

Home of the Rough Riders

6600 West 41st Street

Sioux Falls, SD 57106

Phone: 362-2860

Fax: 362-2883

RHS MISSION STATEMENT :

To educate and prepare each student to succeed in a changing world.

Welcome to Roosevelt High School! At Roosevelt there is an expectation of excellence, appreciation, acceptance, and respect for all members of the community. We believe that all students have the ability to achieve success and develop the necessary skills to succeed after high school. We will challenge, engage and encourage all students so that they will reach their potential as learners and young adults. Students, teachers, parents, and supportive community members will work together to provide an excellent educational experience for all students. We hope you have an enjoyable year and take advantage of the many activities and programs that will help you learn and enjoy your high school experience. We look forward to getting to know you and helping you achieve success this year!

The Principal:

Tim Hazlett

OFFICE HOURS

The school office will be open from 7:00 to 4:30 p.m. daily on days when school is in session.

CHANGE OF ADDRESS / PHONE #

It is most important that you keep the office informed of any change in your address or telephone number. In case of emergency, the office needs an accurate address and telephone number so parents or guardians can be notified.

ROOSEVELT ATTENDANCE

When you are absent, your parent/guardian should call the attendance office (362-2885) before 10:00 AM each day you are absent. If parent/guardian has contacted the school, you may go directly to class the next day without getting an Attendance Information Sheet. However, any student whose parent/guardian has not contacted the school, or who has been absent more than four consecutive days, must stop at the attendance office for an Attendance Information Sheet. Emergency contacts of students are not allowed to excuse a student's absence, unless it is deemed an emergency based on administrative discretion.

If you are absent from school: you will not be allowed to participate in functions or activities that day or evening. In order to practice or compete on a given day in an activity or function, participants must be present in school three consecutive academic periods prior to dismissal or at the discretion of the principal.

PERMISSION TO LEAVE SCHOOL

Roosevelt High is a closed-campus school. If students become ill or must leave, they must first check out at the Attendance Office. Students returning to school during the school day must report to the attendance office before returning to class. **Students leaving school without checking out will be considered unexcused.** Unexcused absences result in zero for their grade and may include

discipline consequences. Students must first check out from the Attendance Office. Effort should be made to schedule all appointments before or after the school day. Students should always check in and out through the Attendance Office located in Student Services when returning or leaving for absences. Students leaving or returning to school during the day must use the front entrance only.

Students are not allowed to leave without a note or phone call from a parent/guardian. Attendance notes should include the student's name, date and time leaving the classroom, reason for absence, and signature of parent/guardian.

Students with notes to leave school need to bring them to the Attendance Office when they arrive at school. The student will be provided an Attendance Information form that they will need to show the teacher in order to leave the classroom. Students are then to report to the Attendance Office to check out. When students return the same day, students are to report to the Attendance Office before returning to class.

It is the student's responsibility to check with the Attendance Office if the parent/guardian is going to call during the day to excuse a student. Messages will not be provided to students for non-emergency issues.

For safety reasons, when a parent/guardian shows up in the office to pick-up their child, the adult may be asked to show identification of who they are.

SWEEPS (TARDINESS)

It is vital to have students on time to class to maximize learning. When a student is swept, they are not allowed to receive credit for any assignment or test missed. Students late to periods 2 through 7 (including Reading Period) will be subject to the following:

- On the first – third sweep, students will be swept to the Commons area where their name and the teacher's name (from the class they missed) will be recorded. Students will be picked-up by a staff member and brought to the R2 rooms where they will be expected to work on academic material. Students will receive a ½ hour detention for their first sweep.
- The fourth through seventh sweep will result in an office referral where the student will be assigned an hour and a half suspension after school (SAS).
- Eight sweeps or more will be considered excessive.

Students will be given an office referral for insubordination which will initiate school interventions through the counseling and administrative office.

LATE ARRIVAL TO SCHOOL

Students arriving late during 1st period and 1st period ONLY will be allowed a total of two (2) exemptions during each quarter. On the third (3) late arrival, students will be assigned a sweep. This does not include students coming with medical notes (i.e. dentist's or doctor's office).

Students with notes from medical appointments (please ask for these from the clerical person at the medical office of your child's doctor) will be excused as always and sent to class.

TRUANCY

South Dakota has a mandatory attendance law that requires students less than 18 years of age have regular attendance in school. We know that poor attendance leads to other problems in school. The RHS attendance committee meets weekly to monitor attendance concerns. Interventions for poor attendance may include letters sent home, meetings with counselors, social worker or assistant principal, being put on an attendance contract, or having a truancy petition filed with the court system.

ABSENCES AND MAKE-UP WORK

In general, 10 days is the number to keep in mind regarding regular attendance. District policy provides students with two days (up to a maximum of six days) to make up any work missed due to an excused absence. It is the student's responsibility to determine make-up work with their individual teachers.

RHS follows a general policy for students who have been or will be absent for three or more

consecutive days of excused absences:

1. Parents must call the Attendance Office to request assignments missed.
2. Teachers require one-day notice in order to compile assignments.

ACADEMIC PROCEDURES

DEFINITION OF CREDIT

A class that meets for a full period for a semester earns ½ credit. Credits are accumulated and recorded on a semester basis.

GRADUATION REQUIREMENTS

Students are required to earn 22 credits to graduate from Roosevelt High School.

SCHEDULE CHANGES

Students are expected to follow their final registration schedule and attend all classes listed unless a schedule change has been made. Students have five days into the new semester to make schedule changes. Students should see their counselor if they feel their schedule contains an error. Students must have written parent/guardian permission to drop a class. Any class that is dropped after a two-week period at the start of each semester will result in an "F" grade.

GRADING/REPORT CARDS

Roosevelt High School utilizes the A-F grading system. The numerical scores for grades are as follows:

A = Excellent 90 – 100

B = Above Average 80 – 89.9

C = Average 70 – 79.9

D = Below Average 60 – 69.9

F = Failing 59.9 and below

The cumulative GPA (computed at the end of each semester) is an average of all grades received by a student. Students/Parent/Guardians receive report cards at the end of each quarter.

HOMEWORK

Homework is a necessary part of each student's educational program. Homework assignments are designed to enhance and reinforce classroom instruction. **Homework Help** is available Monday through Thursday after school.

INFINITE CAMPUS:

Infinite Campus provides secure access to academic progress reports on the Internet. For more information please contact your school counselor.

PARENT VIEW

Student's grades, attendance, homework completion and lunch accounts can be accessed on-line at the Sioux Falls School district web site www.sf.k12.sd.us. Parents will receive their student's ID# and password to enter this site. Staff members' e-mail addresses are listed at this site to assist with any questions you may have.

ACADEMIC DISHONESTY:

Students will be expected to follow classroom instructions relating to academic integrity. When the teacher believes that a student or students have chosen to cheat and/or plagiarize, the teacher will conference with the student(s) to discuss the circumstances.

If it is determined the academic dishonesty has occurred, the teacher will contact the parent or guardian. The teacher will refer student to administration for appropriate consequence. (See Discipline Matrix.)

- Academically, the consequences will be determined by the teacher, student, and administration

HONOR AND MERIT ROLL

To be eligible for the Honor Roll, students must carry at least a four (4) credit load, maintain a 3.5 GPA or better, and have no grade lower than "B". To be eligible for the Merit Roll, students must carry at least a four (4) credit load and maintain a 3.0-3.499 GPA.

ACADEMIC LETTERS

Students carrying a 3.5 or higher grade point average (GPA) (not cumulative) for two consecutive semesters and carry at least a four-credit load, are eligible to receive an academic letter. However, any student who received a 3.6 GPA one semester and a 3.4 GPA the following semester would not be eligible because this would not meet the criteria of having a 3.5 or higher GPA for two consecutive semesters.

INCOMPLETE GRADES

The deadline for students to clear up an incomplete grade will be two weeks after the end of the grading period. If this is not done, the grade becomes an F.

ACADEMIC SUPPORT

Students who are struggling in their classes should take advantage of many opportunities to receive extra assistance at RHS. Some of these options include:

Make arrangements with the **teacher** to come in before or after school to get extra help. Other than on collaborations days, teachers are typically available from 7:30 – 8:15 a.m. and 3:15 – 4:00 p.m.

1. See your **counselor** to discuss the difficulties. Counselors are assigned based on your last name.
2. Come to the **Homework Help** after school where RHS staff members can assist you.
3. Ask to have your study hall moved to the **Learning Center** to be given more assistance.
4. A referral to the **Student Assistance Team can be placed** for a comprehensive analysis of the problems that are occurring, recommendations and interventions.
5. **Recovery** is available for a student who has had a significant life experience that has resulted in failing work. All regular assigned classwork must be completed before requesting recovery. Recovery forms are available in the counseling office. Requests must be submitted in writing to the administration within two weeks after the quarter or semester has ended. Only semester grades may be recovered. This is based on teacher or administrative discretion. Teachers may substitute alternate assignments for certain labs or activities.

STUDENT RESPONSIBILITY PERIOD (SRP)

Another time to access teachers is during each student's SRP. This is a 25-minute period opposite their lunch to work on any academic need (unless they are in a special lunch group or have open lunch). Students can apply for a "lunch waiver", which gives permission to allow a student not to have a 25-minute study hall or lunch and take a class during this time.

CREDIT BY EXAM (COURSE EQUIVALENCY EXAM)

The Sioux Falls School District has received permission to offer end-of-course exams set by the South Dakota Department of Education.

Students earning credit-by-exam (course equivalency exams) for Grade 9-12:

- Students cannot have been enrolled in the course before.
 - o Course Equivalency Exams available:

• Algebra I	World History
• Geometry	US Modern History
• Algebra II	Government
• Physical Science	Geography

- Biology
 - Chemistry
- Physics

- Students must pass the course equivalency exam with 85% or higher.

All credits received by exam will apply toward the 22 credit requirement. This will allow students to take higher level courses or pursue areas of interest.

R2 AND LEARNING CENTER

The R2 program in combination with the Learning Center will provide students an opportunity to stay at RHS and earn credits toward graduation. The R2 option will use various instructional strategies and delivery methods within a smaller learning environment to meet the needs of individual and small grouping of students. R2 will provide a safe, respectful, and rigorous school environment where students can achieve academic and social success while earning credits towards graduation and life-long learning. The R2 option allows for flexibility in meeting each student's academic needs. A student could be in the R2 classroom one period to all day. Some of the main goals of this "School Within- A-School" concept is reducing office referrals, increasing attendance and overall individualized academic success.

AD-ROOM/READING PERIOD

Ad-room is a 25-minute block of uninterrupted silent reading that is built in between second and third period at RHS. This time can also be used for academic interventions communicated between the ad-room teacher and the teacher intervening. Students are not to leave the room during ad-room except for emergencies or preplanned academic interventions. Any student leaving the room must have the appropriate pass designated for ad-room.

ACTIVITIES AND ATHLETICS

SCHOOL SPONSORED:

Art Club	Golf - Girls
Athletic Trainer	Gymnastics
Band	Jazz Ensemble
Basketball- Boys	Link Crew
Basketball – Girls	Marching Band
Boys/Girls State	Mentors
Cancer Awareness	Nat'l Speech and Debate
Capitol Harmony	National Honors Society
Cheer – Competitive	Newspaper
Cheer – Sideline	One Act Play
Chorus	Oral Interp
Concert Choir	Orchestra
Close Up	Pep Band
Cross Country/Track	President's Men
Dance – Competitive	Quiz Bowl
Dance – Performance	Renaissance
Debate	Soccer - Boys
Drama	Soccer - Girls
ELL Mentor	Spanish Club
Executive Chamber	Student Ambassadors
Executive Suite	Student Council

First Ladies	Tennis - Boys
Football	Tennis - Girls
French Club	Volleyball
Future Teachers	Wrestling
German Club	Yearbook
Golf – Boys	

NON SCHOOL SPONSORED

Book Club	SALSA
Swimming	Young Democrats
Young Republicans	

NON STATE SANCTIONED SPORTS

Baseball	Bowling – Boys
Bowling – Girls	Softball

ELIGIBILITY

Eligibility for students representing RHS in all South Dakota High School activities including athletics, music, speech, and all other competitive events are as follows:

1. Must be less than 20 years of age at the time of participation.
2. Must have completed 20 hours of high school work per week for the preceding semester.
3. Must have done passing work in at least 20 hours of such courses from the beginning of the current semester up to the time of participation (at least four classes).
4. Must not have a violation of the Drug/Alcohol Activity Rules (see attached).
5. A physical examination is required annually. After May 1, students who do not have a physical on file at the school will not be allowed to participate in either practices or contests.

CALENDAR ITEMS

October	Senior Graduation Class Meeting
Seniors will receive important information and instructions from their Jostens Representative regarding how and when to order their Graduation Products and Cap and Gown. All Seniors should attend.	
November	Senior Graduation Product/Cap Gown Ordering
March	Sophomore Class Ring Meeting
April	Senior Cap/Gown Delivery Day

RHS TESTING DATES

Smarter Balanced Assessment	
English/Language Arts and Math	April
Dakota STEP Science Test	April
PSAT Test	October
ACT Test	Sept., Oct, Dec, Feb, April, June
AP Testing	May*

*See your counselor about registration deadlines.

STUDENT SERVICES

SCHOOL NURSE/HEALTH ROOM

The Health Room (located in Student Services) is available to students throughout the school day for illness, injury, medication, or health counseling. Students should report any accidents that occur on campus to the Health Room.

Students requiring medications at school shall be identified by the parent/guardian to authorized school personnel:

1. A completed "Request for Authorization for Medication" form shall be submitted to the school office.
2. Medication shall be brought to school by the parent/guardian in a bottle, labeled by the pharmacy, including the student's name, medication name, physician, and dosage of the medication to be taken.
3. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
4. In specific situations, students may be responsible for their own medication and self-administration. Parents/guardians shall send only the medication needed for the day with the student.

HEALTH SERVICES

South Dakota Codified Law (SDCL 13-28-7.1) requires that any pupil entering school or an early childhood program, shall, prior to admission, be required to present certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. Failure to have an up-to-date immunization record may exclude you from school until the requirement is met. Exclusion from school for failure to complete health requirements does not exempt a child from mandatory school attendance. Truancy procedures will be followed.

Medication Administration: The District's Medication Administration Policy/Regulation JLCD/JLCD-R can be found on the District's website www.sf.k12.sd.us/board/policies

MISUSE OF ALL MEDICATION

Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.

LIBRARY / COMPUTER LABS

The library / computer labs are open from 7:00a.m. until 4:30p.m. To check out library materials, students must present a school ID card. During study halls students are allowed to be in the library just three times a week. Students must have a planner and computer pass to use a computer during 4th and 5th periods. A reading pass should be used when students wish to check out a book or return a book to the library. Students may not eat or drink in the library or the computer labs.

Usage of school computers must be school-related. Students are not allowed to access inappropriate sites (chat rooms, etc.), and inappropriate use may result in the loss of computer privileges. Any misuse of school computers will be dealt with according to the Progressive Discipline Policy. For more information please see School Board Policy IJNDC-R at the Sioux Falls School District's web site www.sf.k12.sd.us.

Additional information about the Library can be accessed at the Sioux Falls School District website www.sf.k12.sd.us. Please note that you will have access to different "links" that direct you to the RHS Library website.

The school library serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem solving skills. School librarians select materials in consultation with teachers using standard professional school library review sources to identify resources that are appropriate for the varied interests, abilities, learning styles, and maturity levels of the students served. Materials are intended to stimulate growth in factual knowledge, literary appreciation, aesthetic values and to promote reading for enjoyment. To encourage students to develop the practice of critical analysis to make informed decisions in their daily lives, materials representing more than one point of view are available. Considering the diverse backgrounds and points of view represented in the pluralistic society served by the public school, individuals may occasionally object to materials available through the school library. Upon parental request, the school librarian will work with individual parents to guide their children to books and resources that align with their family values. In the event a parent believes a specific title should be removed from circulation for all students, the parent should contact the librarian and/or school principal according to Policy KEC/KEC-R Concerns/Complaints about Programs or Instructional Materials.

COUNSELING

Many services are available to RHS students in the Counseling Office. These services include confidential assistance with personal or academic problems, help in education planning, and planning for post high school careers. Counselors have access to many agencies for services in addition to those available through the school system. Students will find information on careers, colleges, vocational schools, financial aid, scholarships, test preparation, computer software, and videotapes in the counselors' offices. Counselors will be available between 7:30 AM and 4:00 PM daily or at other times by special arrangement for individual or group counseling. Except in an emergency, students should not attempt to see a counselor during any scheduled classes. Additional information about the counseling department can be website www.sf.k12.sd.us. Please note that you will have access to different "links" that direct you to the RHS Counseling website.

STUDENT STORE

School supplies, spirit items, and some food items are available for sale in the school store.

ACTIVITY TICKETS

Students may buy an activity ticket that admits one student to all regular season athletic events at a reduced price. Activity tickets may not be used for Presidents' Bowl, district/regional/state tournaments, or O'Gorman home games. Stop by the RHS Activities Office with questions.

SCHOOL INSURANCE

The school district's insurance will be handled through John Rice Insurance Company.

Applications for enrollment in the Delta Dental Accident Plan can be accessed online at www.delta-dental.sd.com. Those previously enrolled in the Delta Dental Accident Plan will receive renewal notification at their home address.

TELEPHONES

The telephones in the school offices must be used for school business only. **RELAY SERVICES FOR HEARING IMPAIRED: DIAL 711. THEN THE DESIRED NUMBER.**

ANNOUNCEMENTS/COMMUNICATIONS

A **daily bulletin** will be used to inform students and teachers of important events. All notices for this bulletin must be submitted to the main office no later than 1:00 PM of the preceding day. No announcements will be published in the bulletin without a sponsor signature. The bulletin will be read during class. Intercom announcements will only be allowed for school sponsored activities. The **public address system** will be used only during the morning, or other unavoidable last-minute schedule or calendar changes. A principal must clear all public address announcements or messages prior to broadcast.

MESSAGES

Students will be called from class for emergency situations only.

Messages WILL NOT be provided to students for appointments or non-emergency issues.

SCHOOL RECORDS

The school has on file student grades, attendance, and standardized test scores. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal, counselor, or registrar. Students may have copies made of school records at minimal expense.

Student records cannot be transferred, in writing or orally, to any other place (college, university, vocational school, prospective employer, etc.) without student or parent/guardian written consent.

LOCKERS

Each student is assigned a locker to be used for personal belongings. **The combination should not be given to peers nor should lockers be shared with others unless special arrangements have been made through the office.** Lockers are the property of the school and are provided for student use. Lockers are subject to inspection for cleanliness and may be opened by a principal and his/her designee any time it might be suspected of containing items in violation of school or district policy, city ordinance, and state law.

Students are reminded to secure belongings in PE lockers as well and to make sure that PE lockers are locked during PE time.

PROCEDURES

PASSING PERIOD

Passing period is for the purpose to move to the next class period and use the restroom. Students must avoid congregating during this time and if seen, will be dispersed to their next class. Groups who continue to congregate during passing time will be subject to discipline.

PASSES – (PLANNER OR PAPER)

Students must always have a pass from a staff member to be in the halls. Students are expected to carry their assignment notebook with proper check-out and check-in information filled out in the planner. The only exceptions are passes from the office. Students out of their designated area are subject to disciplinary actions. Students must have a planner and computer pass to use a computer during 4th and 5th periods. A reading pass should be used when students wish to check out a book or return a book to the library.

PARKING/DRIVING

Parking permits are available to students at a fee of \$50 per year for the main parking and \$30 for Kuehn Park area. At the time of purchase, students will be asked to register the license plate numbers of all vehicles potentially driven to school. Students with permits may park in the main school lots or at Kuehn Park. Kuehn Park is a school parking lot during school days/events.

Vehicles without permits will be subject to towing at the student's/owner's expense. To provide safety for our students and service vehicles, students are not to use the service road behind the school building. Failure to follow these rules will result in disciplinary action including, but not limited to, the removal of the parking permit.

PHOTO I.D. CARDS

For the security of Roosevelt High School and personnel, students will be required to have their School Identification Cards while at Roosevelt High School or attending school-sponsored activities. Failure to meet this requirement will be grounds for disciplinary action. Two ID cards are given to each student. Replacement cards are available at a cost of \$5.

TEXTBOOKS

Students are responsible for returning texts immediately when courses are completed or dropped and are

also responsible for replacement costs of lost books and repair costs of damaged books.

POP POLICY

Pop is not available or to be sold during the school day. Pop is not to be present in classrooms during instructional time. Water bottles are permitted in class (at the teacher's discretion) and all water bottles should be placed in book bags during passing time and between periods.

FOOD & LUNCH FOOD INFORMATION

Food is allowed in the classrooms at the teacher's discretion. Due to health and wellness policy as well as maintaining systematic control and insuring safety, food being brought in from restaurants or fast food stores during lunch hours is not allowed.

HEADPHONES & EAR BUDS

Headphones or ear buds are allowed in the halls. They are not allowed to be used in the classroom unless granted by the teacher.

FIRE AND DISASTER DRILLS

The Sioux Falls School District has developed a Crisis Procedure Manual that details what will be done in a crisis. Every teacher will have a manual and be instructed in what to do when a crisis arises. Practice drills will be run during the school year.

VISITORS

To maintain a safe and secure environment for our students, all outside doors are locked by 8:20 AM daily. Visitors are asked to enter and exit the building through the new front corridor to obtain a visitor's badge. School is a place for learning, and students are not allowed to bring guests to school. However, parents and guardians are always welcome to visit RHS.

CANCELLATION OF SCHOOL

If severe weather conditions require the delay or cancellation of school, local radio and television stations will broadcast pertinent information. Families with phone numbers on file will receive a call.

SCHOOL BUS

The city transit has routes to and from Roosevelt as a service to our community. City transit will have **extended hours** with pick-up times at RHS @ approximately **4:45 pm** and **5:28 pm**. The Progressive Discipline Plan is in effect on the way to and from school on the bus. Please show respect to the drivers by acting appropriately. For questions about rates and route information call 367-7183.

CELL PHONES AND OTHER ELECTRONIC DEVICES DURING THE SCHOOL DAY

Roosevelt High School recognizes that cell phones and other electronic devices are an integral party of modern society. Cell phones or electronic devices are allowed during school hours except during instructional time. If a student is using a cell phone or electronic device in any manner while instruction or learning is expected, the teacher may confiscate the phone or device and follow the Sioux Falls High School District discipline guidelines. Repeated violations of this policy shall warrant further disciplinary action by the school administration. The only exceptions to this rule are when use of an electronic device is designed within a student's individual education plan (IEP) or 504, or as indicated above when the device is part of a teacher's classroom instruction.

LUNCHROOM GUIDELINES

- A. Students will always conduct themselves in an orderly manner in the lunchroom.
- B. To ensure safety, no more than eight should be seated at a table.
- C. Students must return trays to the dishwasher area. Students are responsible for scraping trays.
- D. Each table should be left clean and orderly. Everyone at the table is responsible for helping keep their area clean.
- E. Respect must be shown to supervisors, lunch workers, and other students.
- F. If deemed necessary, supervisors may assign students to a specific location.

OPEN LUNCH: All seniors (students within six or fewer credits of graduation at the beginning of the school year) will earn open lunch by any one of the following criteria. For the 2020-2021 school year, due to building space capacity all juniors will also receive open lunch.

For the fall of 2021 and beyond the following will apply for open lunch:

- 1.) Achieve an 85% cumulative average score on all District semester exams. OR...
- 2.) Achieve a 76% cumulative average score on all District semester exams AND have no more than 5 absences in your 9th or your 10th grade year (Not including medical or school activities); have a 3.0 or above each semester; AND have no level 4 or 5 behavior infractions with three or less level 3 infractions.

Parents cannot excuse juniors for lunch if they score below the requirement. For new junior students, open lunch is at the discretion of the principal.

To maintain the privilege, students must avoid receiving unexcused absences, have no suspensions, and avoid returning late to school from lunch. Students and parents will read and sign a contract at the beginning of the school year. If the contract is violated, students lose their open lunch privileges for a minimum of one calendar month.

Juniors and seniors will have open lunch privileges if parents/ guardians approve. Students and parents/guardians will read and sign a contract at the beginning of the school year. If the contract is violated or a student's grades are failing, students may lose their lunch privileges based on Administrative discretion. Students with open lunch privileges will always carry their open lunch pass (school ID) with them and leave the building via the main entrance and return using the main entrance to the building.

SCHEDULED LUNCH: While we appreciate and encourage parental and guardian contact with their children, these requests can cause waves of accountability and safety concerns within a school of our size. Therefore, your child's safety is our first concern. We encourage parents and guardians to use this infrequently and for special occasions. Due to safety concerns, when a guardian has requested their non-open lunch student to eat with them, the guardian must pick up the student from the Student Services Office each time they request it. Telephone calls will not be accepted.

DANCES

Students are expected to act in school appropriate ways at dances. Students that do not comply with school appropriate standards will be subject to school disciplinary measures and/or removal from the dance. People that are 21 years of age or older will not be allowed to attend RHS dances. People considered to be of middle school age or younger will not be allowed to attend RHS dances.

WAYS TO RESOLVE CONFLICT

We encourage the use of Conflict Resolution Processes for misunderstandings and disagreements between students. At RHS we have established several ways to resolve conflicts. Listed below are what the student is to do in a "good faith" effort when dealing with conflicts:

1. Fill out incident report to see an administrator or counselor.
2. Tell your parents.

If a fight occurs, the student should, in good faith, refuse to fight by:

1. Avoiding the situation in the first place.
2. Clearly state that you do not want to fight.
3. Try to walk away from the fight.

If a conflict occurs at the bus stop:

1. Inform the bus driver or nearest adult.
2. Upon arriving at school, use the above process.

STUDENT DRESS CODE

Because there is a definite relationship between appropriate dress, good work habits, and proper school behavior, RHS has developed a student dress code. Our goals are to help students focus on their schoolwork without distractions, to focus on their success, to decrease the number of harassment issues, and to have RHS a place where students feel comfortable with themselves and others. Roosevelt High School students are expected to show good judgment by dressing appropriately for school. The overall goal of the RHS dress code is to not disrupt the learning environment therefore:

- Students may not wear clothing with writing, slogans, pictures, or symbols that depict or imply obscenities, vulgarity, racism, sex, sexual innuendo, violence, gang affiliation, alcohol, tobacco, drugs, or other disruptive behaviors.
- Students may not wear immodest clothing, which includes clothing that exposes undergarments, or inappropriately exposes the body. Examples of inappropriate clothes include but are not limited to spaghetti strap tops, tube tops, off-shoulder tops, plunging necklines, halter-tops, midriff tops, backless tops, "muscle" tops and excessively tight clothing.
- Skirts and shorts must be appropriate length. Any issues concerning this will be addressed by administration or his/her designee. A general rule of thumb is middle finger knuckle length.
- Students may not wear slippers. Shoes must always be worn.
- Students may not wear or carry hats, cannot wear hoods, cannot wear or carry head wraps, scarves, du-rags, headbands, bandanas or other head apparel unless the head apparel is part of a student's customary religious attire in the school building.
- Students may not wear clothing or accessories with spikes.
- Clothing must not have "holes" in the garment that are a distraction. Jeans with holes in the knees are acceptable.
- When possible, coats are to be stored in lockers and not worn or taken to classrooms.
- No sunglasses
- No gloves

Procedures for Dress Code Violations:

*The students will be discreetly asked to comply or referred to the office as soon as possible.

*An administrator will explain the inappropriateness of the student's attire.

*The student will be allowed to change clothes or Rider Wear will be provided

*The student will not be permitted to return to class until the inappropriateness is remedied.

The Administration has the discretion to make decisions on what is appropriate or inappropriate for school.

Dress standards may be revised during the school year at administration discretion.

PERSONAL PROPERTY

You must assume sole responsibility for loss or damage to any property belonging to you, such as garments, electronic equipment, or musical instruments. Roosevelt High School and the Sioux Falls School District are not responsible for any lost, stolen, or missing items. Large sums of money or jewelry of either real or "keepsake" value should not be brought to school.

All clothing (jackets, caps, sweaters, etc.), special equipment and books/ notebooks should be clearly marked with the student's name.

Authorized school personnel may search personal property with reasonable suspicion.

DETENTION & SUSPENSION AFTER SCHOOL (SAS)

Detention is held before school from 7:30-8:00am or after school from 3:30 to 4:00pm. Suspension After School (SAS), is held before school from 7:00 – 8:15 or after school from 3:30 until 5:00 p.m. in a room to be determined. Students may work with a specific teacher on classroom assignments during detention/SAS if arrangements have been made with the teacher. The staff member will need to meet with the student during the detention/SAS until dismissal time from the staff member. Students are assigned detention/SAS by a principal when there has been an infraction of the discipline policy. Students can receive tutoring help while they are in detention/SAS from our teachers. Failure to attend SAS may result in in-school or out of school suspension.

OUT OF SCHOOL SUSPENSION ALTERNATIVE (OSSA)

Students may be suspended out of school if they choose inappropriate behaviors. The progressive discipline policy outlines what these behaviors are and at what point the student may be suspended. OSSA is served at Joe Foss Alternative School located at Axtel Park.

All official notices and district policies can be found on the district's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

DISCRIMINATION AND HARASSMENT:

The Sioux Falls School District is committed to providing a learning environment free of discrimination and harassment. The District prohibits discrimination/harassment on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups.

The District will investigate all reports of harassment/discrimination, and will discipline, or take appropriate action, against any student or employee who is found to have violated the Harassment and/or Discrimination Policies and Regulations:

1. Students should report complaints of harassment to a building administrator.
2. If a student prefers, the student may first report a concern to a counselor, or other trusted adult. That staff member will report the concern to the administrator.
3. Parents/guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues.
4. Administration will investigate complaints and determine an appropriate course of action.
5. Submission of a complaint or report of harassment will not affect the student's status with the District. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

More information can be found on the District's website: <http://www.sf.k12.sd.us/our-district/report-of-concern>

SIoux FALLS SCHOOL DISTRICT ANNUAL NOTIFICATIONS

All current official notices and District policies can be found on the District's website at <http://www.sf.k12.sd.us/our-district/district-policies>, or can be obtained from any school office or the Instructional Planning Center.

NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION - POLICY REGULATION JRA/JRA-R

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notification of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. This does not include the right to request a change to any specific grade. Parents/guardians or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information (PII) in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a parent/guardian or student volunteering to serve on an official committee, a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks, or a service provider or vendor providing the District with online educational services or applications. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll if the disclosure is for the purposes of the student's enrollment or transfer.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202.

NOTICE: DIRECTORY INFORMATION

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, the District may disclose appropriately designated "directory information" (information that is generally not considered harmful or an invasion of privacy if released without written consent), unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Directory information may also be provided to outside organizations. The District classifies and identifies directory information as follows:

A. Directory Information for Use in School Publications:

The District designates the following as directory information for use by the District in school publications without prior parental written consent:

- (1) Student's name;
- (2) Grade level;
- (3) Student's participation in officially recognized activities or sports;
- (4) Weight and height of athletes;
- (5) Honors, awards, and degrees;
- (6) Information which denotes accomplishments and achievements;
- (7) Individual and group photographs;
- (8) Dates of attendance;
- (9) School attending; and
- (10) Parent/Guardian name.

Examples of the use of the above information in school publications by the District include, but are not limited to: class rosters posted inside school buildings; a program showing a student's role in a music or drama production; the annual yearbook; school newspaper; honor roll or other recognition lists; graduation programs; and sports activity programs, such as for wrestling, showing weight and height of team members.

B. Directory Information for Student Contact Lists and Public Requests (Outside Organizations):

The District designates the following as directory information that may be disclosed by the District without prior written parental consent to outside organizations:

- (1) Student's name;
- (2) Address;
- (3) Telephone number;
- (4) School attending; and
- (5) Grade level.

Examples of the use of outside organization directory information include, but are not limited to: use in a parent/student contact list (e.g. buzz book, school telephone directory, school contact list), providing information, upon request, to individuals, groups or organizations outside of school (e.g. parent groups [booster groups, PTA], outside organizations serving youth, companies that manufacture class rings or supply graduation items, photographers).

In addition, the District may provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the District that they do not want their student's information disclosed without their prior written consent. This written notice must be given to the student's building principal/program administrator or the Director of Technology & Information Services/Student Records within fifteen (15) days after notice is given.

Upon directory information from either category A or B being made public by the District (e.g. a program distributed at school event or information provided to manufacturer of class rings), that specific information, unless excluded by law, may fall within the definition of a public record and be accessible to the citizens of South Dakota in accordance with South Dakota's open record laws.

Right of Parent/Guardian or Eligible Student to Opt-Out of Disclosure of Directory Information

The District will disclose the above identified directory information without written consent unless a parent or an eligible student "opts-out." Parents or an eligible student may elect to "opt-out" of one or both categories of directory information (Directory Information for Use in School Publications and/or Directory Information for Student Contact Lists and Public Requests (Outside Organizations)). Any such "opt-out" must be made, in writing, to the building principal within fifteen 15 days after the notice is given.

Policy/Regulation JRA/JRA-R can be found on the District's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

NOTICE: INFORMATION NOT SUBJECT TO SURVEY, ANALYSIS, OR EVALUATION WITHOUT CONSENT/ PROTECTION OF PUPIL RIGHTS AMENDMENT AND CONSENT /OPT-OUT FOR SPECIFIC ACTIVITIES ANNUAL NOTIFICATION – POLICY ILD

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. South Dakota Codified Law 13-3-51.2 provides greater rights to parents/guardians. These include the right to: *Consent* before students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following protected areas ("protected information survey"):

- (1) Political affiliations or beliefs of the student or student's parent;
 - (2) Mental or psychological problems of the student or student's family;
 - (3) Sex behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of others with whom respondents have close family relationships;
 - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or parents;
 - (8) Personal or family gun ownership; or,
 - (9) Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 - (1) Certain non-emergency medical examinations required for school attendance; and
 - (2) Activities involving collection, disclosure, or use of personal information obtained from students for

marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use –*
 - (1) Protected information surveys of students;
 - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (3) Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has adopted a procedure regarding the above rights and to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The District will notify parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of surveys for which consent is required. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to consent (protected information surveys) or opt their child out (marketing activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Parents/guardians who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

NOTICE OF NON-DISCRIMINATION – POLICY/REGULATION AC/AC-R

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices, and programs on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. In addition, the District shall not discriminate in the opportunities for students on the basis of parental status, marital status, or pregnancy, nor shall such students be excluded from any program or activity, including any class or any extracurricular activity. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups. Prohibited acts of discrimination include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment, and other conduct directed toward another person in accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (discrimination based on disability); Title VI of the Civil Rights Act of 1964 (discrimination based on national origin or race); Title IX of the Education Amendments of 1972 (discrimination based on gender); the Age Discrimination Act of 1975 (discrimination based on age.); and the Boy Scouts of America Equal Access Act of 2001 (equal access to public school facilities for the Boy Scouts and other designated youth groups). In addition, the District provides equal access/equal opportunity for students, employees, and the public, to District programs and activities.

COMPLAINT PROCEDURE – RESOLUTION OF DISCRIMINATION COMPLAINTS

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the concern informally by working with the administrator most directly involved in the situation. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Discrimination based on a student's disability: Section 504 Coordinator: Health Services Coordinator, 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933.
- All other forms of discrimination: Civil Rights Officer/Title IX Coordinator (CRO/IX), In-House Counsel, 201 East 38th St., Sioux Falls, SD 57105-5898 Ph. (605)367-4670.

A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC Nondiscrimination/Equal Opportunity has occurred. Formal complaints are filed with the persons named above.

- (1) The Complaint Investigation Form should be completed by the person filing the complaint or the designated administrator. The form includes the following:
 - Complainant's name and address;

- Date(s) of the incident(s);
 - Description of the incident(s);
 - Name(s) of the person(s) involved in the incident(s);
 - Name(s) of any witness(es) to the incident(s);
 - What action, if any, has been taken;
 - Requested resolution of the complaint; and
 - Signature of the complainant will be requested, but not required
- (2) An investigation will be initiated. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the CRO/IX.
 - (3) If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original Complaint Investigation Form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.
 - (4) The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days from the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved.
 - (5) If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing within ten (10) working days through the Superintendent's Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
 - (6) The School Board will render a decision in writing within ten (10) working days of the hearing.
 - (7) During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Civil Rights Officer within 2 days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim. Policy/Regulation AC/AC-R can be found on the District's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center. Concerns and inquiries regarding discrimination rights may be directed to the Office of Civil Rights/ Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Telephone: (816) 268-0550, Fax: (816) 268-0559, Email: OCR.KansasCity@ed.gov.

**NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973-POLICY /REGULATION
KED/KED-R DISABILITY DISCRIMINATION IN PROGRAMS/SERVICES**

Section 504 of the Rehabilitation Act of 1973 (Section 504) is designed to eliminate discrimination on the basis of disability and requires that qualified individuals be provided equal access to educational programs and services. **ACCESS** - Persons with disabilities may contact the building principal or site administrator before the event to obtain reasonable accommodations needed to participate in District programs or activities. If the principal or site administrator is unable to address the request, concerns should be referred to the District's Section 504 Coordinator - Health Services Coordinator; 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933. **STUDENTS** - Policy/Regulation KED/KED-R, Concerns and Complaints about Educational Programs for Students with Disabilities or Students with Substantially Limiting Health Conditions, outlines the District's procedure relating to the identification, evaluation or educational placement of a student under Section 504. Concerns/Complaints relating to the identification, evaluation or educational placement of a student under Section 504 should be referred to the District's Section 504 Coordinator - Health Services Coordinator, 201 East 38th St., Sioux Falls, SD 57105-5898; Ph. (605)367-7933. **PARENTAL RIGHTS**

- You have the right to: (1) Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability; (2) Have your child receive a free appropriate public education; (3) Have your child educated in facilities and receive services comparable to those provided nondisabled students; (4) Have your child have an equal opportunity to participate in nonacademic and extracurricular activities provided by the District; (5) Receive notice with respect to the identification, evaluation or placement (including a substantial change in placement) of your child; (6) Have the identification, evaluation and placement decisions based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options; (7) Have your child receive appropriate educational and related services when eligible and necessary under Section 504; (8) Examine all relevant records relating to decisions regarding your child's educational records, including records related to the identification, evaluation, educational program and placement; (9) Request a review of a Section 504 Team decision relating to the evaluation, educational program and placement (including any substantial change in placement) of your child; (10) Request an impartial due process hearing relating to the evaluation, educational and placement decisions (including any substantial change in placement); (11) Appeal the decision of the impartial hearing officer to a court of competent jurisdiction; (12) Have the District advise you of these rights under the federal law.

The Sioux Falls School District must identify and evaluate students who may be eligible for services under Section 504 due to the following conditions:

- (1) A physical or mental impairment that substantially limits one or more major life activities (which includes major bodily functions); or
- (2) A record of having an impairment that substantially limits one or more major life activities, or
- (3) An impairment that substantially limits one or more major life activities.

The District will provide prior written notice to parents/guardians before initiating or changing or refusing to initiate or change the identification, evaluation or educational placement of a student under Section 504. Parent/guardian consent is required for all initial evaluations.

REVIEW AND IMPARTIAL DUE PROCESS HEARING PROCEDURE - The parent/guardian of a child with a disability who disagrees with any decision regarding the identification, evaluation or educational placement of a student by the 504 Team may request a review by the District's Section 504 Coordinator - Health Services Coordinator or file a Due Process Complaint. Request for review: The District's 504 Coordinator will send a written response to the parent/guardian within ten (10) working days of receiving the request for review. That written response will specifically address the issues raised by the parent/guardian. Impartial Due Process Hearing: A parent/guardian may file a Due Process Complaint at the Instructional Planning Center addressed to the District's 504 Coordinator. Prior to the initiation of a Due Process Hearing, the Section 504 Coordinator will offer to convene a meeting with the parents/guardians and the relevant member or members of the 504 Team and a representative of the District who has decision-making authority on behalf of the District. The purpose of the meeting is for the parents/guardians to discuss their Due Process Complaint and the facts that form the basis of the Complaint so that the District has the opportunity to resolve the dispute. If the issues raised in the Due Process Complaint are not resolved to the satisfaction of the parent/guardian within 30 days of the receipt of the Due Process Complaint, a Due Process Hearing will be scheduled. An impartial Hearing Officer will be retained to conduct a hearing. Any party to a hearing has the right to:

- (1) Be accompanied and advised by counsel - neither party has the right to be represented by a non-attorney at a hearing; (2) Present evidence and confront, cross-examine, and compel the attendance of witnesses; (3) Introduce evidence that has been disclosed to the other party at least 5 business days before the hearing; (4) Obtain a written, or, at the option of the parent/guardian, electronic, verbatim record of the hearing; and (5) Obtain written, or, at the option of the parents/guardian, electronic findings of fact and decisions. A complete copy of Policy/Regulation KED/KED-R can be accessed at www.sf.k12.sd.us/schoolboard/policies or obtained from any school office.

Concerns and inquiries regarding Section 504 may be directed to the Office of Civil Rights, U.S. Dept. of Education, Kansas City Office, One Petticoat Lane, 1010 Walnut Street, Suite 320,

Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: OCR.KansasCity@ed.gov.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT: CHILD IDENTIFICATION

The District provides free appropriate public education for all children with disabilities from birth through age 21. Any eligible child within the jurisdiction of the District, including those enrolled in any public or private agency or school located in the District, should be referred to the Office of Special Services, Ph. (605)367-7689.

Documents for Public Inspection: The District is operating a project in compliance with the Individuals with Disabilities Education Act. Any funding applications, evaluation, or reports required by the State for operation of the project are available for public inspection. Documents are maintained in the Special Services Office of the Instructional Planning Center, 201 East 38th St., and are available during business hours.

CHROMEBOOK RESPONSIBILITIES

Your student has been issued a Chromebook computer to improve and personalize his/her education. It is required that these responsibilities are followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my student's use of the Chromebook at home.
- I will supervise my student's use of the Internet.
- I will report to the school any problems with the Chromebook and will not attempt to repair the Chromebook.
- I will make sure that my student recharges the Chromebook battery nightly.
- I will make sure my student brings the Chromebook to school every day.
- I understand that if my student comes to school without his/her Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my student's withdrawal from the District.
- I am financially responsible for any physical damage to the Chromebook.

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you are required to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else, I will follow the policies of the District – Acceptable and Ethical Use of Technology Resources (IJNDC/IJNDC-R) and abide by all local, state, and federal laws.
- I will treat the Chromebook with care.
- The Chromebook is my responsibility and will stay in my possession at all times.
- I will not modify any software on the Chromebook.
- I will not release personal information to strangers when using the Chromebook.
- I will bring the Chromebook to school every day.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean the Chromebook using only the cleaner provided by the District.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from the District.
- I will leave the Chromebook in its protective case.
- I am financially responsible for any physical damage to the Chromebook.