

VII. SITE ADDENDUM

CENTRAL

HIGH

SCHOOL



COBBLERS

“Once a Cobbler, Always a Cobbler”

Central High School

433 Mt. Rushmore Road

Rapid City, SD 57701-1192

2015-2016

Principal's Office:

394-4023 ext. #6

Principal
Assistant Principal
Assistant Principal
Assistant Principal/
Freshmen House Principal

Mr. Mike Talley (Seniors)
Mrs. Denelle Sprigler (Juniors)
Mr. Randall Seales (Sophomores)
Dr. Justin Conroy (Freshmen)

Dean of Students
Activities Director

Mrs. Lindsey Ruml (Freshmen)
Mr. Darren Paulson

Guidance Office:

394-4063 ext. #3

Mrs. Dena Graff
Mrs. Jenny Griffin
Mrs. Laura Lloyd-Smith
Mrs. Rani Mitchell
Mrs. Susan Aurand
Mrs. Natalie Serbousek

Clerical
Counselor (Students A-E)
Counselor (Students F-L)
Counselor (Students M-P)
Counselor (Students Q-Z)
Counselor (Freshmen)

Phone Numbers:

Main Office	394-4023 ext. #6
FAX (Main Office)	355-3041
Freshmen House Main Office	394-4023 ext. #1
FAX (Freshmen House)	394-6687
Guidance Office	394-4023 ext. #3
FAX (Guidance Office)	394-2537
Activities Office	394-4023 ext. #4
FAX (Activities Office)	394-3383
Attendance Office	394-4023 ext. #2
Food Service Office	394-4023 ext. #5
Security Office/Tip Line	355-3077
Voice Mail	394-4001

Building Hours/Office Hours

Main Doors open at 7:00am daily. Students are not allowed in the building prior to 7:00am, unless otherwise authorized. The Main Office is open from 7:30am-4:00pm daily.

School District Website

www.rcas.org

RAPID CITY CENTRAL HIGH SCHOOL **MISSION STATEMENT**

***OUR MISSION AT CENTRAL HIGH SCHOOL IS TO PROVIDE
ALL STUDENTS THE OPPORTUNITY TO ACQUIRE THE
KNOWLEDGE AND SKILLS NECESSARY TO BECOME
PRODUCTIVE ADULTS***



COBBLERS

RAPID CITY AREA SCHOOLS **VISION STATEMENT**

***WE ENVISION A PARTNERSHIP AMONG STUDENTS,
PARENTS AND EDUCATORS WHO ALL SHARE A
COMMITMENT AND PASSION FOR ACHIEVEMENT AND
EXCELLENCE IN EDUCATION. WE ALSO ENVISION STUDENTS
GRADUATING WITH A LOVE OF LEARNING, WHICH WILL
CONTINUE THROUGHOUT THEIR LIVES.***

WE BELIEVE IN THESE DESIRED STUDENT OUTCOMES

- 1. Adequate positive skills in conflict resolution, problem solving and decision making in both academic and social situations.**
- 2. An awareness, appreciation and respect for culture, gender, age and physical differences among individuals.**
- 3. A lifelong love and appreciation for the aesthetic and practical elements of learning.**
- 4. The ability to access, process and retain information.**
- 5. Respect, accountability and awareness of responsibility toward self, family, school, community, society and the environment.**
- 6. Excellent and flexible communication skills in written, verbal and graphic communication mediums.**
- 7. A positive and informed focus for their future educational, family and career choices.**
- 8. The ability to recognize and utilize current trends in technology.**
- 9. The desire and ability to develop and maintain themselves as physically and mentally healthy as they are capable of being.**

ID Badges

The safety of all students and staff is of highest priority. All school employees, staff and students will be required to wear photo identification badges. The ID badges will be required for admittance to the school building and to class. The first 2 ID badges will be issued free to the badge holder. Any additional badges will be replaced at the cost of \$5.00 each. It is the responsibility of students to properly wear and maintain their ID badge. The ID badge shall be worn on the front of the body, above the waist, and visible. The ID **may not** be attached to a belt or book bag strap; it must be attached directly to the wearer. A lanyard will be provided. Students must use a lanyard. Replacement lanyards will be available for a cost. Students forgetting, losing, or refusing to wear the ID badge will not be admitted to class, and will receive an unexcused absence for the class(es) missed. Students without an ID badge will be issued a temporary badge **only three times per quarter**. Students continually without an ID badge will be considered insubordinate and receive consequences as outlined in the discipline matrix. Other situations arising concerning the use of ID badges will be dealt with appropriately. Students are not allowed to write or place stickers on, color, or alter their ID badge in anyway. The ID badge must remain authentic and unaltered at all times.

Tardies

A student is considered tardy if he/she is not in the classroom when the final bell rings. Habitual tardiness is not appropriate as it disrupts the learning of other students and prohibits teachers from effectively instructing classes.

The following protocol will be followed by staff and security at the beginning of each class period to limit habitual tardiness and minimize classroom disruptions:

- **Students who are in the building and on campus when the bell rings but not in class after the bell rings will be allowed in class with an unexcused tardy pass from the Attendance Office.**
- **Students arriving on campus after the bell rings will be allowed to go to class with either an unexcused or excused tardy pass, issued by the attendance office.**
- **All students out in the hallway during the school day must have a pink classroom pass, issued by the classroom teacher.**
- **Students placed in the Commons for unexcused tardies or absences will be segregated from the rest of the students. Bathroom breaks and locker visits for homework will be allowed at the discretion of Commons security.**
- **Habitual tardiness will be dealt with according to the consequences outlined in the student discipline matrix in the student handbook. Students who are habitually tardy may be assigned after-school detention or in-school suspension at any time during the school week.**

Attendance after Lunch

It is important that students who remain in the building for lunch return to class promptly after their lunch period ends. It is equally important that juniors and seniors who leave the building for lunch also return to class promptly after their lunch period ends. To maintain good appropriate student attendance, the following attendance process will be followed:

- Students who are assigned to lunch periods A, B, or C and are obligated to return to their 3rd block class after lunch must do so before the tardy bell rings. Students who arrive to their 3rd block class after the tardy bell will receive an unexcused tardy or absence (teacher cut) for the period.
- Students, who are assigned to lunch period D, completed their 3rd block class and are in the building are obligated to be in their 4th block class before the tardy bell rings. Students just arriving on campus for their 4th block class after the bell rings will be allowed to class with an unexcused tardy pass or a teachers cut, depending on the circumstances.
- Students that are late returning to class after lunch will receive consequences as outlined in the school discipline matrix.

Late Work / Make-Up Work

Students who are absent from school with an approved excused are required to get their make-up work from their teachers. School policy on make-up work states the following:

“Students must make up the work missed for an excused absence. Students will have at least as many excused school days as they were absent, plus one additional day, to complete make-up work. If the make-up work is not completed in the allocated time, a zero will be given for the assignments.”

Central High School operates a hybrid schedule, which includes block classes. Therefore, in the block, the policy would follow this example: If a student misses school on Wednesday (Red Day), he/she would get their make-up work the next class period, which would be Friday. The student would then have until the next class period after that to turn the make-up work in, which would be the following Tuesday.

Unexcused absences do not allow for make-up work to be submitted for credit. However, it is understood that there are extenuating circumstances that sometimes allow for exceptions. Exceptions for make-up work or the submission of late work are at the discretion of the building administration and classroom teachers. Teachers are required to outline their grading process and late work protocol in their course syllabi.

Schedule Changes/Dropping Classes

Once students have registered for classes, they are required to stay in those classes throughout the duration of the semester and/or school year. After registration is completed, schedule changes and permission to drop courses will only be granted at the discretion of the Principal. The reasons for requesting a schedule change or permission to drop a course must be congruent with district policy, outlined on pages 21-22 of the student handbook. If permission is granted to drop a course or change a schedule, students must obtain a drop/schedule change form from the Registrar and acquire the appropriate signatures. The Principal will be the last signature.

Change of Status

Students may acquire enough credits during the mid-term of the school year that will qualify them to be promoted to the next grade level. Due to State Testing, Open Campus, Student Data Management Concerns and other issues Central High School will only approve status changes for students transitioning at the semester break. Students must pick up a status change form from the Guidance Office and return it with the appropriate signatures within two weeks after the start of the 2nd semester. All criteria on the status change form must also be met. Please see your Guidance Counselor if you have any questions.

Enrollment & Exit Checklists

Students who enroll or re-enroll at Central High School must pick up an enrollment checklist from the Registrar's Office. All requirements on the checklist must be completed prior to students being allowed to attend classes. Students who leave or transfer from Central High School must complete an exit checklist prior to school records, transcripts, etc. being released to the student, parent or other educational institution. All fines must be paid and all school property must be returned prior to an official release being granted.

Building Hours

The building hours for students are 7:00am – 3:20pm. Students are NOT allowed in the building before 7am. In addition, students are not allowed in the classroom areas without teacher supervision prior to 7:45am. Students must also exit the building promptly after school. The exception to these hours is for students who are participating in extra-curricular activities that may require them to be here at alternate times in the morning or late afternoon. Once students leave the building for the day, at any time during the day, they are not allowed back into the building unless they are participating in an after-school extra-curricular activity.

Building Entrance for Students

There are two main entrances and exits available for students in the morning, during the school day and after school. Students in grades 10-12 may enter and exit the building through the East Entrance or the Main Entrance, located on the north side of the campus. Students in grade 9 may only enter and exit the building through the Main Entrance on the north side of the building. Students in grade 9 ARE NOT allowed to enter or exit the building through any other entrance during the regular school day.

Student Parking

Students in grade 9 who drive to school are required to park in the North and Northwest parking lots of the campus. Students in grade 9 ARE NOT allowed to park on the East or West sides of the building. Students in grades 10-12 may park in any part of the campus parking lot. The designated “pick-up” and “drop-off” zone for parents is in the North parking lot, not the East lot Entrance.

All students will park on the CHS campus. There is **NO** parking allowed at the Civic Center during the regular school day. Central High School IS NOT responsible for security or any other related issues that may occur at the Civic Center before, during or after school. In addition, Central High School WILL NOT provide supervision for students crossing the street between the high school and the Civic Center.

Loitering is not permitted in the parking lots at any time. Daily, students will be expected to leave the parking lot in a timely and safe manner within a short time of arriving at their vehicle. Student expectations in the parking lot include no loitering, littering, riding on outsides of vehicles, peeling out, speeding, or any other activity that is considered unsafe or inappropriate for the school setting. Students in violation will have consequences up to and including detention, suspension, and loss of parking privilege for the remainder of the school year. Law enforcement may issue tickets if they deem it appropriate. Students are expected to exit the parking lot within a very short time of arriving at their vehicle, no matter the time of day, including the end of the school day.

Closed Campus/Closed Lunch Hour

District policy states that only those students in grades 11-12 are entitled to an open campus during lunch. All students in grades 9-10 are required to stay on campus during their lunch period. Parents ARE NOT allowed to call in and excuse students in grades 9-10 to leave the building for lunch. Parents may physically check their children out during their lunch period but must have them back in time for their next class or the student will be marked “unexcused tardy.”

Early Finals/Final Exams

The school year does not end until the final school calendar day is complete. All students who are required to take finals must take their finals during the scheduled times listed on the Final Exam Schedule. Students are not allowed to take their final exams early unless there is an extenuating circumstance that requires it. Vacations or other reasons that are not considered extenuating will not be approved. The building Principal will make that determination after a request is made by the parent/guardian, at least three weeks in advance. Parents, please consider potential snow days added on to the calendar as this is always a possibility. Also, final exam schedules are posted on the school website. It is expected that students arrive on time for final exams without excuse.

Lockers/Locker Rooms

All students have access to and can check out a locker in the main corridor of the building. In addition, students taking any physical education class have access to PE lockers and can purchase locks from the school. It is highly recommended that students refrain from bringing valuables such as money or electronic devices to school. If students choose to bring such items to school it is highly recommended they be kept locked in the student's locker at all times. The school is not responsible for items that are lost or stolen. Lockers are not to be written in, altered, or damaged in any way. Students may place items with magnetic backings in their lockers but items with backings containing glue or other sticky adhesives are prohibited. Lockers will be checked periodically by Administration or Security.

Ear Buds/Headphones

Headphones and ear buds are not allowed in classrooms during school hours. These devices must be put away and out of sight. Headphones and ear buds may be used in the Commons during lunch time or during a student's open period.

Cell Phones/Ipods/Electronic Devices

No cell phone calls may be made at any time inside the building by students from 7am-3:30pm. Students may use electronic devices, including phones, to listen to music, play games, or text only in the Commons during their lunch time or open period. The hallways, departments, and classrooms are off limits for all electronic devices, including earbuds and headphones. Violations will be addressed per BOE policy. RCC Administration is promoting "responsible use" of electronic devices in the Commons, and is expecting those devices will not be used elsewhere in the building. Cell phone calls are not allowed between 7am and 3:30 pm in the school, other than the Commons area.

Hats

Hats are not allowed to be carried or worn in the building during the school day. Hats must be left at home or placed in the student's locker during school hours.

Courtyard Play

Students are allowed to throw a football, soccer ball, etc. out in the Courtyard during the lunch period, as long as play is civil and safe. Students are not allowed to play organized games or to engage in any physical play that is deemed unsafe, such as tackling or other physically aggressive actions. Students are not allowed to throw any items that are unsafe, including snowballs.

2015-2016 MASTER BELL SCHEDULE

Block 1:	8:00 – 9:35	Block 2:	9:42-11:17
Mini 1A	8:00-8:45	Mini 2A	9:42-10:27
Mini 1B	8:50-9:35	Mini 2B	10:32-11:17
Block 3:	11:23 – 1:38	Block 4:	1:45-3:20
Mini 3A	11:58-12:43	Mini 4A	1:45-2:30
Mini 3B	12:48-1:38	Mini 4B	2:35-3:20
Lunch A	11:23 – 11:53		
Lunch B	11:58 – 12:28		
Lunch C	12:33 – 1:03		
Lunch D	1:08 – 1:38		

- **Alternative Schedules (Early Release, 2-Hour Late Start, Pep Assembly) are posted on the Central High School Website and on the back of the Red & White School Calendar.**

Finals Exemption Option

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
<p>All Freshmen <u>will take</u> Semester Finals. Freshmen <u>do not</u> qualify for this privilege until their Sophomore year. Freshmen students will qualify for the Finals Exemption their Sophomore year by meeting the criteria outlined for students in grades 10-12:</p> <ol style="list-style-type: none"> 1. Grade Percentage 2. Enrollment Date 3. Absences 4. Tardies 5. ISS/OSS 	<p>Sophomores will qualify for the Finals Exemption Option by meeting the following semester criteria:</p> <ol style="list-style-type: none"> 1. Maintain a minimum of 85% in any course. 2. Must be enrolled at the start of the 1st day of the current semester and maintain enrollment for the entire semester without interruption. 3. No more than 2 absences (excused or unexcused) per class. 4. No more than 2 tardies (excused or unexcused) per class. 5. No In-School or Out-of-School suspensions. 	<p>Juniors will qualify for the Finals Exemption Option by meeting the following semester criteria:</p> <ol style="list-style-type: none"> 1. Maintain a minimum of 85% in any course. 2. Must be enrolled at the start of the 1st day of the current semester and maintain enrollment for the entire semester without interruption. 3. No more than 2 absences (excused or unexcused) per class. 4. No more than 2 tardies (excused or unexcused) per class. 5. No In-School or Out-of-School suspensions. 	<p>Seniors will qualify for the Finals Exemption Option by meeting the following semester criteria:</p> <ol style="list-style-type: none"> 1. Must attain a “proficient or advanced” level on either the SBAC math or English/reading assessment. 2. Maintain a minimum of 85% in any course. 3. Must be enrolled at the start of the 1st day of the current semester and maintain enrollment for the entire semester without interruption. 4. No more than 2 absences (excused or unexcused) per class. 5. No more than 2 tardies (excused or unexcused) per class. 6. No In-School or Out-of-School suspensions.
<ul style="list-style-type: none"> • Students who qualify for finals exemptions may elect to take their exams for a better semester average. A lower score on the final exam <u>will not</u> count towards the semester average. 			
<ul style="list-style-type: none"> • The following courses DO NOT qualify for a finals exemption: <i>Principles of Biomedical Science, Human Body Systems, ALL Advanced Placement Courses, Pre-Calculus w/Trigonometry, Probability & Statistics, Transition to College Math, College Algebra, Advanced English 10, Senior Composition, Creative Writing.</i> 			
<ul style="list-style-type: none"> • Medical absences of any kind are counted towards the two allotted absences. 			
<ul style="list-style-type: none"> • Absences due to club and school-sponsored co-curricular events, as well as school field trips, <u>will not</u> count towards the two allotted absences. Club sports include: Swimming, Baseball, Softball, Hockey, and JO Volleyball. 			
<ul style="list-style-type: none"> • Visits to colleges or other post-secondary institutions will be coded in as a school sponsored activity and <u>will not</u> count towards the two allotted absences. Students must provide verification of their visits to the Principal & obtain permission from the Principal in advance of the college visit. This will apply to Juniors and Seniors only. 			
<ul style="list-style-type: none"> • Final exams for Foreign Exchange students will be at the discretion of the classroom teachers. Dual enrolled students & Home School students MUST take final exams. 			
<ul style="list-style-type: none"> • Students who have missing assignments or tests at the time of exemption qualification WILL BE required to take their final exams, even if they have met the other criteria. 			
<ul style="list-style-type: none"> • Early Graduates (3rd year) do qualify for exemption as long as all listed criteria are met. 			
<ul style="list-style-type: none"> • Testing exemptions are earned on a semester basis, including both semester and year-long classes. 			

ACTIVITIES AND ORGANIZATIONS

SDHSAA ATHLETICS

<u>MALE</u>	<u>FEMALE</u>
Cross Country	Volleyball
Football	Cross Country
Golf	Tennis
Basketball	Competitive Cheerleading
Wrestling	Competitive Dance
Tennis	Basketball
Track	Gymnastics
Soccer	Golf
	Track
	Soccer

CLUB SPORTS

<u>MALE</u>	<u>FEMALE</u>
Baseball	Softball
Swimming	Swimming
Hockey	Hockey

ORGANIZATIONS AND CLUBS

Student Council		Fitness Club
Class Activities – Freshman		Weight Room
Class Activities – Sophomores		Future Farmers of America
Class Activities – Juniors		Cobbler Coeds Dance Team
Class Activities – Seniors		Intramural Sports
Drama: Central High School Players		Rodeo Club
Fellowship of Christian Athletes		Health Occupations (HOSA)
Sideline Cheerleading		Debate Team
Foreign Language Clubs:		Lifeways Change
German		JROTC
French		Knowledge Bowl
Spanish		National Honor Society
Music:	<u>Bands</u>	Newspaper: Pine Needle
 Flag Corps	Yearbook: Pine Cone
 Jazz	Photography Club
 Marching	Native American Culture Club
	<u>Chorus</u>	Pep Club
 Chorus	Art Club
 Reflections	Science Club
 Singers	Special Olympics
	<u>Orchestra</u>	FutureBusiness Leaders of America

Eligibility: Students must be enrolled in four classes the current semester and have passed four classes the previous semester in order to maintain eligibility for the current semester.