



ROSWELL ISD NOTICE OF NON-DISCRIMINATION

The Roswell Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups. These same non-discrimination safeguards apply to all hiring and employment practices. The following people have been designated to assist with inquiries regarding the non-discrimination policies:

Assistant Superintendent of Human Resources- Employee specific ADA and Title IX.

Mireya Trujillo
300 N. Kentucky Office 229
Roswell, NM 88201
575-627-2526 mt.ru.jillo1@risd.kl2.nm.us

Assistant Superintendent of Instruction-Student Educational programs including 504 Coordination.

Jennifer Cole
300 N. Kentucky Office 302
Roswell, NM 88201
575-627-2557 jcole@risd.kl2.nm.us

Anyone experiencing or observing any form of discrimination or harassment should contact the school site administrator or Assistant Superintendent to report the incident.

For further information or to contact the Federal Office for Civil Rights, please visit:
<https://www2.ed.gov/about/offices/list/ocr/index.html>

AVISO DE NO DISCRIMINACIÓN DEL DISTRITO ESCOLAR INDEPENDIENTE DE ROSWELL

El Distrito Escolar Independiente de Roswell no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad o edad en sus programas, servicios o actividades educativas y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados.

Estas mismas garantías anti-discriminatorias se aplican a todas las prácticas de contratación y empleo.

Las siguientes personas han sido designadas para ayudar con las consultas relacionadas con las políticas de no discriminación:

Asistente del Superintendente de Recursos Humanos: ADA específico para empleados y Título IX.

Mireya Trujillo
300 N. Kentucky Office 229
Roswell, NM 88201
575-627-2526 m.trujillo1@risd.kl2.nm.us

Asistente del superintendente de programas educativos de instrucción para estudiantes, incluida la coordinación 504.

Jennifer Cole
300 N. Kentucky Office 302
Roswell, NM 88201
575-627-2557 jcole@risd.kl2.nm.us

Cualquier persona que experimente u observe alguna forma de discriminación o acoso debe comunicarse con el administrador de la escuela o el asistente del superintendente para reportar el incidente.

Para obtener más información o para comunicarse con la Oficina Federal de Derechos Civiles, visite:
<https://www2.ed.gov/about/offices/list/ocr/index.htm>

RHS History

Roswell High School was built between 1910 and 1911. The first term of school was held during 1911-1912. Roswell High School, as it stands today, held its first classes in September 1954. The new Roswell High School graduated its first class in 1955.

In 2004 the National Association of Secondary School Principals named Roswell High School a *Break through High School Making a Difference*. On Feb 10, 2010 the NM Public School Education Department recognized RHS as a *School on the Rise*.

Roswell High School is a school of great tradition and honor. Many teachers at Roswell High School are RHS Alumni.

Personnel

Parents with questions regarding RHS, individual students or school guidelines are encouraged to call Roswell High School at 637-3200. Please use the 637 prefix to contact any of the individuals below.

Principal	Pilar Carrasco	3231
Principal's Secretary	Diana Ibarra Ruiz	3231
Asst. Principal	Lucie Hall	3229
Asst. Principal	Rosalba Mendoza	3424
Asst. Principal	Art Sandoval	3227
Counselor/Advisor	Valenzuela	3240
Counselor/Advisor	Amber Marrujo	3238
Counselor/Advisor	Cindy Sosa	3241
Counselor/Advisor	Ralph Tellez	3239
Registrar	Jovonna Garcia	3237
Librarian	Melodie Marnell	3264
Attendance	Vanessa Aguilar	3236
Finance	Dory Grijalva	3230
Nurse	Anali Velez	3234
Security	Raul Castro	3242
	Robert Johnson	3242
	Alejo Sandoval	3242
Receptionist	TBD	3224
Athletic Secretary	Cynthia Gonzalez	3208
Head Custodian	Ernesto Barrientos	3212

Coyote Code of Conduct

Every student is given access to the district code of conduct handbook, and is expected to thoroughly read, understand and comply with expectations. All students are expected to behave in a manner appropriate to high school age students while on

campus and/or participating in any school sponsored activities. Students are expected to think before making choices and be prepared to accept the consequences of their decisions. Students should not interfere with the rights of others or with the educational process. These include, but are not limited to the following prohibited acts:

- Actions (verbal or written) that threaten the safety or wellbeing of students and staff (e.g. expressions of violence, etc.)
- Intimidation and/or harassment.
- Refusal to cooperate with school personnel
- Refusal to cooperate with emergency procedures
- Giving school personnel false information
- Altering school documents or providing a false signature on documents
- Refusal to adhere to the Dress Code
- Refusal to identify oneself or falsely identifying oneself
- Academic dishonesty, obscenity, profanity, libel, slander and fighting words or symbols
- Sexual harassment
- Vandalism to school or individuals' personal property
- Extortion
- Theft
- Interfering with the educational process
- Absences, tardiness
- Snowball or other (objects) thrown
- Gang activity or possession of gang paraphernalia

Building Hours

The building is open at 7:45 a.m. A staff member must supervise students who remain after 3:11 p.m. Any group or school who wish to use the building after hours, must have approval two weeks in advance and have their activity posted on the building calendar.

Staff Authority

Students are under the authority of any school employee of the Roswell Public Schools at any time while on any school property or at any school function.

Students that fail to comply with directives given by school personnel (insubordination) will result in a minimum of a 3-day suspension.

Security Officers

Security officers are assigned to the Roswell High School Campus to monitor safety conditions. While they may be available to supervise the parking lot they

are not able to watch and protect individual vehicles. **RHS/RISD CANNOT ASSUME RESPONSIBILITY FOR ITEMS LOST/STOLEN FROM VEHICLES AND/OR DAMAGE WHILE ON CAMPUS.** If you have a problem or question, please discuss it with a security officer.

Parking and Automobiles

Students who drive a vehicle on school grounds are required to purchase a parking permit. The price of a permit is \$10 for the academic year. A current and valid driver's license is required to be shown at the time of parking permit purchase.

Students will be disciplined for infraction of the rules. Loss of parking privilege will occur for more serious infractions, or failure to apply for permit. Vehicles are subject to being towed at the owner's expense if parked on campus without a valid permit or if they are illegally parked. RHS/RISD is not responsible for items lost or stolen from vehicles and/or damage to vehicles while on campus.

Electronic Device Policy

The use of any and all electronic devices by students during the school day on-campus or during a school sponsored event can only be used as directed by the teachers and can only be used for educational purposes. All electronic devices must be turned "off" and stored in a student's backpack, purse, locker, or vehicle when not being used for educational purposes. Unlawful use of technology by students can lead to juvenile citation and further discipline as deemed appropriate by administration.

First offense: The student may recover the electronic device from an administrator at the end of the school day.

Second Offense: The student's parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the electronic device from a school administrator. **Third**

offense: The electronic device will be confiscated for the remainder of the school year, after which time the student's parent/guardian must recover the confiscated electronic device. Failure to recover the electronic device, after 5 days of the last official class day of the school calendar year, will result in destruction.

A student who violates this policy more than two (2) times during the school year will be subject to further discipline for engaging in willfully disruptive conduct.

Messages and Gifts

EMERGENCY CALLS TO A PARENT OR

GUARDIAN WILL BE PERMITTED ONLY IN THE SCHOOL OFFICE. Phone messages from parents/guardians will be directed to students as soon as it is practical.

Gifts, flowers or balloon bouquets should be directed to the students' home. THE SCHOOL CANNOT ACCEPT DELIVERY OF THE ITEMS.

Visitors

To insure the safety of our students and staff, all visitors shall report to the front office upon entry to the building. Visitors must sign in and show identification. Student visitors are not allowed on campus while classes are in session.

Closed Campus

Roswell High School will observe a closed campus. Students are not to be in the parking lots or off campus without permission. If a student wishes to leave campus, the student must follow the regular checkout procedures to obtain an off-campus pass with the main office. Students will only be allowed to leave campus if a parent or guardian has checked them out through the front office.

Students who leave the building without following the correct procedure will be processed with a truancy. Students are subject to be searched upon returning to campus. *No exceptions.*

Threats

Threatening school staff or students, or failure to identify yourself, is considered a very serious breach of student conduct and will result in immediate suspension from school.

Weapons

Possession and/or use of weapons of any type are strictly prohibited. Violation of this regulation is a serious offense and will be referred immediately to the Roswell Police Department. School Policy specifically prohibits firearms, knives, tasers, or any other object which presents a danger to self or others.

Students will be suspended for a minimum of 365 days or expelled for possession of firearms of any type on campus or any school sponsored activity. Paintball guns are considered firearms. Students are prohibited from leaving guns used for hunting in vehicles while parked on any RISD campus.

Hall Passes

Students must obtain a valid hall pass from their assigned teacher in order to be allowed out of class

during class time. The pass must include date, time and destination. Students without a hall pass will be subject to disciplinary action.

Dress Policy

The manner in which students dress for school influences their behavior, learning and the school environment in general. Any article of clothing or accessory that causes or has the potential to cause a disruption to the educational environment will not be allowed.

Restrictions and Prohibitions:

- Clothing, jewelry, backpacks and notebooks shall be free of writing, pictures or any other insignia that are crude, vulgar, profane or sexually suggestive or which advocates racial, ethnic or religious prejudice or the use of drugs, alcohol, tobacco, violence, weapons, or graffiti. This includes phrases/names, which may have dual meanings and shirts that say "In Memory of..." are not allowed.
- Clothes shall be sufficient to conceal undergarments at all times. Garments that expose the following are prohibited: cleavage, buttocks and bare backs.
- All shirts or other garments (including dresses) will be worn with sleeves. Shoulders must be completely covered. **Shirts must also be long enough to cover the midriff,**
- **The following are not permitted on Campus or in the building: hats, caps, beanies, sunglasses, gloves or other head coverings (i.e., hood of an outer garment or "hoodie".) Hoodies must be tucked in.**
- Tattoos that depict gangs, alcohol or violence are prohibited. All tattoos such as these must be covered at all times.
- Hairnets and bandanas are not permitted at any time.
- Attire with stylized writing designating gang related phrases or names is prohibited.
- Jewelry and accessories that are a safety hazard to the wearer or others are not permitted. Examples of unsafe attire include metal or plastic spiked projections from rings, belts, belt buckles, bracelets, neck accessories (i.e. dog collars) jackets, or any other article of clothing. No hoops or chains or any other "dangling" adornment.
- Chains, such as wallet chains, are not to be visible.
- Body piercing jewelry i.e. nose rings, eyebrow rings, lip rings, etc. is prohibited on campus at any time. Students can wear a clear plastic retainer.

- Clothing should fit properly. Clothing may be worn a maximum of one size too large to allow for growth, shrinkage, etc. Oversize clothing should be worn at home and not at school or school activities.
- **Leggings will be worn only if covered with mid-thigh length apparel.**
- Jackets will not be worn to cover dress code violations.
- **Shorts and skirts must measure 3 inches above the knee or longer.**
- Pajamas and slippers are not acceptable for school
- No clothing with rips or holes will be allowed that are a disruption to the learning environment based on the discretion of administration. **Jeans with holes in the thighs will be worn with colored leggings/spandex, no nude or natural colors.**

Any school may choose to have more restrictions than district policy but may not have fewer restrictions, as approved by the superintendent. **When, in the judgment of administration, the students' appearance, mode of dress and/or cleanliness is distracting and disruptive of the educational process, the student will be required to make requested modifications and the discipline matrix will be enforced.**

Alcohol, Drug (Controlled Substance) and Tobacco Abuse

A student's use or possession of alcohol, other illegal drugs, drug paraphernalia, unauthorized drugs or controlled substances on school property (at any time) or at a school-sponsored activity will result in the student being suspended. **All subjects will be searched.** If in possession, the student will be released to the police.

Lockers

Students will be assigned an individual combination locker for their use. Students found to be sharing lockers may lose their locker privileges. **LOCKERS WILL NOT BE SHARED.**

Students are discouraged from using their locker to store expensive personal items. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ARTICLES.**

Students are responsible for the confidentiality of their locker combinations and the contents of their lockers. Any illegal or stolen items found in a locker will be the

responsibility of the person to whom the locker is assigned. Locker may be searched at any time.

If a locker does not operate properly, report this fact to the main office or a member of the custodial staff for assistance.

Lost and Found

Missing items may be located in the front office.

Searches

Administrative personnel have the right to search a student and his/her property when there is a reasonable suspicion. If any illegal substances, stolen property, or weapons are found, they will be confiscated and proper school and legal action taken.

Language

Profane, vulgar and/or obscene language as well as obscene gestures are inexcusable in the school setting. Any derogatory name calling is prohibited. If any of the above is directed at staff members or school employees, the consequence will be a (3) day suspension from school.

Bullying, Hazing, Intimidation

Bullying, hazing and intimidation are inappropriate in all cases and will not be tolerated on campus or at school activities. No student has the right to make another feel uncomfortable, either verbally or physically. No student has the right to make fun of another for any reason. Cyber-bullying (use of the internet to threaten, tease or intimidate others) is not acceptable. Students may not tease other students when the teasing causes others to be uncomfortable. Students are to report such actions to an administrator, academic advisor or security person immediately. Students who bully, intimidate or attempt to intimidate or participate in hazing activities are subject to suspension.

Food/Drinks for Students

Only drinks in plastic bottles, with screw-on lids, will be allowed in the building (No fountain drinks). Outside food can be eaten in the Commons area only. The office will not be responsible for retaining food for a student. .

Skateboards

Skateboards are not to be ridden on the RHS campus. If this policy is violated the skateboards will be confiscated.

Security of Exit Doors

For the purpose of security, all exit doors, except the main entrance to lobby and the 200 hall doors will remain locked during school hours. The only exception is the five minutes between classes and during lunch periods. **STUDENTS OPENING THESE DOORS TO LET OTHERS IN THE BUILDING OR ENTERING THROUGH THESE DOORS AT ANY TIME OTHER THAN BETWEEN CLASSES OR AT LUNCH WILL BE REPORTED TO THE ADMINISTRATION AND ACTION WILL BE TAKEN.**

Assemblies

All students are expected to attend assemblies. Those who do not wish to attend assemblies are assigned to study hall in the ISS classroom. Unexcused absences from assembly period will be treated the same as an absence from any class. Class groups will sit as follows:

- Freshman: South Balcony
- Sophomores: North Balcony
- Juniors: South Floor Section
- Seniors: North Floor Section

Students are encouraged to conduct themselves appropriately during assemblies. Misconduct may result in being banned from assemblies for the remainder of the academic year.

Dances

RHS dances are for RISD high school students only. RHS students may request special permission from an administrator at least two weeks in advance to bring a date who attends another RISD school. ID cards are required. Visiting students are bound by the same policies as RHS students. All RISD policies are enforced at dances. Students are expected to dress appropriately for dances. Dancing which may be deemed inappropriate by school administration is not acceptable.

Gang Related Activity

Safety is of utmost importance at Roswell High School. The administration feels that any gang related activity at school represents a serious safety risk. Therefore, Roswell High School has adopted a zero tolerance policy with regard to any and all gang related activity. Whether an act signifies or exhibits an individual's affiliation with, or representation of, a gang will be determined by the administration of the school on a case by case basis. The following guidelines serve as a representation of the general protocol that the administration of Roswell High School uses to determine whether a student's clothing, and to what extent, the student in question

receives consequences appropriate to gang related activity.

Since gang related colors, clothing styles and other indicators, change from time to time, the administration of Roswell High School will update these guidelines as necessary. If a student's clothing, possessions, appearance, or activities meet two or more of the criteria, the student will be in violation of the Code of Conduct and will be assigned appropriate consequences as determined jointly by the Code of Conduct and administration. More indicators will generally increase the severity of the consequences.

Bus Transportation

Student transportation is a privilege to students who are eligible for transportation pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A, 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the school district. The driver shall not permit the transportation of firearms, knives, explosives, breakable glass, laser lights, balloon bouquets, flower arrangements, or other dangerous objects, reptiles, or animals, except those animals authorized by an IEP. If a student attempts to board a school bus with these items, they will be turned away. Students may be suspended from riding the bus for failure to cooperate with the driver, causing safety concerns for anyone on the bus or by disobeying the rules outlined in the Student Transportation Handbook provided at the beginning of the year.

Public Display of Affection (PDA)

PDA does not demonstrate the degree of respect for others expected at Roswell High School and is not tolerated. Holding hands is acceptable - anything further is not.

Permanent Markers

Permanent markers will be confiscated and not returned. Tagging will result in assessment of fees for cleaning/painting and will become the responsibility of the student and parents.

Distribution of unauthorized materials

Students are not to distribute fliers or any other materials which are not directly school-related without prior approval from Administration. Violations of this policy will be considered insubordination and subject to disciplinary action.

Guidance

Academic supervisors are assigned according to your surname.

Cindy Sosa	A-D
Ralph Tellez	E-K
David Valenzuela	L-Q
Amber Marrujo	R-Z

Arrangements to see the guidance personnel is to be made before or after school, Students are responsible for checking periodically to ascertain that they are satisfying all graduation requirements and to enroll in classes.

Once students are enrolled, they are expected to complete courses in which they are scheduled. However, when there is a valid reason, students may make application for a schedule change by securing the proper form in the guidance office. The completed form is to be returned to the Registrar. **Requests to change teachers or lunch hours will not be honored.** You are required to follow your assigned class schedule. Students who are not in their assigned class when requested by their academic supervisor will no longer be considered for class changes regardless of the reason for the request.

All schedule changes must be requested within the first **two weeks** of each semester. Students who request schedule changes after the first week will be required to obtain an Administrator's approval.

Educational institutions may request students' transcripts. See the Registrar in the guidance office if you wish to have a transcript sent to a college.

Credits

One-half credit is awarded for classes passed with a 60% or better each semester. Academic grades shall be determined on the basis of academic achievement. Report cards will provide grades earned by subject.

Grade Point Averages

For computing Grade Point Averages the following points will be:

Regular Classes	Honors, Pre-AP/AP*
A = 4.0	A = 5.0

B = 3.0	B = 4.0
C = 2.0	C = 3.0
D = 1.0	D = 1.0
F = 0.0	F = 0.0

***The first four dual credit classes will count for 5.0 credit, subsequent classes will earn 4.0 credit.**

Dual Credit

Students will be enrolled in dual credit classes at the discretion of their counselor.

Grade Level Classifications

Beginning with the class of 2015 students must earn 28 credits to graduate, and class rank is based on the following credits:

Sophomore	7 Credits
Junior	14 Credits
Senior	20 Credits

Graduation Honors

High Honors is determined on the student's cumulative GPA of 4.0 and above for the entire high school career (8 semesters).

Honors is determined on the student's cumulative GPA of 3.5 to 3.99 for the entire high school career (8 semesters).

Valedictorian and Salutatorian Selections

- (1) The Valedictorian(s) will be the student(s) who has the highest cumulative grade point average for eight semesters.
- (2) The Salutatorian(s) will be the student(s) who has the second highest cumulative grade point average for eight semesters.
- (3) Driver's Training and Advisory will not be used in determining class rank or graduation honors.
- (4) The student must meet minimum 28 credits.
- (5) Honors, Pre-AP and AP courses transferred from outside will be considered only if the courses are offered on campus.

Scholarships

There are many scholarships given to high schools annually. Although it is not necessary for a student to have straight "A's" to receive a scholarship a good grade point average is to the applicant's advantage. If you need financial assistance for college or wish help in deciding on a college to attend, see your academic advisor.

Academic Letters

Students who earn a 3.0 weighted GPA or higher during each of the first three nine week grading periods will receive an Academic Letter. Bars are given for subsequent year(s).

Activity Participation

Three kinds of student activities are available:

Curricular, co-curricular and extracurricular **Curricular** activities occur during the regularly scheduled class periods and do not require absences from other classes for participation. **Co-curricular** activities are activities that are an extension of classroom instruction and require less than 20 hours per month for practice and/or competition. Co-curricular activities do not require student to miss any class other than the sponsoring class. These activities are required as part of the sponsoring class.

Extracurricular activities are school sponsored activities, not required by law or the Educational Standards for New Mexico Schools which have practice, meetings, events, performances, or interscholastic competition.

Implementation of the Public School Reform Act precludes using school time for practice, meetings and events.

Extracurricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the school's curriculum, extracurricular activities do not include direct instruction of the state required competencies established in Educational Standards for New Mexico Schools.

Requirements for Participation

Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next nine week grading period can be used to regain eligibility.

STUDENTS CANNOT ACCOMPANY THE TEAM NOR PARTICIPATE IF THEY ARE ABSENT FROM ANY CLASS ON THE DAY OF AN ACTIVITY UNLESS PRIOR APPROVAL (FOR MEDICAL REASONS ONLY) IS GRANTED IN ADVANCE BY AN ADMINISTRATOR.

1. **Activity Absence.** A student must not exceed ten school-sponsored activity absences in any class per semester.

2. **Disciplinary Policy.** Each coach or sponsor will have a disciplinary policy that includes:

The sale, distribution, transportation, use of or possession of (actual or *constructive) of alcohol or any type of drug or medication considered illegal or for which there is not a valid prescription, any student participating in extracurricular activities sponsored by the Roswell Independent School District, will result in the suspension from said activities and/or additional disciplinary action may be taken on a case by case basis.

*Constructive possession is defined as “being in the company of anyone in illegal possession.”

Late Work Policy

Late work is defined as any assignment turned in after its set due date which is determined by the individual teacher.

*All unexcused absences late work take an automatic 30-point deduction.

*In order to turn in a late assignment, the entire assignment **MUST** be completed.

*A student will have the entire nine-weeks to turn in late work with the understanding that their maximum credit is 70%.

*Late work will be graded according to the teacher once turned in; the grade will start at a 70% and be docked from there.

*Until late work is turned in, a students' grade for the assignment for both excused and unexcused absences will reflect a 0% in the gradebook.

Excused Absences: Every student that is missing from class due to an excused absence will have two class meetings to turn in work **WITHOUT** penalty. After the two classroom meetings, the late-work policy above will be used.

Club Sponsors

Boys/Girls State	Advisors
Band	Gomez
Drama	Graham
BPA	Martinez
FCA	TBA
FFA	Gustin
Honor Society	Reinert
Key Club	Sandoval
German Club	Reinert
MESA	O'Dwyer
Social Justice.....	Furman
Spanish Club	Patoni
Student Council	Martinez

Yearbook Najar

Athletics/Head Coaches

Fall

Cross Country	Vidal
Football	Lynn
Volleyball	Baca
Soccer Boys	Sifuentes
Soccer Girls	Sosa

Winter

Basketball Boys	Burrola
Basketball Girls	Smith
Wrestling	Boggs

Spring

Baseball	Lujan
Softball	Marrujo
Tennis	McDonald
Track	Fuller, T
Boys Golf	Sosa
Girls Golf	Sosa
Cheerleading	Samario
Athletic Trainer.....	Sandoval

Insurance for Athletics

Athletics participation insurance will be **MANDATORY** for all student athletes in Roswell Independent School District. Proof of family coverage or purchase of school offered insurance will be required before student-athletes will be allowed to participate. **WAIVER LETTERS ARE NOT ACCEPTED.**

Athletics

Students-athletes who participate in sports that offer an athletic P.E. class are expected to enroll in and complete the class. Students may not drop the class when the season ends but at the end of the current semester

Attendance Procedures

An absence is any situation where a student misses one or more class periods.

To report an absence

1. Have your parent or guardian contact the school by phone (637-3236) to confirm your absences. This will only confirm the student's absence, it may not count as an excused absence in regards to the non-credit policy. Notification shall be made to the attendance office the day of the absence.
2. Upon your return to school and if the school has not been contacted, bring a written note signed by your parent/guardian to the school office before school begins on the day

following the absence. A note from your doctor or dentist is also acceptable.

3. Students who are absent from school are responsible for collecting missed assignments on the first day following the absence and submitting make-up work in no more than twice the number of days missed.
4. Students absent five or more consecutive days must produce medical verification upon returning to school.

Absences(s) will be recorded using the following: **NON-ACCUMULATIVE:** Absences for confirmed medical reasons, confirmed family funerals, school sponsored activities, administrative excused (principal/guidance/nurse, etc) legal appointments will not accumulate toward a non-credit status. All other absences will accumulate toward a non-credit status. Parents are encouraged to contact the school concerning any absence.

NON-CREDIT POLICY FOR ATTENDANCE: For the purpose of the following policy all absence totals are based on a semester. **Upon accumulating a total of ten (10) absences in a class, the student may be placed on a non-credit status in that class. A SAT meeting will be held before credit is lost.**

As part of our effort to communicate and cooperate with parents, we will attempt to report all absences of students to parents with an automated call between the hours of 6:00 and 9:00 p.m. daily.

Any student who receives a call and they were not absent should check with the attendance office immediately. Please see the school board policy concerning attendance. **PARENTS SHOULD CONTACT THE SCHOOL FOR ALL ABSENCES WITHIN 24 HOURS OF THE ABSENCE.** Parents may contact the school during regular school hours or leave a message on the answering machine after school hours. Students absent for the equivalent of ten (10) consecutive days may be dropped from the class rolls and have to go through the registration procedure to be readmitted.

Pregnant or Parenting Students

A pregnant or parenting student (parenting a child under thirteen years of age) may be permitted excused absences for the pregnancy and for limited parenting purposes along with the opportunity to make-up work missed during the absence, provided the student communicates the pregnancy and parenting status to the appropriate school personnel. *Ten days of excused absences will be permitted for a student who provides documentation of the birth of

the student's child and additional days of excused absence shall be permitted if deemed medically necessary by the student's physician for the pregnancy or care of the birthed child and reported to the school attendance office.

*Four days per semester of excused absences, in addition to the number of allowed absences for all students shall be permitted for students who provide appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care (see cross referenced board policies: IHBF, IKEA, JE, and JHB found on the district web site).

*Additionally, the pregnant or parenting student shall be allowed at least a time period to make up the work the student missed that equals the number of days the student was absent.

The school district shall provide a copy of this policy to all students in middle, junior high, and high schools in the system.

Checking In/Out of school

Permanent withdrawals – Students must have all books checked-in and all fines paid before they will be permitted to check out of school. The form for checking out of school should be obtained from the registrar and take to each teacher for a signature and returned to the registrar. There is a place for parent signature and school to which you are transferring on the form. Students not planning to enroll in another school must be in compliance with the compulsory school attendance laws regarding age before they can be dropped. For The Day – Students must checkout with the office prior to leaving school during the day. Parents or legal guardians must personally sign out their child at the attendance office in order for students to be checked out for the day. **PICTURE I.D. REQUIRED-NO EXCEPTIONS.** If a student does not reside with parent or legal guardian, a form must be on file listing person to be contacted (signed by parent/legal guardian and notarized) prior to student checking out.

STUDENTS LEAVING THE BUILDING WITHOUT FIRST CHECKING OUT WILL BE CONSIDERED TRUANT.

Check-In – Students entering school after the beginning of the first hour or returning after having checked out of school must report to the office.

INTERNET USE POLICY

Internet use is available to students and staff in our school district. Internet access involves electronic

mail, library access, access to local and wide area networks, and World Wide Web access.

The purpose of district Internet access is to support curriculum objectives which include core curriculum subject areas, library and information literacy skills, technology literacy skills, and community collaboration and interaction. Student use of the Internet will be limited to achievement of these objectives.

The use of the district's Internet access is a privilege and not a right. Inappropriate use of these privileges by students and staff will result in a cancellation of those privileges. Acceptable use of the Internet includes:

- Be polite. Do not write send abusive messages.
- Use appropriate language.
- Do not reveal your personal address or phone numbers or those of other students or colleagues.
- Electronic mail is not guaranteed to be private.
- Do not provide any other user with your password.
- All communications and information accessible via the network should be assumed to be copyrighted and as private property.

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