

Roosevelt Junior High School

Student Handbook

2024 - 2025



Roosevelt Rough Riders

2024-25

Welcome to Roosevelt Junior High School! The administration, faculty, and staff are excited to have you here and look forward to working with you this year. We ask that you read this handbook with your parents and become familiar with its contents. This handbook has been created to help you become more organized and successful in your learning efforts here at RJHS. If you use it effectively, you will always be aware of school policies and procedures, as well as other important information.

Learning is our top priority at Roosevelt Junior High School. Best practices of teachers and committed effort from students, together with support from parents and community will ensure that learning takes place at a high and efficient level. RJHS has implemented positive behavior programs to reinforce this learning goal. These programs recognize the positive conduct of students and staff while encouraging all to show respect and kindness.

Behaviors which are disrespectful, unlawful, and dangerous/harmful to self or others will be addressed by the classroom teacher, counselor, resource officer or administration and may result in disciplinary action or a law enforcement referral. All students have the right to learn, and all teachers have the right to teach in a safe and respectful atmosphere. Any student disrupting the learning and teaching process is in violation and will be dealt with accordingly. The Duchesne County School District School Board creates/approves policy to ensure a safe environment. Administrators at RJHS ensure the policies are followed.

Please take the time to read this handbook. It will become a useful tool for you this year. Let us know how we can be of help and support to you.

Yours in learning the Rough Rider way,

Sheena Earl
Principal

Aubrey Yack
Assistant Principal

Christina Hurley

Office Hours

Expected Conduct On The Part Of Students Of Roosevelt Junior High School

1. A student is expected to comply with all requests of teachers in regard to assignments of seating, requests for silence, order and other behavior. A student is expected to prepare his/her assignments each day to the best of his/her ability and present the same in the class if so requested.
2. No student will leave the classroom without permission of the teacher.
3. Students are expected to obey all school rules.

School Organizations

Students are encouraged to become involved in school clubs and organizations. Clubs are designed to complement the curricular offering of the high school and to broaden the education of students. The following is a list of clubs and organizations at RJHS:

<u>Organization</u>	<u>Advisor</u>
Band.....	Mckenna Powell
Orchestra.....	Clayton Johnson
Yearbook.....	Kerri Miles
Student Government.....	Aubrey Yack
FCCLA.....	Jessica Boren
Robotics.....	Mechelle Dodge
UTTM.....	Natawnee Weidner

Student Residency

The district of residence of a minor child whose custodial parent or legal guardian resides in Utah is:

1. The school district in which the custodial parent or guardian who has legal custody of the child resides; or
2. The district in which the child resides;
 - a. While in the custody or under the supervision of the Utah state agency;
 - b. While under the supervision of a private or public agency authorized to provide child-placement services by the state of Utah. Those students seeking

admission to schools in the Duchesne County School District must provide the following to the superintendent's office:

1. An official transcript from the school last attended.
2. A health certificate no more than three months old from a medical doctor which shows immunizations and personal health.

Attendance/Citizenship Policy

Students are expected to be in attendance and punctual. For students to be successful at RJHS, they must be in class on time, on task, and working. Most students do this. For the students who choose not to do this and disrupt others' learning, there are consequences. Below are the consequences for students' inappropriate behaviors.

Tardies

Tardies will be handled in the following manner:

- 1st Tardy: Teacher records tardy.
- 2nd Tardy: Teacher records tardy and the student is informed of receiving a second tardy.
- 3rd Tardy: Teacher records tardy and emails administration. Teacher warns the student the next tardy will result in one lunch detention. Administration contacts home.
- 4th Tardy: Teacher records tardy, and sends the students to the office with the red tardy slip. Administration assigns one lunch detention. Parents are contacted.
- 6th Tardy: Teacher records tardy and the student is referred to the counselor to receive Why Try training. Parent/Guardian is notified by the counselor.
- 8th Tardy: Teacher records the tardy. Administration will refer student to complete an online attendance course during lunch detention. Parents/Guardian are notified by the Administration.
- 12th Tardy: Teacher records tardy and the student is referred to administration. Student is suspended in school (ISS) for one school day and is required to attend, with administration, a reinstatement meeting accompanied by a parent/guardian prior to his/her return to school. During this meeting the student will be placed on an attendance contract.

*Tardies 1-4 will be totaled from each individual class/teacher. Consequences for tardies 8 and 12 will be totaled from all classes.

Random hall sweeps will periodically be made throughout the day. Any student without a hall pass in his/her possession will be considered tardy/truant.

Attendance

I. The following are considered excused absences: (A) Illness (B) Accident or death in the family (C) Health appointment (D) Educational/School activities (E) Parental excuse when needed at home. If a student is absent a parent must call and excuse them that day. We can not change it after 48 hours. The only exception is a medical doctor's note.

II. The following are considered truant: (A) Any time a student leaves home for school and fails to attend without prior notification to school officials. (B) Any time a student leaves school for any reason without prior parent/guardian notification to school officials. (C) Any time a student stays away from school without parental/guardian or school permission.

III. Students who miss school for an excused absence shall make up the assignments of the day or days missed within two (2) school weeks.

Any student who misses school on a school excused absence (i.e., school sports, school testing, field trips, etc.) shall in no way be penalized. The teacher must allow the student to make up any test or assignments missed. The same time frame for make up work must be met as set in the School Board policy. This includes all formative and summative assessments. Teachers have the option to give students longer to make up work if they choose, but they must meet the minimums as set in the School Board policy. Students need to make arrangements with teachers before leaving for activity or upon returning to school, or parents may call the attendance office to pick up homework after school by 3:15 p.m.

- 5th unexcused absence: The attendance secretary will call home and inform parents that the students have been absent for 5 unexcused days. The attendance secretary will work with parents to help resolve any issues that may be causing a student to be absent. Attendance secretary logs the call in Powerschool.
- 8th unexcused absence: A formal letter will be sent home reminding guardians of Utah's Compulsory Education Law. Attendance secretary logs in Powerschool.
- 10th unexcused absence: The student will be dropped from RJHS records. A 10th unexcused absence is defined as educational neglect and RJHS may refer the case to the appropriate court authorities.

Unexcused Absences (Truancy)

Unexcused absence or truancy is defined as any time a student is missing a class without permission. A student is also considered truant when he/she is more than 10 minutes late for class.

There will be no warnings issued in the case of unexcused absences. If a student leaves the school grounds for any reason, he/she must be checked out by a parent/guardian in person before the student leaves the school. A student cannot be checked out of school to be in attendance in another part of the school. (Example: A parent/guardian cannot check a student out of one class to be in another class or at an assembly, etc.)

The following action will be taken as a result of unexcused absences:

The first truancy = 2 LUNCH DTs assigned by administration.

The second truancy = Meet with a counselor and fill out a behavior reflection sheet.

The third truancy = 1 day ISS. Behavior contract.

Additional truanancies will result in 1 day OSS for each truancy and placement on attendance contract.

Daytime Curfew

The Roosevelt City Daytime Curfew Ordinance states that it is unlawful for any student under the age of 18, alone or in association with others, to be present in or upon any public areas or restricted dwellings within the city during the hours of 8:30 a.m. and 3:00 p.m. on school days. Although there are exceptions, any person convicted of violating this ordinance is guilty of a Class C Misdemeanor punishable by a minimum fine of \$100 and/or other sanctions. RJHS supports this ordinance, and students violating the Daytime Curfew will be reported to authorities. Students are not permitted to leave at lunch time, unless checked out of school by a parent/guardian. Students are not allowed to order take-out food for delivery to the school.

Educational Neglect

Utah Code Ann. 53A-11-101.5 authorizes the building administrator to issue a **Notice of Compulsory Education Violation** to a parent/guardian for a student who is at least six (6) years old but under the age of fourteen (14), if the student is absent without a valid excuse at least five (5) times during the year.

Student Transfer Policy

Students may transfer only one time from any district school to another during a school year. More than one transfer request per student will need approval from each school principal and the board of education. If a student elects to transfer from a school and wishes to re-enroll in the school, the student will be asked to wait a total of 18 weeks prior to being allowed to re-enroll in the school they exited.

Non-Discrimination

It is the policy of Duchesne County School District not to discriminate on the basis of race, color, national origin, language, sex, or disability in any educational program or activity. In compliance with the Americans with Disabilities Act, individuals needing special accommodations should notify the school at least three working days prior to participating in school activities.

Sexual Harassment Policy

Duchesne School District has zero tolerance for any form of sexual harassment in the schools. Action will be taken against any employee or student who engages in unlawful sexual harassment.

*Sexual harassment is defined as "unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, relationships, or environment."

*Sexual harassment may include sex role stereotyping, visual or verbal gender abuse, or any visual or verbal expressions about an individual which are sexual in nature, improper touching, or any unwelcome sexual behavior.

*Students who feel they have been sexually harassed by an adult or a student should report the harassment to an adult who will help file a written complaint with the school principal.

Title IX

Any Title IX incidents will be reported to Philip Bertoch at pbertoch@dcsd.org.

Student Behavior Policy

Any behavior problems, including profanity, will be referred to the office. Non-Severe: Running, unprepared, talking out of turn, throwing food, lewd, vulgar or disruptive language, others as designated. Repeated “non-severe” behavior may lead to advancement to the “severe” behavior category steps.

1. Warning/Remedy the behavior if possible
2. 2 Lunch DT
3. 4 Lunch DT
4. 1 day ISS/Refocus
5. 1 day OSS
6. 1 day OSS repeats each time

Severe: Weapons at school, fighting, inciting and/or videoing a fight, excessive physicality (pushing/bumping), bullying, sexual harassment, severe defiance to authority, disregard/destruction of property, drugs, alcohol, tobacco, others as designated.

1. OSS up to 5 days
2. OSS up to 10 days (Possible Safe School Hearing)
3. OSS up to 10 days (Safe School Hearing)

Behavior Referral Process

Students who engage in behavior that causes a significant disruption to the learning environment will be subject to a behavior referral process. Students must abide by all school rules and must be aware that specific consequences will be applied when they engage in detrimental behavior.

Behavior Referrals may include the following:

ALCOHOL, TOBACCO, VAPING

Use or possession of alcoholic beverages, tobacco, or vaping products is an automatic one-day suspension and 4 days of suspension held in abeyance, dismissed

upon successful END class completion, and a referral to juvenile court. Any additional offense will be a ten-day suspension, referral to juvenile court and possible release from school. If a student is found in the bathroom when the vape detectors go off, their bag will be searched.

DRUGS & CONTROLLED SUBSTANCES

Use or possession of controlled substances, psycho-toxic chemicals or over the counter medication is an automatic referral to juvenile court. In addition, the student will be referred to the Duchesne County School District Safe School Committee for determination of future status of the student.

BEHAVIOR

Spitting, throwing objects, or dropping anything from the upper levels (stairwells, track, auditorium balcony, etc.) is considered an assault and/or harassment. Offenses will result in suspension and possible court referral.

HARASSMENT & BULLYING

Any student who engages in bullying or harassment of another student may be suspended for their actions and required to fill out a bullying contract depending on the severity of the offense. These offenses include but are not limited to cyber bullying, name-calling, and threatening notes. Any student who believes they have been the victim of bullying should ask the bully to stop and then report the incident immediately to a teacher, counselor, or administrator.

FIGHTING & ASSAULTS

Fighting will not be tolerated. All fights will be investigated by the police and court referrals will be made when possible. The first offense will result in a minimum of two days to a maximum of five days out-of-school suspension (OSS). The second offense will result in a ten-day OSS and a referral to court and possible referral to the DCSD hearing office. The third offense will result in automatic referral to the Duchesne County School District Safe School Committee for determination of future status of the student.

In the case of assaults, the following policies will be enforced: the first offense—ten days OSS and referral to the Roosevelt Police Department. The second offense—OSS and automatic referral to the Duchesne County School District Safe School Committee for determination of future status.

Any student who helps to promote a fight by encouraging it, videoing it, or in any way helps to incite the fight will be suspended for 5 days and will receive a court referral.

NOTE: At the discretion of the administration, policies concerning attendance, tardies, citizenship, and student behavior may be changed. These modifications will be expressed in the Student Behavior Contract. Current policies of the student contract will supersede those of the student handbook.

DUCHESNE DISTRICT SAFE SCHOOLS POLICY

Safe Schools

This policy is adopted by the Board of Education of Duchesne School District pursuant to UCA 53A-11-901 - 907. It is the intent of the Board to provide every student in the district with the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. The Board has invited and received input from district employees, parents and guardians of students, and the community. The Board now adopts this policy, based on the principle that every student is expected to follow rules of conduct, and to show respect for others and to obey persons in authority at the schools.

Delegation of Authority

Students should be aware that certain behavior, outlined herein and in other policies of the district, is unacceptable and will result in disciplinary action. The superintendent and his designees will enforce district policies with the aim to assist students and their parents or guardians in understanding that unacceptable behavior will not be tolerated and will be dealt with in accordance with the Board's disciplinary policies.

The Board hereby delegates its authority to expel/suspend students for up to 10 days to principals and vice principals in each school in the District. (In addition, the Board authorizes hearing officers to conduct informal hearings.)

Publication of Safe Schools Policy

A copy of this policy shall be given to each student in school in the district once each school year. Each student transferring to a school in the district who was not attending a school in the district just prior to the transfer shall receive a copy of this policy.

A copy of this policy shall be posted in each school in the district. Any significant change in this policy shall be posted in each school in the district.

Conduct Resulting in Suspension/Expulsion

A student may be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or district employee:

1. Continued willful disobedience or open/persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior, threatened behavior, or intimidation, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school.
4. Behavior which unreasonably disrupts or interferes with the educational process for other students.
5. Sells, gives, delivers, transfers, possesses, controls, uses or distributes alcoholic beverages, tobacco products, vaping products, controlled substances, psycho-toxic chemicals or over the counter medication within 1000 feet of school property or any school-sponsored event.
6. Is under the influence of alcoholic beverages, controlled substances, psycho-toxic chemicals or has intentionally misused over the counter medication within 1000 feet of school property or any school-sponsored event.

Mandatory Suspension/Expulsion

Students shall be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, or within 1000 feet of school property or within 1000 feet of and in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or district employee:

1. Possession of a weapon, explosive, or flammable material.
2. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities within 1000 ft. of school grounds.
3. The sale, control, delivery or transfer or distribution of a drug or controlled substance as defined in UCA 58-37b-2.
4. The sale, control, or distribution, delivery or transfer of imitation controlled substance as defined in UCA 58-37b-2.
5. The sale control or distribution of drug paraphernalia as defined in UCA 58-37a-3.
6. Commission of an act involving the use of force or the threatened use of force which, if committed by an adult would be a felony or class A misdemeanor.
7. Assaults a teacher or other individual. A student who commits an assault will be suspended until the next regularly scheduled school board meeting.

Habitually Disruptive Behavior

A student may be suspended/expelled if he/she is habitually disruptive and has failed or refused to completely comply with the student's remedial discipline plan.

1. A "habitually disruptive student" is one who has caused a disruption in a classroom, on school grounds, in a school vehicle, or at school-sponsored activities or events more than five times during a school year and whose behavior was initiated, willfully and overtly, and required the attention of school employees to deal with the disruption.
2. When a student receives his first office referral, the following steps will be followed:
 - 1st Referral- 2 days lunch d.t./packet
 - 2nd Referral- 4 days lunch d.t./packet
 - 3rd Referral- 2 days Refocus or OSS
 - 4th Referral- 4 days Refocus or OSS
 - 5th Referral- Student will be suspended, cited by RPD for being habitually disruptive, and a safe schools hearing will be scheduled and held by Admin and DCSD Student Services Director.

Behaviors Resulting In Suspension/Expulsion

In an effort to provide help/services as well as identify students as possible severe behavioral candidates, and in addition to the current policies, a plan of behavior identification, safety, and security has been established. For detailed descriptions of listed categories below, refer to the school student handbook.

Behaviors Displayed

Weapons at School (gun, knife)

Fighting

Bullying

Sexual Harassment

Severe Defiance to Authority

Disregard for Property
Drugs, Alcohol, Tobacco, Vaping

Weapons at school is a safe school violation with automatic safe school hearing required.

Any combination of two above categories = Level One

A total count or combination of three instances from above categories = Level Two

A total count or combination of five above categories = Level Three

Level One Status: Student will be suspended for at least 2 days, referred to local police and wellness check to be conducted by police. Access to guns discussed with parents. Upon return to school, the student will be required to complete a customized Character Ed curriculum with a school counselor.

Level Two Status: Student will be suspended for at least 5 days with a mandatory safe school hearing to determine if he/she can continue attending school. A second wellness check by police, including a check for access to guns, to be conducted. Character Ed curriculum (customized to meet displayed behavior) to be implemented with recommended referral to school counseling services.

Level Three Status: Student will be identified as a “danger to safety of self/others.” This student will be suspended indefinitely pending a safe schools hearing with the district officer. Student will not be allowed to attend district schools or activities, but may continue through online services/intervention, etc., under district guidance. A wellness check will be conducted by police.

Extra consideration may be given if any of the following self-harming behaviors are displayed.

- Suicide Ideation, Threats of Suicide
- Cutting
- Acting in Unsafe Ways
- Depression

Incidents involving students with an IEP will be reviewed on an individual basis.

Field Trip Eligibility

In order for a student to maintain eligibility for out-of-district field trips, a student shall not receive any suspensions. The 7th & 8th grade end of year trips will require no “F’s” second semester and no suspensions the entire year to qualify for participation. Students may complete a rider restitution course if they have one suspension.

Student Dress Policy

Appearance and dress generally affect the behavior of students attending school; therefore, to create the best learning situation possible for all individuals concerned, the following is established district policy:

1. The attire and appearance of students should always be neat and clean. All shirts, blouses or dresses must have a sleeve and must cover the entire shoulder, as well as the entire midsection, and not be low cut. No attire or accessories with writing or pictures depicting or promoting controlled substances, including brand names, or violence shall be worn to school or school-sponsored activities; nor shall attire with vulgar expressions or obscene pictures be permitted on tee shirts. Wallet chains are not allowed. Shoes are to be worn while in school and on the school campus. Length of bottom must extend past the student's finger-tip length while standing. Pants, shorts, skirts, dresses, must not allow skin to show within these parameters. Layered clothing or patches may be used to meet these requirements. Proper athletic wear should be worn in physical education classes. Any exception deemed necessary for special school events, activities, or weather conditions will be determined and announced by the principal.
2. Hair must be styled so that it is neat, clean (to protect health), and well-groomed. A small amount of bright or unnatural colors in the hair will be allowed as long as it is not excessive, as determined by administration. It must be styled so that it does not interfere with the student's vision or create a situation that detracts from the educational process.
3. Beards and/or mustaches must be kept neatly trimmed.

4. No hats or caps are allowed on campus by students during the school day, with the exception of Fridays.
5. Piercings are to abide by the district policy.
6. PE Uniforms are required for all 7th and 8th grade students.
7. Clothing, attire or accessories that mimic non-human characteristics is not permitted.

Campus Officer

There will be a police officer patrolling the Roosevelt Junior High School campus. The officer's duties are to investigate all incidents where the civil laws have been violated. The violations could include: fighting, assaults, use of prohibited substances and materials, traffic, etc. The officer's work on campus is in partnership with the Roosevelt City Police Department, Roosevelt Junior High School, Duchesne County School Board, and their efforts are coordinated with the Duchesne and Uintah County Sheriff Departments.

The officer may occasionally be a class visitor. The officer is occasionally called upon to be a guest in classes to help in class discussions that may be centered around questions of law. The officer is here to be of service to the students and staff of the school. Please feel free to approach the officer with questions; most requests for assistance should be channeled through the administration of the school.

Students with Disabilities

A student with disabilities may be expelled for engaging in conduct that would warrant such action for a student without a disability only if the IEP Team shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten days while additional assessments are being conducted.

The IEP team shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

Suspension/Expulsion of Students with Disabilities

Students with a disability as defined under the Individuals with Disabilities and Education Act, or under 504 of the Rehabilitation Act of 1973 must be given special considerations. Expulsion of a student for misbehavior that is related to their disability may constitute discrimination.

1. Short-term suspension. The school district may suspend students with a disability from school for a period not to exceed ten official school days if it is determined that:
 - a. Maintaining the student in a current placement is substantially likely to result in injury to self or to other persons; or
 - b. The student has engaged in conduct which would otherwise warrant suspension or removal for a student who is not disabled.

Special Note: The maximum number of ten days suspension is considered on a cumulative basis, within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with any student with a disability. Any suspension should consider the least restrictive environment.

2. Long-term suspension. Any expulsion/suspension of a disabled student for more than ten days, constitutes a change in placement. Prior to a change-in-placement, parents or the student must be notified of the proposed change and the IEP team must first determine whether the alleged behavior is related to a disability. If the parent contests the proposed change, notice of due process rights must be given to the parent or guardian and the student must "stay put" in the present educational environment unless the parent or guardian agrees otherwise, pending resolution of the hearing.

Visitors

Parents, guardians, grandparents and other persons interested in the education of our children are encouraged to visit the school. Visitors are required to check in with the office and wear a visitor's badge. The administration reserves the right to refuse school visits at times that may alter the effectiveness of instruction. Students from other schools will not be allowed to visit Roosevelt Junior High School during class hours.

Hall Pass

Students are expected to be in class during class time. Special situations may arise which require a student to leave the classroom. Students must obtain permission and a hall pass from the teacher to be excused from class. If a student is caught in the hall without a pass, he/she may be considered truant. Hall passes are used at the teacher's discretion. Student aides must also use a hall pass when assisting a teacher.

PowerSchool

Students should be responsible for keeping track of their own progress in each class. This can be done by accessing grades via the internet at:

<http://dcsd.powerschool.com/public>

Students are encouraged to do the following:

1. Check in the attendance office and get a confidential student ID number and student code.
2. If students have questions concerning grades, they may contact the teacher by email or simply set up a conference with the teacher.

EXTRA-CURRICULAR ACTIVITY POLICY

Extra-curricular activities are an important part of RJHS. Students must understand that it is a privilege to represent the school in these activities. In order for students to participate in the extra-curricular activities, they must adhere to the following rules:

Grades

Students must have a 2.0 GPA with no F's from the previous quarter. Summer school make-up classes will be accepted for the fall quarter. Spring quarter and/or summer school remediation grades will be accepted for fall competition.

Citizenship

Any student with detention hours will not be permitted to participate in school activities until the detention hours are made up. Time will be given to make the hours up, but it is the student's responsibility to complete this. Any student who is truant from a class will not be allowed to participate until the truancy is made up.

Bus Rules

Transportation by bus is a qualified right, dependent on the good behavior of the student. Misbehavior on the bus will result in parent notification and may result in suspension or termination of the student's right to ride. All students must ride the bus home from the activity unless they are released by the chaperone to ride with their parents. Any other travel arrangements must have prior approval by a school administrator. This is to protect the child, the parents, and the school from legal problems in the case of an accident.

Students must ride the bus to school-sponsored games/activities. Students must ride the bus home from the game/activity unless the coach/advisor releases them to ride with their parents. Any other travel arrangements must have prior written approval (with signatures) by a parent/guardian and school administrator. It is the responsibility of the student or parent/guardian to deliver the written approval to the coach/advisor before the coach/advisor releases the student. See printable form on school website.

Class Assignments/Homework

Assignments, practice, and homework are a valuable part of learning. The amount of practice/homework will vary according to the subject. Teachers will provide an opportunity for a student to make up assignments missed as a result of an illness or other excused absence.

Please do not request homework for students who are absent less than two consecutive days. Requests for makeup work for students who have been absent two or more consecutive days may be made by leaving a message with the attendance office. Assignments may be picked up the following school day after 3:00 pm.

As per district policy, students are to make up assignments within two (2) school days after an excused absence. If the student misses school for more than three

(3) consecutive days then he/she shall be permitted one (1) additional day of makeup time for each school day regardless of the number of days absent.

Standards-Based Grading

Student grades will reflect mastery of prioritized standards. Results from assessments will determine student grade levels according to district grade scale.

Emergency Evacuation

All people in the building must respond to all Emergency Alarm signals. Leave the building immediately. Teaching staff will inform students of primary and secondary routes from the rooms. Students will meet in a designated place a safe distance from the building. Teachers will account for students. Students not with a teacher when the alarm rings will exit the building at the nearest exit door and report to their designated class position or the nearest teacher.

Fees

There is a \$50.00 non-refundable student body fee. Some elective classes may require the purchase of materials and may also be subject to an additional fee. See RJHS Fee Schedule for details.

Guidance

A guidance counselor is available to assist students with course selections and individual problems which may impede the learning process. Students may arrange an appointment when academic or personal problems arise. SEOP/CCR (Student Education Occupation Plan/College Career Readiness) appointments will be held at least twice during the school year to promote goals and academic progress. Parents and students are invited to participate jointly in this process.

Lockers

Lockers are the property of the school, loaned to students for their convenience. They are subject to inspection at any time, and thus should be treated with respect and kept clean and appropriate at all times. Inappropriate posters, pictures, or sayings are not permitted in lockers. Students are responsible for the locker issued at registration and sharing combinations is highly discouraged, you are responsible for the locker issued to you at the beginning of the year. Combinations will not be changed, and personal items lost, stolen, or damaged as a result of shared combinations are at the risk of the student. Lockers are to be left clean at the end of the school year. (Fines will be assessed for locker damage.)

Medicine at School

Utah Law dictates that school personnel may administer medications under the following conditions:

1. Parent or legal guardian provides a current written and signed request that medication be administered to the student during school hours; and
2. The "Authorization to Administer Prescribed Medication" form, filled out by the student's physician, is on file in the school office.

Non-Discrimination

It is the policy of Duchesne County School District not to discriminate on the basis of race, color, national origin, language, sex, or disability in any educational program or activity. In compliance with the Americans with Disabilities Act, individuals needing special accommodations should notify the school at least three working days prior to participating in school activities.

Outside Activities - Inclement Weather

Students are expected to participate in outdoor activities but not during periods of severe inclement weather. Students with health problems or students recuperating from illness may be excused from outdoor activities by a parent/guardian making arrangements with the teacher.

Personal Property

The school is not responsible for any personal property which is lost, stolen, or vandalized or which may have been entrusted for storage or safekeeping by school personnel. There is no provision which allows payment for any personal item taken from the school. Personal items which distract from the educational atmosphere may be confiscated by school personnel. Skateboards, roller skates/rollerblades, scooters, and/or electronic devices such as gaming units are not to be brought to school. If they are brought to school, they will be confiscated and not returned until the end of the school year.

Phone Use

A phone is available for student use in the main office. Requests for phone use should be restricted to class breaks, lunch periods, and before or after school.

Electronic Devices

The policy of RJHS is that CELL PHONES/IPODS/IPADS/MP3 PLAYERS and other electronic devices are not to be used during school hours. These devices must be TURNED OFF AND PUT AWAY during school hours. Any electronic device seen or heard will be confiscated.

First Offense: Device will be confiscated until the end of the day.

Second Offense: Parent must come to the school to regain possession.

Third Offense: Parent must come to the school and pay a \$5 fine.

Fourth Offense: Parents must pay a \$10 fine.

Additional Offense: The device may be confiscated until the end of the year.

Earphones or other listening devices will not be allowed to be worn or be in one's possession during class time. Students will only be allowed to use school issued electronic devices during the school day. The listed item detracts from the education effort of the student having them, as well as distracting others in the classes. Items used during school hours without permission will be taken, and parents may pick them up. (See Electronic Devices). No laser lights will be allowed.

Any social media posts that infringe upon the rights of others, school safety, or interfere with the ability of the school to deliver its educational services and processes will be dealt with according to school discipline policy.

Reporting Pupil Progress

Report cards are issued at the end of each quarter. Parents are notified at midterm of student progress, or more frequently if in danger of failing a class.

Parent/Teacher/Student Education Occupation Plan conferences are scheduled twice during the school year. Teachers or parents/guardians may request other conferences as needed. Progress reports are also available through PowerSchool.

Rewards and Recognition

Honor Roll Activity—3.5 or higher grade point average.

Field Trips—Students who have been suspended are not eligible to attend.

Monthly activities—Student activities and clubs are available.

Schedule Changes

Scheduling issues shall be conducted through the counselor(s) and office staff. Extensive planning to develop the master schedule restricts changes for reasons other than academic requirements. Requests must be made in writing and must have the approval of the administration, parents, school counselor, and teachers involved. Changes are made during the first week of each quarter. See "Class Change Policy" below.

Student Services

Activities to promote healthy life choices (drug-free), new student orientation, peer leadership teams, peer tutoring, ESL advisor, and UTTM advisor, work together for the success of every student at Roosevelt Junior High. Students are encouraged to become active in groups, student government, and extracurricular activities.

Textbooks

Students are responsible for all textbooks, planners, electronic devices, and library materials issued to them. Satisfactory settlement will be required for lost or damaged items.

Time at School

School begins at 8:04 a.m. and ends at 2:44 p.m. Students are expected to leave immediately to ride the bus, walk, or be picked up by car. Students may be at school earlier or later than regular school hours if they are attending an approved supervised activity. Special arrangements for alternate times should be arranged. Unsupervised students will be asked to vacate the grounds. Staff hours are from 7:40- 3:10. Teachers will be available for tutoring during that time. School staff will be at their stations during this time. If appointments outside of this time are needed they can be set by direct communication with the teacher/advisor.

Tutoring

Assistance is available for students on a request or referral basis. Peer tutors, adult mentor advisors, and volunteers will be scheduled to promote a “no-fail” policy. Parents requesting tutoring services may be asked to participate in report monitoring.

Class Change Policy

1. Students will obtain a Schedule Change Request Form from the counseling office.
2. Students need to get permission from the current teacher and the teacher that is being requested for the class change.
3. Counselors approve the change request. Counselors will determine if administration approval is needed.
4. Guardian signature is required after all other signatures have been obtained.

Credit Requirements Offered

Subject Area	Credits
English	3.0
Social Studies (1.0 U.S. Studies, .5 Utah Studies)	1.5
Math	3.0
Science	3.0
Fine Arts	1.0
Physical Education & Health	1.0
College Career Readiness (CCA)	1.0
Electives	5.0

Only transfer credits from other accredited schools will be accepted.

Duchesne School District/Utah Education Network

Student Use Guidelines

1. The primary purpose of the UtahLink in the school district is for the use of the public school professional staff and secondary student access. The use of an individual student account is considered to be a privilege and is permitted to the extent that available resources allow.
2. Students may be granted an account for up to one academic year at a time provided they read and agree to follow guidelines of the District.
3. Students may not maintain accounts upon graduation.
4. Generally, students are not permitted to enter professional UtahLink or discussion groups.
5. All accounts issued must be approved by the school district.
6. Misuse of the network will result in suspension or termination of network privileges.
7. The above-mentioned use is subject to revision by the district and/or USOE.

Academic Grading - Each student will receive a disclosure statement from each teacher. The disclosure statement will provide detailed information on the individual teacher’s evaluation criteria, expectations and general policies. Students and parents should read each disclosure statement carefully to ensure

understanding of the teacher's policies.

Assemblies - Students will report to the auditorium by class. All students must remain seated with their class throughout the assembly. Students will be orderly and quiet. Students will be removed from the assembly or the assembly may be canceled if the audience fails to be respectful. Students are to remain seated until dismissed.

Bikes/Scooters/Skateboards - Bikes, scooters, and skateboards must be parked in the bike rack on the south side of the school. They should be secured with a lock. The school is not responsible for any theft or damage to these items on the school property.

Cafeteria - Students may purchase a hot lunch from the main course line. Students may also choose to bring a sack lunch from home. Food from any source needs to be consumed in the cafeteria and may NOT be taken into other parts of the building. Please observe the rules.

1. *Always clean up after yourself.*
2. *No crowding or cutting in line.*
3. *Do not throw anything.*

IMPORTANT DATES 2023-2024

August 21	Mon	Back To School/Meet Your Teacher Night
August 22	Tues	School Begins
September 4	Mon	Labor Day (No School)
October 24	Tues	End of Quarter 1
October 25	Wed	Training Day (No School)
October 26-17	Thurs-Fri	FALL BREAK (No School)
October 30	Mon	Beginning of Quarter 2
November 22-24	Wed - Fri	Thanksgiving Holiday (No School)
December 22- January 1		Christmas Break (No School)
January 2	Tues	Training Day (No School)
January 12	Fri	End of Quarter 2
January 15	Mon	Martin Luther King Day (No School)
January 16	Tues	Beginning of Quarter 3
February 19	Mon	President's Day (No School)
March 15	Fri	End of Quarter 3
March 18	Mon	Beginning of Quarter 4

March 29	Fri	Training Day (No School)
April 1- April 5	Mon-Fri	Spring Break (No School)
May 24	Fri	Last Day of School

END-OF-YEAR TESTING WILL TAKE PLACE IN THE SPRING.

Go to your app store on your phone and search Duchesne County, SD, UT. Download the app for school related news and RJHS-related activities.

Parent Teacher Conferences

School Open House Aug.15th	4:30-6:00
Quarter 1—September 26	4:00-6:30
Quarter 2—November 21	4:00-6:30
Quarter 3—February 20	4:00-6:30

Faculty/Staff Listing

Administration		Counseling		Teaching Specialists
Sheena White	Principal	Malory Burdick		Lois Miller
Aubrey Yack	Vice Principal	Cassidy Gilpin		Christy Peterson
Christina Hurley	Vice Principal	Nancy Foote		KayInn Pospisil
		Vanessa Boren	Registrar	Makayla Johnson
Teaching Staff	Position	Teaching Staff	Position	Janie Cruz
Ryan Abplanalp	Digital Literacy/Manufacturing	Mike Hurley	PE/Health	Alicia Rasmussen
Katie Allen	6th ELA	Braxton Hyde	Art	
McKenna Allred	7th	Clayton Johnson	Orchestra/ELL	
David Ames	History/Spanish	Stephanie Johnson	SPED	Office Staff
Rebecca Ames	7th ELA	Jeff Mathews	8th ELA	Andrea Nielson
Delaney Reary	7th Science	Stefanie Mecham	CCA/FACS	Janessa Tucker
Jessica Boren	CCA/FACS	Kerri Miles	6th ELA/Electives	Custodial Staff
Kale Cloward	6th ELA/Reading Intervention	Bart Miller	Tech Ed	Kim Ross
Brett Cramer	PE	Niki Monson	Choir	Meloney Nelson
Tabitha Dennison	6th Math	Kyle Niebergall	7th Science	Jared Carlson
Loralee Evans	8th ELA	McKenna Powell	Band	
Steven Ferguson	6th Science	Laurel Seymour	6th Science	
Breena Fulton	SPED	Tamara Sleight	PE/Health	Lunch Staff
Nicole Cook	7th Science	Stephanie Smith	6th ELA/Electives	Jennifer Denniston
Naomi Gingell	7th/8th ELA	Tonia Smoot	8th Math	NaTawnee Weidner
Stephen Gingell	7th/8th ELA	Jake Rich	7/8th Math	Darlene Perkins

Edwin Goodrich	7th Math		Arlene Southam	6th Math		Claudia Uribe
Eric Gubler	8th Math		Melanie Thompson	6th ELA		
Diana Hanke	Media		Ashley Tomaino	6th ELA		
Greg Hansen	Social Studies		Saryn Wall	SPED (Math)		
Mechelle Dodge	8th Science		Aaron Wickel	6th Math/Science		
Britney Hawley	SPED		Aaron Zakimi	SPED		
Rebecca Brough	7th ELA					