT I or the ACT in May or June
- Take the SAT II or the ACT in May or June if required.
- Talk with teachers about recommendations for selective schools.
- Begin to draft essays for selective college admissions.

Senior Year

- Take (or retake) the SAT I, II, or ACT if you choose.
- Meet with your counselor to plan your official recommendation and necessary paperwork.
- Plan carefully for deadlines; allow two weeks for counseling office processing.

- File the Financial Aid Form (FASFA) as soon after January 1 as possible.
- Ask for seventh semester grades to be forwarded to schools who want them.
- Be sure to request a final transcript be sent to the school you choose.

THE COLLEGE APPLICATION.... WHAT'S IMPORTANT

The Transcript

The single greatest predictor of college success is the student's academic program over four years of high school. The most important courses are the five academics: English, history, math, science, and world language. Fine Arts courses are required as well. Courses, beyond the minimum, are expected of anyone aspiring to a selective school.

The SAT / ACT score

The test score is just a single item in the student file; your GPA is more important. But the SAT/ ACT score should validate the grade point average. Students may take the SAT / ACT multiple times. Most colleges choose the highest score to factor in their admission formula.

The Resume

Most selective colleges request a list of activities, leadership and community service as part of their application. Students aspiring to scholarships and selective admissions should develop a resume which enhances their experiences and achievements.

The Essay

Most colleges require personal statements. Others require the student to write an essay on specific topics.

The Interview

An interview can fill in blanks and reveal talent not apparent on paper. Some students may find it advantageous to arrange an interview with a college representative.

The Recommendation

Request recommendations from a counselor or a teacher, at least two to three weeks before you need them. Written recommendations from teachers and counselors are required from most private colleges.

COLLEGE ADMISSION TESTS

College admission tests are nationally standardized indicators of a student's ability to do college-level work. Since high schools vary widely in grading standards and educational philosophy, test scores provide a single, national frame of reference for achievement in verbal and mathematical skill. Check a college handbook to determine what is required for admission to the schools of your choice.

PLAN

The PLAN is a practice for the ACT. It is offered to sophomores in the fall. It also provides valuable vocational evaluation.

PSAT / NMSQT

The preliminary Scholastic Aptitude / National Merit Scholarship Qualifying Test is offered to juniors in the fall. It is a "pre" SAT – good for practice, and the entrance to the National Merit Scholarship Competition. It is not required for college admission.

SAT I

The Scholastic Aptitude Test of the College Board is a test of reading, math and writing skills.

ACT

The American College Test has four scores: (English, Reading, Math, and Science) and a fifth composite score, as well as an optional essay.

*Either SAT I or ACT tests will qualify for university entrance in Washington State and at most universities across the nation. Registration materials are available in the Counseling Center. We recommend that 11th graders take one in the spring.

SAT II

At some colleges or universities, these one-hour tests on specific subjects are required in addition to the SAT I. The SAT II cannot be scheduled on the same day as the SAT I and it requires separate registration. This should/could be taken in the spring of 11th grade.

THE COLLEGE APPLICATION.... WHAT'S IMPORTANT

A.P.

The Advanced Placement examinations are given in May to students who have taken A.P. courses or who are sufficiently skilled in a particular area to be tested for advanced college placement and possible college credit. *Students taking AP courses at Roosevelt are encouraged, but not required to take the AP examinations. It is the student's responsibility to consult with his/her counselor and colleges which the student may attend/is attending, to determine whether a particular college will award credit for the specific AP test(s) the student has the option of taking*

TOEFL / ELPT

The test is for students whose primary language is not English and those who entered the United States after the 8th grade. It is used to demonstrate English fluency and whether college ESL is necessary. Some colleges require students to take these tests.

Note: College admission tests are only one indicator of student academic achievement and potential for success in college. The nation's colleges and universities look first at high school grades, then at test scores, then at the application which the student prepares for them. Take the time to plan and complete college applications carefully, fitting in test requirements where most suitable. Take the time to confer with the counselor about individual plans.

WHAT TO DO IF YOU HAVE A PROBLEM

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

What to do about a problem with another student:

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

What to do about a problem with a teacher:

1. Talk with the teacher. Or,
2. Talk with your counselor. This discussion is confidential. You may also ask your counselor to set up a meeting with you and the teacher (and your parent, if you want). Or,

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

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

DEALING WITH HARASSMENT

Roosevelt High School prides itself on acceptance of all students. We value each and every one of you, so it is important that we maintain an environment that is safe for learning so that everyone feels comfortable. Through an understanding of harassment and discrimination you can help to contribute to this safe learning environment.

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

WHAT TO DO IF YOU EXPERIENCE HARASSMENT?

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

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

INFORMAL COMPLAINTS

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

FORMAL COMPLAINTS

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

- The formal complaint must be written, specific, signed, and submitted within ten days to the building administration.

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

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

DANCE INFORMATION & RULES

INFORMATION

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

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

Chaperones – A total of at least 20 parent (adult) chaperones will be at all Roosevelt Dances.

Backpacks – No backpacks will be allowed at dances.

Pre-Sold Tickets – tickets will be pre-sold during the week before each dance.

Guest Passes – guest passes must be purchased two days before each dance.

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

DRESS AND APPEARANCE

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

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

Students who violate this dress code may be asked to wear clothing inside out, cover up clothing, or go home to change into appropriate clothes. Parents will be contacted as needed. Repeated violations will result in progressive discipline.

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

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

STUDENT-TO-STUDENT ASSOCIATION: Excessive display of affection is inappropriate in a school setting.

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

CAMEL PACKS: Are not permitted.

DRESS AND APPEARANCE: Dress and appearance must not present health and safety problems or cause disruption. Some type of footwear must be worn. Clothing with inappropriate / offensive language or graphics or advertisements of drugs/alcohol is not permitted. Sagging pants, bandannas, belt buckles with initials, hairnets, and/or other gang-related attire are not permitted.

DRUGS/ALCOHOL: Using, possessing, selling, giving, or being under the influence of illegal drugs, including alcohol and/or possession of drug paraphernalia will result in suspension, expulsion, and/or legal action. This includes students who are in the immediate company of the above activities.

SEE E-110, E-120, E-130

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

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

FOOD/BEVERAGE: Food and/or beverages, except water, may only be consumed in the building on (1) the second floor commons area and (2) the first floor Commons, Commons Café, the gym lobby.

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

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

LOITERING: Students without an assigned class may not loiter in the halls. They are to go to the LUNCHROOM or LEARNING RESOURCE CENTER.

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

OPEN CAMPUS: Freshman are not allowed to leave campus during the school day. Other students may leave campus during lunch but assume responsibility for returning on time for class. No Student may visit other school campuses without the authorization of Roosevelt administration.

PARKING LOT: Students must register their motor vehicles in the Main Office in order to park in the school lot. Vehicles may be towed at owners expense if parked improperly. **SCHOLASTIC DISHONESTY:** Cheating on a test, plagiarism, or unauthorized collaboration with another person to prepare written work can result in a student receiving a lower/failing grade for the class.

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

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

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

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

Reference: RCW9.41.010 (Firearm Defined)
RCW9.41.250 (Dangerous Weapons Defined)
RCW9.41.280 (Possessing Dangerous Weapons on School Facilities – Penalty)
18 U.S.C. § 921 (Firearm Defined)
20 U.S.C. § 8921 (Gun Free Schools Act of 1994)

See E-300

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

DISCIPLINARY ACTION AND SANCTIONS

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

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

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

RIGHTS

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

- **FREEDOM OF SPEECH**, expression of personal opinions. That right does not allow personal attacks, swearing, or interference with other people's rights to express themselves.
- **RIGHT TO ASSEMBLE** peaceably, but any such gathering which interferes with the operation of the school or classroom is inappropriate and prohibited.
- **RIGHT TO PETITION** appropriate school authorities when they feel that they have been treated unfairly. Students have **FREEDOM OF THE PRESS** and may express their personal opinions in writing. They must take full responsibility for the content of their expressions by identifying themselves as authors/editors of the publication. They are not allowed to take personal attacks or publish libelous or obscene material.
- **FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE**. For the protection of all, the following rules apply: (1) general searches of school property, including lockers and desks, may be conducted. (2) items such as weapons, explosives, or anything else that might reasonably be a threat to safety or security, or disruptive to the educational process may be seized and removed from a student's possession.
- **EQUAL EDUCATIONAL OPPORTUNITY**. They shall not be unlawfully discriminated against because of national origin, race, religion, economic status, sex, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental, or sensory handicap.

RESPONSIBILITIES

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

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

PROHIBITED CONDUCT

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

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

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

E-100 Controlled Substances	
E-110 Selling Alcoholic Beverages, Illegal Drugs, and Controlled Substances	^{1st} - Long-term suspension (semester or trimester) and completion of substance abuse program (no shortened sanction.) ^{2nd} - Expulsion & completion of substance abuse program.
E-120 Distributing Alcoholic Beverages, Illegal Drugs, and Controlled Substances	^{1st} - Long-term Suspension & EAP (substance abuse evaluation & enrollment in treatment) ^{2nd} - Long-term Suspension & completion of substance abuse program ^{3rd} - Expulsion & completion of substance abuse program.
E-130 Possessing or Using Alcoholic Beverages, Illegal Drugs, and Controlled Substances	^{*1st} - Short-term suspension & Parent Conference ^{2nd} - Long-term Suspension & EAP (substance abuse evaluation & enrollment in treatment) ^{3rd} - Long-term Suspension & completion of substance abuse program <i>*At Roosevelt, on a first offense, a student may be suspended for ten days. This suspension may be reduced to five days with the completion of a drug/alcohol assessment and recommendations.</i>

E-200 Violence	
E-210 Assault <i>See, D-320</i> <i>See, D-330</i>	^{1st} - Long-term Suspension & concurrent enrollment in Behavior Mod class ^{2nd} - Long-term Suspension & completed Behavior Mod class ^{3rd} - Expulsion & completed Behavior Mod class
E-215 Sexual Assault	^{1st} - Long-term Suspension & concurrent attendance at appropriate counseling ^{2nd} - Long-term Suspension & completed appropriate counseling ^{3rd} - Expulsion & completed appropriate counseling
E-220 – Extortion, Black- mail, Coercion	^{1st} - Long-term Suspension ^{2nd} - Long-term Suspension ^{3rd} - Expulsion & completion of Behavior Mod class
E-230 – Arranging Fights	^{1st} - Long-term Suspension & completion of Behavior Mod class ^{2nd} - Expulsion & completion of Behavior Mod class
E-240 – Fighting	^{1st} - Short-term Suspension & mediation ^{2nd} - Short-term Suspension & mediation ^{3rd} - Long-term Suspension & mediation

E-250 – Threats of Violence Contact Safety & Security Office for threat assessment. See, D-340	1 st – Long-term Suspension & Behavior Mod class 2 nd – Long-term Suspension & Behavior Mod class 3 rd – Expulsion & Behavior Mod class
E-260 Hazing	1 st – Long-term Suspension & concurrent enrollment in Behavior Mod class 2 nd – Long-term Suspension & completed Behavior Mod class 3 rd – Expulsion & completed Behavior Mod class
E-300 Weapons	
E-310 –Firearms	Mandatory one-year expulsion & completion of Behavior Mod class
E-320 –Dangerous Weapons	1 st – Long-term Suspension & Behavior Mod class 2 nd – Expulsion & completion of Behavior Mod class
E-330 –Common Knives	1 st – Long-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion & completion of Behavior Mod class
E-340 –Uncommon Fireworks, Explosives, Chemicals, and Incendiary Devices See, D-260	1 st – Long-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class

E-350 – Toys Used As Weapons See, D-410	1 st – Long-term Suspension 2 nd – Long-term Suspension & Behavior Mod class 3 rd – Expulsion & Behavior Mod class
E-400 Theft and Vandalism	
E-410 – Robbery	1 st – Long-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-420 – Theft	1 st – Short-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-430 – Burglary	1 st – Long-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-440 – Possession of Stolen Property	1 st – Short-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-450 – Malicious Mischief	1 st – Short-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion

E-500 Intimidation and Interference With School Authorities	
E-510 – Intimidation of School Authorities	1 st – Long-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-520 – Interference with School Authorities	1 st – Short-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-600 Harassment	
E-610 – Malicious Harassment <i>See, D-310</i>	1 st – Short-term Suspension & Parent Conference 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-620 – Gang/Hate Group Activity	1 st – Short-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-700 Trespass	
E-710 –Trespass	1 st – Short-term Suspension & Parent Conference 2 nd – Long-term Suspension 3 rd – Expulsion

E-720 – Computer Trespass, Tampering, and Misuse <i>See, D-270</i>	1 st – Long-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-800 Fire and False Threats	
E-810 – Arson <i>See, D-260</i> <i>-Refer to Fire Department. -- Contact Firestoppers, 206-386-1338.</i>	1 st – Long-term Suspension 2 nd – Long-term Suspension & completion of Behavior Mod class 3 rd – Expulsion & completion of Behavior Mod class
E-820 – False Alarm	1 st – Long-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-830 – False Threats	1 st – Short-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-900 Other Offenses	
E-910 – False Reporting <i>See, D-420</i>	1 st – Long-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-920 – Lewd Conduct	1 st – Short-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion
E-990 – Other Exceptional Misconduct	1 st – Long-term Suspension 2 nd – Long-term Suspension 3 rd – Expulsion

SCHOOL RULES AND REGULATIONS

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

SEATTLE PUBLIC SCHOOLS STANDARD DISCIPLINE FOR DISTRICT OFFENSES

D-100 Failure to Respond to Authorities	
D-110 - Disruptive Conduct	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Short-term Suspension & parent conference
D-120 - Rule-Breaking	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Short-term Suspension & parent conference
D-130 – Disobedience	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Short-term Suspension & parent conference
D-200 Prohibited Conduct	
D-210 – Hazing	st 1 – School-based nd 2 – Short-term Suspension rd 3 – Long-term Suspension
D-220 – Common Fireworks <i>See, E-340</i>	st 1 – School-based nd 2 – Short-term Suspension rd 3 – Long-term Suspension
D-230 – Gambling	st 1 – School-based nd 2 – Short-term

	Suspension rd 3 – Long-term Suspension
D-240 – Misrepresentation	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Long-term Suspension
D-245 – Plagiarism	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Long-term Suspension
D-250 – Using or Possessing Tobacco	st 1 – School-based nd 2 – Short-term Suspension rd 3 – Short-term Suspension
D-260 – Careless Burning <i>See, E-810</i>	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Long-term Suspension
D-270 – Misuse of Computers <i>See, E-720</i>	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Long-term Suspension
D-280 – Graffiti <i>See, E-450</i>	st 1 – School-based nd 2 – Short-term Suspension & parent conference rd 3 – Long-term Susp.

D-300 Harassment	
D-310 – Bullying, Intimidation, and Harassment See, E-610 See, E-620	1 st – School-based 2 nd – Short-term Suspension & parent conference 3 rd – Long-term Suspension
D-315 – Sexual Harassment See, E-610	1 st – School-based 2 nd – Short-term Suspension & parent conference 3 rd – Long-term Suspension
D-320 – Sexual Misconduct	1 st – School-based 2 nd – Short-term Suspension & parent conference 3 rd – Long-term Suspension
D-330 – Inappropriate Touching See, E-210	1 st – School-based 2 nd – Short-term Suspension & parent conference 3 rd – Long-term Suspension

D-340 – Verbal Assault See, E-250	1 st – School-based 2 nd – Short-term Suspension & parent conference 3 rd – Long-term Suspension
D-400 Other Offenses	
D-410 – Toy Guns and Toy Weapons See, E-350	1 st – School-based 2 nd – Short-term Suspension 3 rd – Long-term Suspension
D-420 – False Reporting See, E-910	1 st – School-based 2 nd – Short-term Suspension & parent conference 3 rd – Long-term Suspension

