

# Rosemount High School Student Handbook 2017 – 2018



<http://www.district196.org/rhs>



Recognized as a School of Excellence by the  
Minnesota Alliance of Arts in Education



Minnesota State High School League  
Spotlight on Scholarship Award

# Welcome to Rosemount High School

Dear Parents and Students:

Our goal for the 2017-2018 school year is to help each student reach his/her full potential. This information handbook is designed to acquaint you with the many services, organizations, activities and policies/procedures at Rosemount High School. Our experience tells us that students who are organized, knowledgeable of the services available at Rosemount High School and who partake in our academic and co-curricular programs will find the high school years to be a meaningful and rich experience.

Please call upon us whenever we can be of assistance to you. We look forward to helping you reach your full potential.

Best Wishes,  
RHS Faculty, Staff and Administration

## ROSEMOUNT HIGH SCHOOL MISSION STATEMENT

*Our mission is to  
educate students,  
in cooperation with the  
family and community,  
to have the knowledge, skills,  
and attitudes necessary to  
achieve their potential as  
socially responsible, lifelong  
learners in a diverse  
and changing society.*

## **ROSEMOUNT HIGH SCHOOL COMMUNITY VALUES**

- **Respect for self and others**
- **Continuous improvement that is research-based**
- **A dedicated, talented and caring staff committed to collaboration and collegiality**
- **Trust, honesty, openness, integrity and ethical behavior**
- **A positive, healthy and safe school environment**
- **Progressive leadership that empowers others**
- **Student success based on high expectations and a strong work ethic**
- **Relevant and innovative curriculum, effective instructional practices, and accountability through meaningful assessment**
- **Shared responsibility by staff, students, family and community**
- **Risk taking for development and growth**
- **Technology as an integral part of the educational process**
- **Appreciation of cultural diversity and the uniqueness of the individual**
- **Social responsibility**
- **Lifelong learning**

## **ROSEMOUNT HIGH SCHOOL VISION**

**Rosemount High School is a quality school dedicated to educating for the challenges of the 21st Century by:**

- **continually striving for excellence**
- **creating an environment for collaboration, cooperation, and mutual respect**
- **servicing as a catalyst for creativity, innovation, and lifelong learning**

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# Administration & Faculty Voice Mail Numbers

## RHS FACULTY VOICE MAIL NUMBERS

You may access the Rosemount High School telephone voice mail system by calling (651)683-6969 and directing your call to the appropriate person by entering their voice mail number. If you do not receive an answer in 24 hours please contact the main office at 651-423-7501.

Albaugh, Steven, Choir	37542
Anderson, Douglas, Career Development	94401
Anderson, Leigh, Career Development	95452
Baker, Scott, English/Language Arts, AIVD	94403
Bergstedt, Tim, Physical Education/Health	94395
Bethke, Dylan, Special Education	94454
Betts, Michelle, Science	94404
Bills, Kurt, Social Studies	94531
Bissel, Megan, Special Education Coordinator	94450
Blaz, Alicia, Special Education Coordinator	93315
Boldus, Jennifer,* School Counselor Coord. (D-I)	37521
Boncquet, Ann, Special Education.	94554
Brommer, Noreen Family/Consumer Science	96782
Brott, Lukas, Science	94453
Buchert, Patrick, Physical Education	92615
Budde, Kim, Assistant Principal	37509
Bungert, Dan, Mathematics	94437
Byers, Kathy, Mathematics	95672
Carter, Kymberly, Psychologist, Special Education Coordinator	37528
Cassano, Michael, Social Studies	94533
Cassano, Tracy, Physical Education	94418
Cheng, Yue, Mandarin Chinese	
Christman, Joseph, Science	94443
Chumley, Jennifer, Science	94462
Conboy, Timothy, Administration	37515
Cookas, Tyler, Social Studies	94452
Dallas, Kim, English/Language Arts	98842
Daniel, Anthony, Spanish	95656
Deuth, Serene, Science	94406
Drew, Patti, Science	37808
Driessen, Allison, Science	94402
Dwyer, Jennifer, School Nurse	37533
Early, Joe, Mathematics	94227
Eggleston, Steve, Adaptive PhyEd	92735
Eliason, Taylor, Instrumental Music	94795
Erdmann, Jeff, Social Studies	94516
Fendrich, Brian, Mathematics	94392
Fendrich, Marta, Spanish	94391
Fladmark, Christina, Mathematics	94463
Floersch, Michael, Mathematics	94525
Freeman, Edward, Social Studies	95450
George, Sara, ELL	
Grabow, Jeffrey, Science	92080
Grothe, Thomas, Work Experience Program.	37829

Hagen, Clare, Spanish/French	94414
Handler, Elliot, *English/Language Arts	94546
Handler, Melissa, English/Language Arts	92210
Hansen, Lisa, School Counselor (Mo-Sc) + (AVID 12)	37527
Harder, Christopher, Social Studies	94539
Harloff, Ben, Instrumental Music	94432
Harrison, Ryan,* Business	94555
Hatleli, Jay, Social Studies	94394
Hatleli, Sara, Mathematics	94537
Heebl, Dale*, Science	97563
Hein, Darci, Mathematics	93340
Hoffman, Thomas, English/Language Arts	37809
Hokkanen, John, English/Language Arts	94426
Hoover, Bo, Instrumental Music	94405
Hubbard, Mark, Tech Ed	94442
Iaquinto, Ashley, Special Education	94442
Jacobson, Nancy, English/Language Arts	94436
Jagler, Allison, Physical Education	96786
Johnson, Carol,* Instructional Technology Coordinator	37556
Kanitz, Veda, Science	94448
Kaspar, Jessica, Social Studies	94455
Kauffeld, Chris, Spanish	94465
Ketchum, Amy, English/Language Arts	92191
Kirkham, Daniel, English/Language Arts	94559
Kline, Ann Marie, Science	94552
Kohn, Sara E, Special Education	94407
Krebs, Carolyn, English/Language Arts	94423
Kuehn, Lance, Science	94505
Lann, Elizabeth, Math	94445
Larson, Brett, Physical Education	94440
Larson, Tracy, Spanish/Diversity Coordinator	94558
Luepker, Heather, Speech Clinician	94492
Macho, Scott*, Mentorship Program	92196
Manning, Michael, Athletic Director/Assistant Principal	37507
Martinson, Lori, School Counselor (J-Mo)	37525
McGovern, Jill, English/Language Arts	94412
Mensen, Amanda, English Language Arts	94451
Miller, Nathan, English/Language Arts	94548
Monn, Sarah, Special Education.	94458
Morris, Christina, Dance	94543
Moore, Alicia, Social Studies	94447
Norris, James, Video & Multimedia Coordinator	37539
Olstad, Ann, * Mathematics	92193
Orr, Chris, Physical Education/Health	94417
Paulson, Kyle, Business	94433

Peterson, Karl, Mathematics	94479
Pollock, Cathy, IPad Specialist	37564
Rabanus, Ian, Technical Education	94544
Raebel, Chris Science	94410
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Ratts, Jill, Special Education	94411
Reinartz, Thomas, Mathematics	94473
Robohm, Michelle, Mathematics	94470
Rollie, Kimberly, Work Experience Program	94545
Rosauer, Jodi, *Social Studies	94408
Rustad, Jill, Science	94438
Sandham, Laura, Choir	95655
Scott, Thomas, Social Studies	94482
Semmler, Susan*, Instructional Media Center	37557
Senta, Frank, Mathematics	94484
Sieve, Leon, Instrumental Music	94547
Stanley, Phil, Art	92232
Storley, Drew, Administrative Assistant	37510
Sullivan, Susan, *German	95459
Swansson, Chris, Social Studies	94393
Terry, Chad, School Counselor (Sd-Z) + (AVID 10)	37524
Tooley, Denise, Special Education	92292
Toso, Gina, Choir	94396
Traeger, Heather, English/Language Arts	96569
Trombley, Trevor, Social Studies	94444
Trussell, Brian, Science	94431
Vogel, Daniel, Special Education	94409
Wahl, Tim, Mathematics	94471
Wallin, Barry, Mathematics	94498
Walseth, Heather, ELL, AVID	92309
Willaert, Leo, Tech Ed	94438
Williams, Parc, *Physical Education/Health	94483
Wolf, Mary, Special Education	94499
Wollersheim, John, Principal	37503
Zarghami, Tanya, Spanish, AVID	92211

\* Department Coordinator

**Voice Mail may be activated directly by telephone (651) 683-6969**

# GENERAL INFORMATION

## ACCIDENTS

Students are to immediately notify the supervising teacher or coach if injured at school or while participating in a school activity.

## AFTER SCHOOL ACADEMIC OPPORTUNITIES

Supervised academic opportunities will be made available to students after 2:30 p.m. in the Instructional Media Center until 3:15 p.m. Monday through Friday. The building will be closed to students who are not under the direct supervision of a teacher after 3:00 p.m. Students in activities will take books, clothing, and needed homework to their activity. The lockers in the academic areas will not be accessible after 3:15 p.m.

## CHEMICAL USE PENALTIES FOR STUDENTS IN MSHSL ATHLETICS AND ARTS

### Mood-Altering Chemicals

**A. Bylaw:** *During the calendar year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia. (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.*

**(5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.**

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

### **B. Penalty:**

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. **Consecutive Penalties:** Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. **Denial Disqualification:** A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

## **DAILY ANNOUNCEMENTS**

Students who wish to make announcements regarding student activities must have the announcement approved, in writing, by the faculty advisor and administration by 7:30 a.m. Announcements may be viewed daily on the RHS website and the RHS video bulletin board available for viewing in all classrooms and hallway link areas. Announcements will also be emailed to you if you subscribe to the RHS Announcements email list service at <http://www.district196.org/rhs/listservices>.

## **DRESS AND GROOMING POLICY**

Clothing may not include words or visuals which are lewd, obscene, disruptive, abusive or discriminatory or which advertise drugs, alcohol or tobacco. Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Secondary school students may not wear face-masks, clothing, or any item that would prevent the student from being immediately identifiable. Exceptions may be authorized by school administrators.

## **FINES**

Schools shall charge students for lost or damaged/destroyed books, materials, supplies, athletic uniforms, and equipment which are owned by the district; including damage to school buses. Schools may fine students for parking violations on school property.

## **FUND-RAISING**

All fund-raising activities must have prior approval by the administration. This includes selling before, during, and after school as well as on district provided transportation. School organizations that would like to sponsor a fund raiser must secure an application from the Main Office.

## **HALL PASSES**

Passes are required at all times. Students must not leave the classroom without a pass from the teacher. Passes are issued for a specific destination and are not to be used for any other purpose. Passes to the Instructional Media Center are issued by classroom teachers for students and presented to the study hall teacher. Students leaving the building for the parking lot must have a pass from the Attendance Office. Students going to the nurse from a class must have a pass from their classroom teacher. Misuse or forgery of a pass will result in disciplinary consequences.

## **INSURANCE (STUDENT)**

Independent School District 196 DOES **NOT** provide insurance covering student injuries occurring at school. Parents/guardians are strongly encouraged to review their current insurance policy in order to assure that their son/daughter will receive appropriate coverage in case of injury.

## **LOCKERS/LOCKS**

Hallway and physical education lockers are equipped with individual combination locks. Students are not allowed to affix any other locks to the hallway lockers. The unauthorized sharing of lockers with fellow students is **not** advised due to security related problems. All 9<sup>th</sup> graders will be assigned lockers and 10-12 grade students can request a locker online or stop in the main office and see Mr. Manning, assistant principal.

Students involved in co-curricular activities may not be able to access their hallway lockers at the conclusion of their practice and should plan accordingly.

**LUNCH/RESTRICTED LUNCH PERIOD**

The school lunch program provides nutritious, low cost meal selections. Students may choose from a variety of entrees, vegetables, and desserts daily. There is also a wide variety of à la carte items including cinnamon rolls, bagels, soft pretzels, cookies, juice and fresh fruit.

Independent School District 196 uses a computerized system for the payment of school meals. Every student is assigned a four or five digit personal identification number. This number must be used to receive the student rate for school meals. Students may deposit pre-payments into their lunch account or pay cash in the lunch line daily. Deposits may be made to students’ accounts before school, and during the a.m. Student Center periods. You can access your student’s account information at <http://www.district196.org/District/Departments/FoodNutrition/Index.cfm>. Click “Check Please.”

Upon request student accounts can be limited to regular lunch items only - no ala carte items.

**SECONDARY SCHOOL LUNCH PROGRAM**

Student Full Price Lunch.....	\$ 2.65
Student Reduced Price Lunch.....	Free
Milk .....	\$ .40
One Year Lunch Pass.....	\$453.15
One year Breakfast Pass.....	\$273.60
Adult Full Price.....	\$3.70

**Served during a.m. Student Center periods**

Student Full Price Breakfast .....	\$1.60
Student Reduced Price Breakfast.....	Free

Second Helpings of Main Dish Items – Because the District 196 Food Service Department is not reimbursed by the federal government for second meals or second helpings, students will be required to pay the full price for a second helping or second main dish.

**All Lunches and Snacks are to be eaten in the Student Center.** During lunch periods, students are required to remain in the Student Center, the IMC, or classrooms with supervision by a teacher. **RHS IS A CLOSED CAMPUS.** After the passing period, the lower gym area and classroom halls are off limits.

**OFFICE AND SCHOOL HOURS**

Attendance Office: 7:00 a.m. – 3:00 p.m.

Main Office: 7:00 – 4:00 p.m.

Classrooms Open: 7:00 a.m. – 3:00 p.m.

For information regarding the closing of school, view the RHS website.

listen to Radio Station WCCO, 830-AM

or watch WCCO-TV (channel 4), KSTP-TV (channel 5),

KMSP-TV (channel 9), KARE-TV (channel 11)

District Information can be found on the district website.

You may also receive an automated message via school connects.

Buses leave at 2:25 p.m.

There are no Activity buses.



**Period****Class and Lunch Schedule**

1	7:30 – 8:20		
2	8:25 – 9:15		
3	9:20 – 10:10		
4	10:15 – 11:05		
5	Class	Lunch	Lunch Dismissal Times
	11:35 – 12:30	A 11:05 – 11:30	11:30
	11:10 – 11:35 & 12:05 – 12:30	B 11:35 – 12:00	12:00
	11:10 – 12:05	C 12:05 – 12:30	12:30
6	12:35 – 1:25		
7	1:30 – 2:20		

**PERSONAL SAFETY AND PROTECTION*****Avoid Situations Which May Compromise Your Personal Safety at School:***

1. If you're staying after school for an activity, make sure everyone gets into his or her car safely. Make sure that all your friends' cars are running before you drive away from the parking lot.
2. Always walk to your car, or, if you live nearby, to your home in pairs. Do not hesitate to ask any teacher or administrator for an escort to your car.
3. After school hours whenever possible, do not go to your locker, the restrooms, or locker rooms alone.
4. Always be aware of your surroundings, even at school. If you see an adult in the building who is not wearing a VISITOR pass, GUEST TEACHER ID, or VOLUNTEER nametag, **always** report it to a teacher, administrator, or other staff person.
5. Remember that all students are required to have in their possession a student ID card during school and at all school events. All staff members have the authority to request to see your card at any time.

**In Your Car:**

1. Keep your car doors locked with windows rolled up, whether you're driving or parked. Always check the back seats before getting in.
2. Sound the horn if there is trouble. Short bursts on the horn will attract more attention than "leaning" on the horn.
3. If you are stranded along the road, wait for a police officer. Stay in the car with the windows rolled up and the doors locked.
4. Try not to park in dark, uninhabited areas.
5. Don't let strangers in your car. Use caution when talking with a stranger outside your car.
6. Keep your car in good working condition.
7. If you suspect someone is following you, drive to the nearest police station, well-lit service station, or emergency hospital room.

**PATRIOTIC EXERCISE**

Student appreciation and understanding of the United States of America, the American heritage and democratic ideals are enhanced by ceremonies and other observances. The Pledge of Allegiance shall be said every school day, and schools shall regularly involve students in activities and programs to increase student understanding of the United States of America and its heritage. In accordance with the law, individuals who wish to opt out of saying the Pledge of Allegiance or participation in patriotic exercises due to personal beliefs will be permitted to do so.

## **POP, SOFT DRINKS, FOOD**

Students are not to eat food or drink pop or other beverages in classrooms.

## **POSTERS, NOTICES, AND PRINTED MATERIALS**

Posters must be approved by administration or the advisor responsible for the activity doing the advertising, and are to be placed on bulletin boards and/or approved areas. Posters should not be overly large in size. Prior permission of administration is required of anyone for the distribution or selling of pamphlets in or about Rosemount High School.

**POSTERS THAT HAVE NOT BEEN APPROVED WILL BE REMOVED.**

## **PHONES/ iPads**

Students are permitted to use Ipads/Cell Phones between classes and during lunch and when permitted by their teacher. However, generally, teachers will direct students to keep their cell phone in their pocket or backpack. Failure to comply will result in disciplinary consequences. In some cases, teacher may collect phones at the beginning of the period. Parents are asked to refrain from calling/texting their children during the school day as this is very disruptive. Parents should call the attendance office if there is an immediate need to contact their child. **Students are advised not to bring such items to school.** Confiscated items will only be returned at the end of the school day. Rosemount High School will not assume responsibility for investigating loss or theft of such articles.

## **SCHOOL PHOTOS**

Lifetouch Studios will take photographs of RHS students, grades 9-11, from noon until 6:00pm on August 14<sup>th</sup>, 2017. These photos are used for the yearbook and for student I.D. cards. Retakes will be offered in October. There is no cost for the photo used for the I.D. card and yearbook. Students may order, at their own expense, a packet of photos from Lifetouch.

## **SEARCH OF LOCKERS**

School lockers are the property of District 196 and are loaned to students for their use. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The lockers are in good working order. Students found **attempting to open another student's locker or opening another student's locker** will be charged with trespassing and consequences will be assigned. Students found stealing property will be charged with theft and consequences will be assigned.

## **SEARCH OF STUDENT NETWORK LOCKER**

Students have the opportunity to save projects, term papers, and other files in their student network locker. Students must use school technology and software appropriately; see the District 196 Acceptable Use Policy. Student network lockers are subject to administrative inspection at any time, without prior notice.

## **SEARCH OF VEHICLES**

By entering the school property and/or school parking lot, the person driving any vehicle is deemed to consent to a complete search of the vehicle for any reason. Such search may be conducted by school officials, canine inspections, or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also.

The area of search will include the entire passenger compartment, engine compartment, trunk and under-carriage, and all containers therein, locked or unlocked.

## **TRANSITIONAL STUDY HALLS AND DETENTION**

Detention will be assigned to students who have excessive tardies to school or class or other misbehaviors. Detention will be held before school or after school, or during lunch..

### **Guidelines**

1. Seats are assigned.
2. No sleeping.
3. No food, candy or drinking of beverages.
4. Quiet study is enforced.
5. No headphones or radios.

Students who miss detention will be required to make up detention and may be assigned a day of in-school suspension or other consequences.

## **IN-SCHOOL SUSPENSION (ISS)**

For students who violate school rules and are removed from classes.

### **Guidelines**

1. Students will report to the Assistant Principal's Office and then be assigned to the TSH/ISS Room.
2. Quiet study is enforced.
3. Interaction between students is prohibited (no talking).
4. No food, candy, drinking beverages, etc.
5. No sleeping.
6. No headphones or music/game playing technology.
7. Students are not to leave between hours.

## **STUDENT CENTER STUDY HALL**

The Student Center provides an atmosphere where students may study and also socialize quietly. A quiet study time will be maintained for the first 35 minutes of each period. During the last 15 minutes students will be allowed to socialize quietly within their assigned groups at the supervisor's discretion. Study halls will be supervised by a teacher and a study hall supervisor. These staff members will also serve as a resource for students needing academic assistance.

### **Guidelines**

1. Seating will be assigned for the first 35 minutes of the period for quiet study. Students must exhibit quiet, mature behavior to retain their Student Center privilege.
2. Passes will not be issued by the supervising teacher, except in an emergency, to the nurse; no locker passes will be issued.
3. Students who have a pass from an instructor must have it initialed by their supervisor.
4. Students with a pre-signed pass to the IMC to do research must sign-up on the library sheet, proceed to the IMC, and remain there until the end of the hour.
5. Students are to remain in their assigned areas until the dismissal bell rings.
6. Students are expected to be in attendance for all study halls.

## **TRANSITIONAL STUDY HALL (TSH)**

For students who violate school rules.

### **Guidelines**

1. Students are assigned to the TSH/ISS Room.
2. No talking, eating, or drinking will be allowed.
3. Students are required to read, write, or study.
4. Students must remain seated the entire period.
5. Students who are unwilling to comply with TSH rules will be given after school detention or other consequences.

## **STUDENT USE OF FACILITIES**

Students will not be allowed to use school facilities unless supervised by a staff person. All student requests for building utilization must go through the principal.

## **TECHNOLOGY**

Computer devices for student use are available in labs and mobile carts throughout the school. Microsoft Office , Apple iLife and Adobe CS are installed on most student computers. All students are assigned a username and password that provides access to resources on school servers, MOODLE, Collaboration Station (COLLAB) and printing. The Rosemount High School web site at <http://www.district196.org/rhs> has links to many additional resources and information such as student grades and attendance records, calendar, news, list service subscriptions, web based library databases, faculty and MOODLE course pages, COLLAB and co-curricular web pages.

## **TECHNOLOGY GUIDELINES**

1. Student use of RHS computers and network is a privilege and must be used in a responsible manner according to District Administrative Regulation 503.7AR, Acceptable Use of Information Technology - Students
2. To use the Internet, students must submit district form 503.7.2P Permission for Student Access and Use of the Internet – (Electronic Signature) using SchoolView or submit 503.7.1P, Permission for Student Access and Use of the Internet – (Handwritten Signature), signed by a parent/guardian to Rosemount High School.
3. No eating or drinking near computers.
4. Staff with classes scheduled for a computer lab have preference over students with passes.
5. Drop-in students must have a valid pass to use a computer lab during the school day. If all computers are in use, a drop-in student must return to his/her class, study hall or lunch.
6. Unauthorized access into a secured area of a workstation or server is considered trespassing. Unauthorized adding or altering of hardware/software on a workstation or server is considered criminal damage of property. The use or production of offensive or obscene materials is considered harassment and/or pornography. See District 196 Student Rights and Responsibilities guidelines for further information.
7. In addition to the district's standard consequences for student misbehavior (refer to Administrative Regulation 503.3AR, Student Behavior Expectations and Consequences for Misbehavior), any network misuse or illegal activities will result in temporary or permanent cancellation of network privileges, contact with the student's parent or guardian and, if a violation of law has occurred, contact with law enforcement authorities.

### **SCHOOLGY/SYNERGY/ FeePay**

SCHOOLGY/SYNERGY/ FeePay gives parents and students easy access via the internet to current information on their students. SCHOOLGY/SYNERGY/ FeePay let's parents and students see a full range of current information for the current day, as well as historically. The following information can be viewed: grades, test scores, attendance, health information, homework assignments, discipline, transportation information, unofficial transcripts. Parents also can pay food service and other fees online via FeePay through SYNERGY.

Parents and students who used SCHOOLGY/SYNERGY/ FeePay during the past (high school or middle school ) school year will use the same account for this school year. Parents and students who need to start a SchoolView account may do so by following these directions:

SCHOOLGY/SYNERGY/ FeePay

Log on to <http://www.district196.org/rhs>

Select the SYNERGY/ FeePay Portal and Fee Pay" button

Scroll to and click on SYNERGY/ FeePay Subscriber Instructions," and follow the directions.

### **TELEPHONES**

Telephones are provided for student use in the main hallway. Every effort is made to avoid the interruption of class time for students and teachers. **Only emergency phone messages** from parent/guardian will be delivered to students. All emergency phone calls for students should be directed to the Attendance Office. Office telephones are not for student use.

### **TEXTBOOKS AND OTHER SCHOOL ISSUED EQUIPMENT/SUPPLIES**

Textbooks and other school issued equipment/supplies (i.e. cameras, video recorders, workbooks, kits, mannequins, etc.) are furnished by the School Board of District 196, and all students must assume full responsibility for their care. These items are issued by the subject area teacher and must be returned to the same teacher upon completion of the course. The same procedure applies to a student who transfers to another class or withdraws from school. Responsibility for these items rests with the student to whom the items were issued.

The school will charge an appropriate replacement fee for textbooks, other school issued equipment/supplies, and library books lost or destroyed by students. If a parent, guardian or adult student objects to the content of specific instructional material, he or she may make reasonable requests for alternative instruction.

### **VIDEO PRODUCTION CENTER**

The Video Production Center provides students enrolled in production classes at RHS with the facilities to produce multimedia and film projects. It has a studio for live event production, as well as a state of the art editing lab. Programming produced in the VPC may be broadcast to individual classrooms, throughout the school, the Internet and the community. Our goal is to provide students with opportunities for career exploration, to visually enhance their classroom presentations and expand their learning through the use of multimedia.

## **VISITORS**

### **Student Visitors Are Not Allowed.**

#### **Adult Visitors**

1. People who plan to visit a classroom are required to arrange the visit through the Principal's Office at least one school day in advance.
2. This procedure does not apply to individuals invited to volunteer or to attend a school event, i.e. guest speakers.
3. Since school principals are responsible for ensuring the safety of students and employees, visitors must register at the Principal's Office when they first arrive at school.
4. Visitors are required to maintain proper decorum to minimize disruptions in the regular school program. If a visitor violates decorum guidelines, the visitor will be asked to leave by the teacher or administrator. Guidelines for proper decorum include, but are not limited to, the following:
  - a. Visitors to classrooms will arrive before the start of the instruction period and remain until the end of the instruction period unless prior arrangements are made with the teacher.
  - b. Discussion or conversation with the teacher or students during the instruction period is to be initiated by the teacher.
  - c. Actions or demonstrations that draw attention or disrupt the class in any way are prohibited.
  - d. Visitors will not audiotape, videotape or take photographs during the class without prior permission from the principal.
  - e. The names of students shall not be mentioned by the visitor when publicly discussing anything observed during the visit.
  - f. If a parent requests a visit to his or her school and custody of the child is an issue, the principal will abide by existing legal agreements.

# ACADEMICS

## CLASS RANK AND GRADE POINT AVERAGE (GPA)

A student's **Grade Point Average (GPA)** is determined by dividing the total number of trimester grade point values by the number of credits attempted. All courses taken whether passed, failed or repeated will be used in determining a student's GPA. Students are ranked (**Class Rank**) from the highest to the lowest GPA in the class.

### Marking System and Grade Point Values

A	=	4.0	C-	=	1.7
A-	=	3.7	D+	=	1.3
B+	=	3.3	D	=	1.0
B	=	3.0	D-	=	0.7
B-	=	2.7	E	=	0.3
C+	=	2.3	F	=	0.0
C	=	2.0			

### Honors Recognition Criteria

A student's **Class Rank** is determined by the cumulative grade point average when compared with the averages of all other students within the class. The student(s) with the highest GPA would be ranked number one in the class. Cumulative GPA and Class Rank are listed on all student report cards and transcripts. Trimester GPA is also listed on all report cards.

To be eligible for the honor of class Valedictorian or Salutatorian, a student must be continuously enrolled at Rosemount High School beginning no later than the first Friday following Labor Day of his/her senior year.

### For the Graduating Class of 2018 and 2019 – Dual Ranking System with Honors Rank

At Rosemount High School, a **Dual Ranking System** is maintained for Class Ranking purposes: A Regular class Ranking System (placing students in order of GPA from highest to lowest) and an Honor Ranking. To qualify for an Honor Rank, students must meet the following criteria:

- 1) Take a minimum of 23 trimester courses of Honors/AP Core Classes (from the list below) throughout grades 9-12. Students who successfully complete a minimum of 6 trimester courses in **each** of the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade years and 5 trimester courses in the 12<sup>th</sup> grade year will qualify for the Honors Rank. To continuously qualify for the Honors Rank, a student must successfully complete a minimum of 2 trimester Honors/AP courses each trimester (one course in the fall trimester of the senior year).
- 2) Students must earn a grade of "C" or better for an Honors/AP class to count toward the honors rank. The transcripts of transfer students and students attending the School of Environmental Studies will be reviewed for qualifying coursework.

### For the Graduating Class of 2020 and Beyond – Latin Honors Designation

The District 196 high schools have determined that reporting class rank will no longer be practiced beginning with the Class of 2020. Rather, recognizing student achievement will be through a process that is common to colleges and universities. Students with a grade point average in the 90<sup>th</sup> percentile will be recognized summa cum laude, those in the 80<sup>th</sup> percentile will be magna cum laude and those in the 70<sup>th</sup> percentile will be cum laude.

Students ranking in the top 10% of the class are recognized as "Honor Student" graduates. Students qualifying in the top 10% of the class with an Honor Rank are recognized as students graduating with "Highest Honors." The "Top 10" status are recognized.

## COMMENCEMENT

Rosemount High School graduation exercises will be held in the Irish Stadium at RHS. In the event of inclement weather, the ceremony will be moved indoors.

Early graduates are invited to participate in the graduation ceremony with their classmates. Any student who has nine or fewer credits left to meet RHS graduation requirements may participate in the June graduation ceremonies. However, any student who is short credits, yet within this parameter, must also be enrolled at Rosemount High School or at one of the alternative learning centers with whom we work (District ALC, DCALS, ABE, etc.). Alternative school students must contact the counseling office a minimum of one month prior to graduation if they plan to participate in the graduation ceremony. If the student has "dropped," he/she is not eligible to participate. Those with insufficient credits will not receive a diploma until all graduation requirements have been satisfactorily met.

## PROGRESS REPORTS AND PARENT TEACHER CONFERENCES

Student grades are available 7 days a week, 24 hours a day via Schoology (for progress grades) and Synergy (for transcript Parent VUE information).

If you already have a Synergy Parent VUE account, please continue to use it. If your Parent VUE account was issued to you by a middle school, you may continue to use it while your student attends Rosemount High School.

If you do not have a Synergy Parent VUE account, instructions for starting one are mail to you in August.

If you do not have internet access and would like a report on your student's progress, please contact your child's teacher via the district voice mail system. To use the voice mail system dial 651-683-6969, follow the prompted directions and enter the teacher's five digit voice mail account number or dial by name. Teacher voice mail numbers can be found above in this document.

### 2017-2018 Parent Teacher Conferences:

Fall Term: Thursday, October 5, 4:00-8:00 p.m.  
Friday, October 6, 7:00-10:00 a.m.  
Winter Term: Thursday, January 18, 4:00-8:00 p.m.  
Friday, January 19, 7:00-10:00 a.m.  
Spring Term: Thursday, April 19, 4:00-8:00 p.m.

**We strongly urge all parents to attend conferences.**

## REPORT CARDS

Report cards giving a final grade in each subject will be posted in Synergy Student VUE and Synergy Parent VUE at the end of the second week following final exams. Parents may request a hand copy report card be mailed home by contacting the guidance office. Teachers may also elect to mail notices of Student Excellence and Plans for Improvement to parents. Parental communication with teachers, counselors and administrators is encouraged.

Parents are encouraged to use the Synergy Parent VUE website to gain instant access to their student's academic progress in classes throughout the trimesters. If you do not have an account, instructions for starting one are were sent to you by mail in August.

## FAILURES AND INCOMPLETES

When a student is having academic difficulty in a class, the teacher should be consulted for assistance. It is also suggested that the student inform his/her counselor of the problem, especially if grades in more than one class are being affected.

Students who fail a required class should see their counselor without delay to make arrangements for repeating the course. ***Failure to make up required courses will jeopardize a student's graduation.*** The advice of the school counselor must be sought in deciding which classes should be repeated and where substitute credits are acceptable. This would also apply to students who receive grades of NC or Failure due to poor attendance.



Incomplete grades are assigned at the discretion of the teacher to those students who have not successfully completed required class assignments/expectations during the trimester. When students receive an Incomplete grade they should see their teacher as soon as possible to arrange for needed make-up work and hand it in on time. The deadline for making up an Incomplete grade is Friday of the 2nd week in the next trimester. ***Incomplete grades that are not made up will result in failure for the course and, as a result, loss of credit.***

Attendance in class is strongly related to a student's participation and grades.

Class absences necessitate make-up work, which, if not completed on time, may lead to Failure or Incomplete grades. In general, students have two days per day of absence in which to turn in make-up homework. The teacher should be consulted for additional classroom rules with respect to absences from class and required make-up of work assigned.

**If a student is removed from class after the first two weeks of the trimester, he/she will receive a failing grade (with no credit) and be assigned to a transitional study hall. This condition applies whether the student is enrolled on an A/F basis or a Pass/No-Credit basis.**

### **HONOR ROLL**

An Honor Roll will be prepared listing students with an "A" and a "B" average for each trimester. Pluses and minuses will be given as a part of each letter grade with the following numerical value: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, E = .3, F = 0. To calculate trimester grade point average (GPA), the grades for that trimester only are used. The minimum GPA for the "A" honor roll is 3.666, for the "B" honor roll, 3.000. To be eligible for Honor Roll recognition, freshmen and sophomores must meet the registration minimums of six credits per trimester and a junior and senior must meet the registration minimums of five credits per trimester.

### **ACADEMIC LETTERS AND ACHIEVEMENT RECOGNITION**

Students in grades 9-12 at Rosemount High School will be publicly recognized for outstanding academic achievement in one or more of the following categories:

#### **Academic Lettering**

Students in grades 9-12 who have attained a **cumulative GPA of 3.666 (or honors rank equivalent) or higher**, as measured in March each year after Trimester 2, will be awarded an Academic Letter for this achievement.

#### **Academic Improvement**

Students in grades 9-12 who show at least a .75 improvement in their trimester GPA (from one trimester to the next, within or across grade levels) will be awarded a certificate of recognition for this achievement.

### **INDEPENDENT STUDY**

The Independent Study option is intended to provide an enriched learning experience for students who have exhausted all academic options within a department and/or for students who have unique academic programming needs which are in conflict with a student's ability to schedule advanced courses within the curriculum. Independent Study students are self-motivated, have an exceptional academic record or are talented in relationship to the Independent Study request. The NCAA does not recognize courses taken on an Independent Study Basis. Consult your School Counselor if you have questions related to post high school athletic eligibility and the Independent Study option.

The following Independent Study procedures/guidelines are required of all students:

1. Student obtains an Independent Study Application form in the Counseling Office.
2. Student completes the Independent Study Application form and obtains signatures of parent, department coordinator, counselor, instructor and supervising principal.
3. Independent Study Applications are to be completed during the January course registration process or during the trimester schedule review period.
4. Independent Study Applications are only available to students in grades 11 and 12.
5. Students are allowed to receive up to 3 credits per year for Independent Study courses.

## **STATE TESTS**

Current 12<sup>th</sup> grade students have many options [to meet requirements: ACT, ASVAB or ACCUPLACER.](#)

Current grade 11 students and younger will be provided the opportunity to participate in a district-provided college entrance exam in grade 11 or grade 12.

Our district will require that all students, except for those with special circumstances (e.g. medical, new-to-country, MTAS, etc.) take the ACT.

ACT testing dates are April 19.

MCA reading and math and science for high school still exist.

## **PASS/NO-CREDIT OPTION**

Students may take up to three classes per year on a Pass/No-Credit basis (limit: one course per trimester). This option is to encourage students to explore interests in a subject and yet not risk receiving a low grade.

Students must apply within the first twenty school days of the trimester by requesting a Pass/No-Credit form from the Counseling Office. Completed forms signed by parent, student, and teacher are to be returned to the Counseling Office. Pass/No-Credit applications will not be accepted after the first twenty days of class. Students selecting the Pass/No-Credit option will be expected to take all tests, turn in all regular class work, and receive marks along with other students.

The final mark of Pass will be given if the student completes all work at the passing level. A No-Credit grade will be given if the student does not complete all work at the passing level. An "F" grade will be given if the student does not complete all of the work according to instructor's deadlines. A credit toward graduation will be granted for a Pass mark. No credit toward graduation will be granted for a No-Credit mark. Subjects taken on the Pass/No-Credit basis will **NOT** be averaged into a student's class rank or honor roll standing. A grade of "F" will be averaged into class rank. However, overall class rank may be affected for students choosing the Pass/No-Credit option due to the honor point credits attempted mathematical conversion. The attendance policy has precedence over the Pass/No-Credit option.

A special feature of the Pass/No-Credit option allows a student to convert a final Pass/No-Credit grade to a letter grade earned in the course. Students choosing to convert from a Pass/No-Credit option to a final letter grade must notify their teachers on the last day of class.

If a student is taking a class on the Pass/No-Credit basis, and is removed from class by an assistant principal, the student will receive a grade of "F" for the course and be assigned to transitional study hall for the remainder of the trimester.

The NCAA does not recognize courses taken on the Pass/No-Credit basis. Consult your school counselor if you have questions relating to post high school athletic eligibility and the Pass/No-Credit.

# Rosemount High School Graduation Course Requirements

## Rosemount High School Graduation Course Requirements

### 9<sup>th</sup> grade

#### The Arts

1 trimester course (this requirement may be completed in grades 9-12)

#### English/Language Arts

3 trimester courses [English 9 ABC or Honors English 9 ABC ]

#### Mathematics

3 trimester courses (Intermediate Algebra, Concepts ABC or Intermediate Algebra ABC or Honors Geometry ABC)

#### physical Education/Health/Safety Education

3-4 trimester courses [Exercise & Sport Science I, Exercise & Sport Science II, Fitness & Activities and/or Safety Education (see birthday rule)] Note: Students selecting Safety Education may choose not to select Fitness & Activities in grade 9. These students must complete their 9th grade requirement in grades 10-12 by enrolling in a Physical Education course of their choice.

#### Science

3 trimester courses [Earth with Physical Science ABC or Honors Earth with Physical Science ABC ]

#### Social Studies

3 trimester courses [Government and Citizenship ABC or Honors Government and Citizenship ABC ]

#### Electives

Students must enroll in enough elective courses chosen from any department so that total credits is equal to or greater than 18.

### 10<sup>th</sup> grade

#### English/Language Arts

3 trimester courses [English 10 ABC, Inver Prep English 10 ABC and Honors American Literature ABC ]

#### Mathematics

3 trimester courses [Geometry Concepts ABC or Geometry ABC or Honors Algebra II ABC]

#### Health/Safety Education

1-2 trimester courses [Wellness and Safety Education (if this course was not taken in grade 9)]

#### Physical Education

2 trimester courses [physical education elective courses to be completed grades 10-12] [three elective courses if Fitness & Activities was not taken in grade 9]

#### Science

3 trimester courses [Biology Concepts ABC or Biology ABC or Honors Biology ABC or Advanced Placement Biology ABC]

#### Social Studies

3 trimester courses [United States History ABC or Advanced Placement United States History ABC]

#### Electives

Students must enroll in enough elective courses chosen from any department so that total credits is equal to or greater than 18

## 11<sup>th</sup> grade

### English/Language Arts

3 trimester courses [English 11 ABC (American Literature/Composition), In College English 11 ABC, or Advanced Placement Language and Composition ABC (*permission only*)]

### Mathematics

3 trimester courses [Algebra II Concepts ABC or Algebra II ABC or Honors Pre-Calculus (This requirement may be completed in grades 11-12)]

### Science

3 trimester courses (This requirement may be completed in grades 11-12)

### Social Studies

3 trimester courses [World History ABC or Advanced Placement European History ABC or Advanced Placement World History ABC]

### Electives

Students must enroll in enough elective courses chosen from any department so that total credits is equal to or greater than 15.

## 12<sup>th</sup> grade

### English/Language Arts

3 trimester courses [English 12 and two English course #0357-#0383] or [Advance Placement Literature and Composition ABC] or [CIS Fiction and Composition]

### Social Studies

3 trimester courses [Principles of Economics and two social science or world studies courses #1055 - #1095] or [Advanced Placement Macro and Micro Economics ABC]

### Electives

Students must enroll in enough elective courses chosen from any department so that total credits is equal to or greater than 15.

## Special notes

- Students will receive a waiver for Safety Education if they present the school with documentation that they have received CPR (cardiopulmonary resuscitation) certification and a driver's permit or license.
- Students will receive a waiver and credit for Safety Education if they present the school with documentation that they received CPR (cardiopulmonary resuscitation) certification and a driver's permit or license and complete the district process for credit by assessment.
- No more than 12 credits in vocal and/or instrumental music may be counted toward graduation.
- No more than 12 credits in on-the-job work experience programs (exclusive of seminar credits) may be counted toward graduation.
- Students who plan to **graduate early** should see their counselor early in their junior year, if not sooner. Special planning and request forms are required. Failure to plan adequately will jeopardize approval for early graduation.
- The School Board strongly recommends enrolling in a minimum of one family life class prior to graduation. Family and Consumer Science classes which fulfill this recommendation are: Family Issues, Parenting, and LIFE: Relationships.

## REGISTRATION

During the Winter Trimester, students will select their program of studies for the next school year.

Students may register for a maximum of 21 credits per year (example: 7 classes x 3 trimesters = 21 credits). Students in grades 9 and 10 must take at least 18 credits per year. Students in grades 11 and 12 must take at least 15 credits per year. A total of 66 credits earned in grades 9 through 12 is required for graduation from RHS. All students are encouraged to select more than the minimum of required credits in order to take advantage of the broad scope of course offerings available. **In no instance shall a student be enrolled for less than 5 credits each trimester.** Specific course requirements for each grade are listed in the registration guide.

Based on student registration data, the school administration will determine courses/ selections to be offered, faculty needed, and a master schedule of classes for the next year. Therefore, students should register with care and after consultation with parents. **AFTER THE COMPLETION OF THE STUDENT REGISTRATION PROCESS, CHANGES WILL BE MADE TO A STUDENT'S COURSE REQUEST ONLY WHEN CERTAIN CRITERIA ARE MET OR, in cases of emergency as VERIFIED by a counselor.**

# CO-CURRICULAR ACTIVITIES

District 196 believes that the co-curricular program of the school plays a substantial and important role in providing successful and meaningful experiences for students. In addition to a comprehensive list of courses, Rosemount High School offers a wide variety of school activities to meet students' interests and needs. These activities are grouped into three categories: Fine/Performing Arts and Activities, Student Leadership and Service, and Athletics. All students are encouraged to participate according to their interests and abilities. Each activity is described below:

## FINE ARTS, PERFORMING ARTS AND STUDENT ACTIVITIES

<b>ACTIVITY</b>	<b>CONTACT PERSON</b>	<b>ACTIVITY</b>	<b>CONTACT PERSON</b>
Academic Bowl	Chris Kauffeld	National German Society (Deutsche Ehrenverbindung)	Susan Sullivan
Color Guard	Leon Sieve	National Honor Society	Heather Walseth, Jodi Rosauer
Dance	Christina Morris	National Spanish Honor Society (La Sociedad Honoraria Hispanica)	Department Members
Debate	Cort Sylvester	National Tri-M Honor Society	Laura Sandham
Distributive Education Club of America (DECA)	Ryan Harrison	Science Olympiad	Dale Heebl
International Club	TBD	Speech Team	Carol Sylvester
Instrumental Music	Ben Harloff Leon Sieve Bo Hoover Taylor Eliason	Students Against Destructive Decisions (SADD)	TBA
Irish Green Team	Ali Driessen	Theatre/Music Productions	Thom Hoffman Steve Albaugh
Literary Arts Magazine ( <i>Shadows</i> )	Nathan Miller	Video Production	Jim Norris
Math Team	Brian Fendrich	Vocal Music	Steve Albaugh Gina Toso
Mock Trial	Patricia Medlin	Yearbook ( <i>Rohian</i> )	Laura Sandham Patricia Drew
National Art Honor Society	Phillip Stanley		
National French Honor Society (Societe Honoraire de Francois)	Claire Hagen		

## **STUDENT LEADERSHIP AND SERVICE**

Peer Programs

Student Council

Guidance Office

Chad Terry and Susan Semmler

**MUSIC, THEATRE, AND DANCE**  
**Theatre & Dance Productions and Performances**

**RHS Fall Play**

Director: Christina Morris  
Performances: October 13, 14, 15 @ 7:00 pm                      RHS Performing Arts Center  
October 11 @2:00 pm

**On Musical**

Co-Directors: Nathan Miller  
Performances: Dec. 8, 9, 10 @ 7:00 pm                      RHS Performing Arts Center  
Dec. 13 @ 2:00 pm

**RHS Radio Theater “On the Air”**

Director: Thom Hoffman  
Performances: February 3, 4 @ 7:00 pm                      RHS Performing Arts Center  
February 5 @ 2:00 pm

**The RHS FilmLot – “Short Film**

Director: Mark Hubbard  
Showings: March 18 @ 7:00pm                      RHS Performing Arts Center

**RHS Dance Show**

Director: Christina Morris  
Performances: February 25, 26 @ 7:00 pm                      RHS Performing Arts Center

**RHS On Stage**

Director: Steven Albaugh  
Performances: April 27, 28, 29 @7:00pm                      RHS Performing Arts Center  
April 30 @ 2:00 pm  
May 5, 6 @ 7:00pm

**MOMOCO Dance Performance**

Director: Christina Morris  
Performance: May 19 @7:00 pm                      RHS Performing Arts Center

**Theatre Arts and Dance Awards**

May 30 @ 7:00 pm                      RHS Performing Arts Center

**Vocal Music Concerts**

Fall Choral Concerts	November 3 @ 6:00 & 7:30 pm	RHS Performing Arts Center
Dakota Valley Choral Festival	October 30 @ 7:30 pm	Shepherd of the Valley (AV)
Holiday Choral Concerts	December 19 @ 6:00 & 7:30 pm	RHS Performing Arts Center
Showcase Choral Concerts	March 14 @ 6:00 pm	RHS Performing Arts Center
Solo and Ensemble	April 8	Rosemount High School
Spring Choral Concert & Awards (Upper Classmen)	May 31 @ 7:00 pm	RHS Performing Arts Center
Spring Choral Concert & Awards (Freshmen)	June 1 @ 6:00 pm	RHS Performing Arts Center

**Instrumental Music Concerts**

Marching Band Festival	September 24 @ 1:00 pm	RHS Stadium
Fall Band Concert	October 25 @ 7:00 pm	RHS Performing Arts Center
Winter Bands Concerts	January 9 @ 6:00 & 8:00 pm	RHS Performing Arts Center
RHS/RMS/SHMS band Concert	January 10 @ 7:00 pm	RHS Performing Arts Center
Solo and Ensemble	April 10	Eastview High School
Wind Ensemble	March 5 @ 4:00 pm	RHS Student Center
Percussion Ensemble Concert	February 28 @ 7:00 pm	RHS Student Center
March Madness Band Concerts	March 6 @ 6:00 & 8:00 pm	RHS Performing Arts Center
Spring Band Concert and Awards	May 24 and 25 @ 7:00 pm	RHS Performing Arts Center



# ATHLETIC ACTIVITIES

## FALL

SPORT	LEVELS OFFERED	CONTACT PERSON
Boys' Cross Country	V-JV	Chris Harder
Girls' Cross Country	V-JV	Chris Harder
Football (Boys')	V-B-JV-9A-9B	Jeff Erdmann
Soccer (Boys')	V-JV-B-9	Todd Farrington
Soccer (Girls')	V-JV-B-9A-9B	Gretchen Strammel
Swimming & Diving (Girls')	V-JV	Jake Kemna
Tennis (Girls')	V-JV	Matt Knutson
Volleyball (Girls')	V-JV-B-9A-9B	Smokey Vitek

## WINTER

SPORT	LEVELS OFFERED	CONTACT PERSON
Basketball (Boys')	V-JV-B-9A-9B	TBD
Basketball (Girls')	V-JV-B-9A-9B	Chris Orr
Girls' Figure Skating	V	TBD
Gymnastics (Girls')	V	Jason Passeri
Hockey (Boys')	V-JV	Brad Stepan
Hockey (Girls')	V-JV	Andrew Conboy
Irishettes (Girls')	V-JV	Kirstin Kissell
Boys' Slalom Skiing	V	Craig Opel
Girls' Slalom Skiing	V	Craig Opel
Boys' Nordic Skiing	V-JV	Brian Abery
Girls' Nordic Skiing	V-JV	Brian Abery
Swimming & Diving (Boys')	V-JV	Jake Kemna
Wrestling (Boys')	V-JV-9	Brett Larson & Tyler Cookas

## SPRING

SPORT	LEVELS OFFERED	CONTACT PERSON
Baseball (Boys')	V-JV-B-9	Chris Swansson
Golf (Boys')	V-JV	Todd Farrington
Golf (Girls')	V-JV	Barry Wallin
Softball (Girls')	V-JV-C-9	Tiffany Rose
Tennis (Boys')	V-JV	Dana Beck
Track and Field (Boys')	V-JV	Jay Hatleli
Track and Field (Girls')	V-JV	Sara Hatleli
Lacrosse (Boys')	V-JV	Lance Kuehn
Lacrosse (Girls')	V-JV	Jeff Smith

## MULTISEASON

SPORT	CONTACT PERSON
Adapted Athletics (Girls' & Boys') (fall, winter, spring)	Matt Percival at Eastview high school
Athletic Training (Girls' & Boys') (fall, winter, spring)	Ashley Bethke
Cheerleading Competition	Sally Holman
Intramurals	Mike Manning

## **STUDENT GOVERNMENT**

Student government at Rosemount High School has been established as a credible, visible, dynamic and effective vehicle to promote the quality and breadth of student involvement and leadership.

Student Council is made up of four *elected* council officers and elected representatives from the respective classes. These student leaders work with Student Council advisors and an administrator in organizing and carrying out established goals and objectives, as outlined in a written constitution. The Council officers coordinate their efforts with the class representatives, and other interested faculty, staff, students, and administrators in perpetuating such traditional activities as Homecoming, Sadie Hawkins, other dances, fund-raisers, spirit/pep activities and community service events. Furthermore, these leaders apply their creativity and input from others in pursuit of new ideas to further the interests of the student body, staff, faculty, and administration.

The elected student leaders also become involved in leadership training activities, as they endeavor to improve and express their own abilities to *represent* the needs and concerns of their constituents – the student body at Rosemount High School.

### **Student Leadership Council Officers**

Anna Peterson - President

Lizzie Johnson - Vice President

Alec Loehr – Secretary

Luke Loehr – Public Relations Officer

Jake Smith – Treasurer

### **Student Government Advisors**

Student Council Advisors

Chad Terry & Susan Semmler

Prom Advisors

Michelle Betts, Jennifer Chumley & Tanya Ringquist

## MINIMUM REQUIREMENTS FOR STUDENTS ENTERING NCAA DIVISION I OR DIVISION II INSTITUTIONS

Email Athletic Director Michael Manning for information on the NCAA Clearinghouse. [Michael.Manning@district196.org](mailto:Michael.Manning@district196.org)

### Divisions I and II Initial-Eligibility Requirements

This information can be found at [http://www.ncaa.org/sites/default/files/2017\\_DI\\_Requriments\\_Fact\\_Sheet\\_20170103.pdf](http://www.ncaa.org/sites/default/files/2017_DI_Requriments_Fact_Sheet_20170103.pdf)

#### FINE/PERFORMING ARTS PARTICIPATION FEES

**\$50.00 per student in grades 9-12 who only participates in one or more of the following academic events:** Chess, Academic Bowl, Math Team, Science Olympiad and Mock Trial.

**\$60.00 for 9<sup>th</sup> grade students and \$80 per student in grades 10-12 who participates in any or all of the following activities:** Debate, Speech, Musical Reviews, Vocal Ensembles, Instrumental Ensembles, Plays, Madrigals, Dance Shows, Chess, Academic Bowl, Math Team, Mock Trial and Science Olympiad.

**Students participating in primarily service activities or extended classroom activities such as:** Literary Arts Magazine, Honor Societies, Pep Bands, Clubs, Yearbook, Newspaper, Student Council, Class Officers, Concessions, Tech Theatre and Pit Orchestra **will not be charged a participating fee.**

#### ATHLETIC PARTICIPATION FEES

**Athletic fees for the 2016-2017 school year will be \$135.00 per activity for ninth graders. Fees for students in grades 10-12 will be:** \$185.00 for Hockey, Football and Slalom Skiing (unless the student provides his/her own Slalom ski lift ticket); \$160.00 for Baseball, Basketball, Golf, Gymnastics, Figure Skating, Lacrosse, Soccer, Softball, Track and Field, Swimming, Wrestling and Volleyball; \$150.00 for Cross Country, Tennis, Cheerleading (season), Dance line and Nordic Skiing.

Fees will be waived for students who qualify for reduced or free lunches. Pro-rated refunds will be made for students with an extended injury or illness or who relocate outside the district during the season of participation. A \$350.00 individual student cap per year will be in effect. Fees must be paid at the time of registration through the Athletic Office. Contact the Athletic Office for additional information.

#### HAZING/TEAM INITIATION ORDEALS AND OTHER UNSANCTIONED ACTIVITIES

Due to serious problems that may arise from unsanctioned and unsupervised activities, students at RHS are not to engage in such activities. Injuries with liability issues as well as arrests have been associated with these types of activities. We do not believe these are appropriate behaviors for students. Any student or group of students involved in hazing activities will receive consequences as defined in District 196 policy and Minnesota State High School League Bylaw 209. The MSHSL requires a consequence for a hazing or harassment violation. The consequence consists of a loss of 2 contests or 2 weeks, whichever is greater.

#### ELIGIBILITY RULES FOR ACTIVITIES

Students at Rosemount High School have the right and privilege to participate in co-curricular programs and other school sponsored activities and events, including, but not limited to, assemblies, graduation, and dances. Student participation in school sponsored co-curricular programs and attendance at activities and events may be denied based on their conduct at school and in the community.

#### GENERAL ELIGIBILITY

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, or whose character or conduct violates the Student Code of Responsibilities is not in good standing and shall be ineligible for a period of time as determined by the principal.

***Student Code of Responsibilities***

*As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:*

- 1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
- 2. I will be fully responsible for my own actions and the consequences of my actions,*
- 3. I will respect the property of others,*
- 4. I will respect and obey the rules of my school and the laws of my community, state and country.*
- 5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.*

A student ejected from a contest shall be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games/meets.

Students must be fully enrolled in (as defined by the Minnesota Department of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits to graduate in four (4) years after first entering 9<sup>th</sup> grade as defined by Rosemount High School.

The chart below indicates the minimum credits required by RHS for eligible students (column C), and if found ineligible, the minimum credits required to be reinstated (column D) for the subsequent trimester.

ATHLETIC ELIGIBILITY MINIMUM CREDIT (COURSE) REQUIREMENTS			
A	B	C	D
GRADE	TRIMESTER	MINIMUM TOTAL REQUIRED FOR ELIGIBILITY AT THE BEGINNING OF FALL TRIMESTER	TO REGAIN ELIGIBILITY AT END OF TRIMESTER, MINIMUM TOTAL RE- QUIRED FOR THE NEXT TRIMESTER
9	FALL	-	-
	WINTER	-	-
	SPRING	-	-
10	FALL	15	18
	WINTER	-	24
	SPRING	-	30
11	FALL	32	36
	WINTER	-	40
	SPRING	-	46
12	FALL	48	51
	WINTER	-	56
	SPRING	-	-

•Exception: ineligible student-athletes who pass 6 courses during a 10<sup>th</sup> or 11<sup>th</sup> grade trimester will be declared eligible for the next trimester.

•During the third trimester, the Athletic Director will inform students of potential ineligibility and encourage them to register for both summer school sessions.

Students with less than or equal to the following credit totals after winter trimester will be informed of potential ineligibility:

9<sup>th</sup> grade - 10 credits      10<sup>th</sup> grade – 27 credits      11<sup>th</sup> grade – 43 credits

#### CO-CURRICULAR ACTIVITY ATTENDANCE RULE

To participate in a co-curricular activity or practice a student must be in attendance for at least four periods of that school day.

# STUDENT SERVICES

## SCHOOL COUNSELING SERVICES

The RHS Counseling Department uses a developmental model to meet the needs of all students as they progress through high school. Developmental guidance is preventative in nature, and it focuses on academic development, career planning and personal/social development. At RHS, counselors present a guidance curriculum that deals with career development and post-high school planning twice at each grade level. Counselors also facilitate support groups which address individual needs. Topics or themes for the groups are: family support, concerned persons, study skills, new student transition, grief and loss, and chemical issues. (Parents who do not want their child/children to participate in support groups are asked to notify their child's counselor.) Additionally, counselors work with individuals to offer support as students experience personal issues and/or crises. Finally, the RHS Counseling staff offers several parent presentations each year, including communication between parents and RHS, financial aid, registration, college admission requirements, and the first steps in going to college. **Students wishing to see a counselor may make an appointment with the Counseling secretaries or by calling (651) 423-7517.** The Counseling Department counselor assignments are as follows:

Ms. Boldus	A-G
Ms. Martinson	H-Ma
Ms. Hansen	Mb-R
Mr. Terry	S - Z

## CAREER CENTER

The Career Center, located across from the Counseling Office, provides students in grades 9-12 with a number of career services and information including:

- Occupational Facts/Figures
- Computer Based Career Searches
- Financial Aid
- Informational Meetings with College, Military and Vocational representatives
- General College/Vocational/Military Program Information
- College Entrance Exam Registration and Preparation materials

The Career Center is staffed and supervised by the Counseling Office. **Students are required to obtain passes to the Career Center from a counselor or teacher.**

## PSEO

Post-Secondary Enrollment Options (PSEO) is a state funded program for high school juniors and seniors that gives qualifying students the opportunity to take classes at participating colleges or universities. Eligible students who meet the college's requirements for admissions, may take college classes on a full or part-time basis. Students take college classes for high school credit, and some colleges also grant college credit for these courses. The purposes of the program are to promote rigorous education pursuits and to provide a wider range of options for students. Interested students may contact their counselor for more information.

## College-Level Examination Program

Eligible students at Rosemount High School may participate in the College-Level Examination Program (CLEP). CLEP is a computerized testing program that may allow students to earn college credit by demonstrating their mastery of introductory level college material. Colleges have varied credit-granting policies and students should first check with their college of choice before considering CLEP tests. Interested students should meet with their counselor to discuss any appropriate CLEP options.

## **SCHEDULE ADJUSTMENT GUIDELINES**

Students may request a schedule adjustment during the schedule adjustment period, which occurs prior to the beginning of a trimester. Adjustments will be made if seats are available and certain criteria are met. The adjustment dates for the 2016--2017 school year are:

T1 Aug 11-22 (2:00pm deadline)

T2 Oct 30 - Nov 3

T3 Jan 29 - Feb 2

Using these dates will allow students flexibility in changing their schedules. After the schedule adjustment period passes, it is very difficult for students and/or their parents to change student schedules. On occasion, an emergency schedule change may be made during the first week of each trimester due to one of the following reasons:

1. There is an error on the schedule.
2. Inappropriate placement.
3. Student has failed or not taken a prerequisite course.
4. Student has a physical/mental health concern verified by a doctor's note.
5. Senior student must have the credit to graduate.
6. Student must have a PSEO or work program adjustment.
7. Make up of a course offering a required Minnesota Academic Standard.
8. Change in Special Education IEP or 504 Plan.

**Schedule changes will not be made for rearranging classes or teacher preference.** Schedule changes are not made after the first week of the trimester. After the first week of the trimester, students who drop a class will receive a grade of "F" in the course and be assigned to Transitional Study Hall.

## **TRANSCRIPTS**

A transcript is a record of a student's academic performance in grades 9-12, standardized test results, class rank, grade point average and attendance. A transcript is required when applying to post-secondary institutions. After a student completes the college application, and attaches the college application fee, he/she should bring the application to the Counseling Office secretary. The section of the application labeled "For School Official" will be completed by the counselor. The student must complete a high school transcript release form. A parent and the student must sign this form and attach \$5.00. Once this form and fee are received, an official transcript will be sent with the application to the designated post-secondary institution. Official transcripts are marked with the RHS seal, and they are sent directly from the Counseling Office to the post-secondary institution. Official transcripts are not released to students, but unofficial transcripts are given to students upon request. Transcripts and applications sent from the Counseling Office do not require envelopes or postage from the student. Unofficial transcripts are available to view and download via SYNERGY.

# HEALTH SERVICES

The nurse's office is open from 7:00 a.m. - 3:00 p.m. Parents are encouraged to call the nurse at the HSO regarding their student's illness or need for special arrangements after illness or injury (651) 423-7533.

**Emergency/Medical Information:** Emergency and medical information for each student is collected and can be edited electronically through SYNERGY, the district's parent/guardian and fee payment portal. This process will allow parents/guardians to review and update student contact and health information, as well as family census information. It is the parent/guardian's legal responsibility to make any changes in information.

**Illness or Injury in School:** If a student becomes ill or is injured during the school day, he/she will be given a pass or assisted to the HSO by his/her teacher.

**Transportation Home During the School Day:** Before a student taken ill or injured in school is sent home, the nurse will confer with the student's parent or guardian to arrange transportation. Parent consent is needed whether or not the student can provide his/her own transportation. If this procedure is not followed, the absence will be considered unexcused and the possibility of disciplinary action may follow.

## Services of the Nurse's Office

- Keeping cumulative health records of all students. This includes reviewing all medical examination records for special needs, making needed adjustments such as extra time between classes, rest time following surgery, severe illness or accident, preferential seating for vision or hearing loss, adaptations in the Physical Education program.

- Providing emergency care for ill or injured students.
- Students requiring **prescription medication** at school shall provide the school with written authorization from the parent/guardian and written order of a licensed physician. Appropriate forms are available through the nurse. Prescription medication shall be brought to the school nurse in a container appropriately labeled by the pharmacist or physician. Students who are to take medication during the day should leave such medication in the nurse's office.
- A student in grades 7-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school has received written annual authorization from the student's parent or guardian permitting the student to self-administer the medication. Permission may be given on the district emergency information card, (District Procedure 506.2.1.2P) or in another written form with parent or guardian signature. The school may revoke the student's privilege to possess and use nonprescription pain relief if it is determined that the student is abusing the privilege. This section does not apply to the possession or use of any drugs or product containing ephedrine or pseudo ephedrine as an active ingredient.
- Students who have limitations in physical education or who are to be medically excused from participation must bring their physician's or parent's note to the nurse for processing.

## RECORDS

Student records are maintained in the Counseling Office, Child Study Office, and Attendance Office. Directory information is available to the public. Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events. Confidential records will be protected as required by school policy and law. The following individuals may see student records:

- Parents or legal guardians of minor students
- Minor or adult students
- Staff members of an District 196 school who have an educational responsibility for an individual student

Colleges, vocational schools, employers, social agencies, and police may have access to records only with the written permission of adult students, parents, legal guardians, or upon subpoena by a court of law.



## PEER MEDIATION

The Peer Mediation Program is an excellent strategy for maintaining a positive school climate. Peer mediators are students in grades 11-12 who are trained in conflict resolution. Students who wish to participate in the mediation process or become a peer mediator may contact Mr. Conboy and Mr. Jones during the first two weeks of school.

## PEER TUTORING

The Peer Tutoring Program provides academic support for students by assigning individual tutors to meet with the student before or after school, during a mutual study hour, and as often as the student wishes. To apply for an individually assigned tutor, students may complete an application form and return it to the Counseling Office. Students wishing to provide academic support by being a tutor may contact their counselor for orientation information.

## PARKING INFORMATION FOR 2017-2018 SCHOOL YEAR

All students who drive a car to school and park on the school property **MUST REGISTER** his/her car each trimester in the Assistant Principal's office and be issued a parking permit. The **RHS PARKING PERMIT must be displayed from the REAR VIEW MIRROR by the first day of the trimester. Permits are to be in place. September 11 for Trimester 1, December 4 for Trimester 2 and March 12 for Trimester 3.** An \$80.00 per trimester parking fee must be paid (see the FeePay system) prior to issuance of a parking permit. Students who have purchased a parking permit may park in the south parking lot ONLY. You are allowed to park **ONLY WITHIN THE YELLOW** parking lanes. The parking lanes marked by **WHITE LINES ARE FOR FACULTY AND STAFF PARKING ONLY**. STREET PARKING is reserved for one day parking with a \$5.00 charge EACH DAY. Students with outstanding parking fines from the previous trimester may not purchase a permit for the current trimester until the fines are paid.

**All cars parked on school property must have a valid RHS parking permit (or other valid school permit, i.e., Apple Valley, Eagan, Eastview, SES) visibly displayed in the designated location or it will be towed at the owner's expense. The school district reserves the right to revoke or rescind the students parking privileges. A parking fine of \$20.00 will be charged for violating parking policy. Unauthorized use of vehicle may result in a suspension or revocation of parking permit.**

***IMPORTANT: On Mondays & Thursdays in September & October-All cars must be moved out of the west student parking lot (nearest the softball field) by 5:00 PM. Remaining cars will be towed at 5:30 PM.***

### There will be a \$20.00 fine for the following violations

1. No parking permit displayed
2. Expired permit
3. Parking in Faculty/Staff ONLY area (parked within white lines)
4. Parking in restricted, registered or visitor parking (front of school)
5. Parking in fire lane
6. Parked outside of yellow lines
7. Parking in bus lane between 7:20 a.m. and 2:30 p.m.
8. Parked on East/West service road
9. Parked on street, not registered in the Assistant Principal's Office
10. Use of car (leaving without permission).

## SEARCH POLICY

The person parking any vehicle on RHS campus/ISD 196 property has consented to a complete search of the vehicle for any reason. Such a search may be conducted by school officials, canine inspection, or by law enforcement officers at the request of the school. RHS may use specially trained dogs to detect and alert officials to the presence of prohibited items and illicit substances in parking areas including any vehicle on property. If any person in the vehicle other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and under-carriage, and all containers therein, locked or unlocked. No responsibility for vehicles or their contents is assumed by ISD 196, Rosemount High School, or its employees. All students park on the campus at their own risk.

**ACCESS THE FEEPAY SYSTEM TO MAKE PAYMENT**

You may pick-up your permit during your lunch period the day after payment is made. Students may fill out a paper copy and pay by check instead of using the FeePay system following the same schedule as the online payment system.

**PICKUP/PLACEMENT SCHEDULE**

		<b>Tri 1</b>	<b>Permit in Place</b>	<b>Tri 2</b>	<b>Permit in Place</b>	<b>Tri 3</b>	<b>Permit in Place</b>
Priority 1 (Seniors, Juniors, & Open Enrolled Students)	Purchase	Aug.14- Sept. 7	Sept. 11	Nov 23- Dec. 3	Dec. 4	Feb.20- March 2	March 13
Soph.	Lottery	Sept. 8	Sept. 11	Dec. 6	Dec. 11	March 15	March 19

<b>DRIVING VIOLATIONS</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>
<b>Driving, Careless or Reckless-</b> Driving on school property in such a manner as to endanger persons or property. (grades 9-12)	May include revocation of parking permit	3-day suspension; may include revocation of parking permit.	5-day suspension; may include revocation of parking permit	Expulsion
<b>Vehicle, Unauthorized Use-</b> Occupying or using vehicles during school hours without school authorization. (grades 9-12)	1-day suspension; may include revocation of parking permit	3-day suspension; may include revocation of parking permit.	5-day suspension; may include revocation of parking permit	5-day suspension; may include revocation of parking permit
<b>Refusal to comply with parking regulations. (Grades 9-12)</b>	*	1-day suspension; may include revocation of parking permit	3-day suspension; may include revocation of parking permit.	5-day suspension; may include revocation of parking permit

**SPECIAL EDUCATION SERVICES**

Various remedial and support courses are offered to those students who have gone through the district child study process and have been staffed into special education service. This procedure involves referral to child study, parent permission for assessment, assessment, staffing, and program decision-making with staff, parents, and the students. Additional details are listed in the Registration Guide. Interested students should see their counselors.

**STUDENT SUPPORT PROGRAMS**

In addition to Special Education Services, Work Experience Programs (WED and WEH) and English Second Language Learners(ELL) are offered for student credit. Interested students should see their counselors for more information about criteria for applications to the program.

**STUDENT ID CARDS**

Students are required to have in their possession a Student ID Card in school and at all school events. Students may be asked to present ID cards at detention, library, school dances or when requesting locker combination or data processing information. All staff members have the authority to request to see the ID card. Failure to show the ID card may result in dismissal from the event or consequences for insubordination. Replacement cost is \$5.00.

**TRANSPORTATION**

Students who live more than 1.5 miles from the school are eligible for district bus transportation to and from school. Eligible students board their assigned bus at designated pick-up sites and arrive at school shortly before school begins at 7:30 a.m. Students load the buses following the 2:20 p.m. dismissal from school, and are dropped off at the same site. Students are expected to ride their assigned bus. However, on occasion, a student may need to ride a different bus. Students wishing to ride a bus other than the one to which they are assigned must bring a written request, signed by a parent or guardian, to the Assistant Principal's office.

The district does offer a fee-for-service transportation option for students who are not eligible for free transportation. This cost of the optional bus service to and from school for all 174 days of the 2016-2017 school year is as follows:

Early Pay Discount—Pay by August 5th, 2017

\$250 per k-12 student, with a \$500 family maximum, or

\$125 per k-12 student, with a \$250 family maximum for students who qualify to receive free or reduced-priced school meals.

\$63 per k-12 student, with a 126 family maximum for students who qualify for free school meals

After August 5<sup>th</sup>, 2017

\$275 per k-12 student, with a \$550 family maximum, or

\$138 per k-12 student, with a \$276 family maximum for students who qualify to receive free or reduced-priced school meals.

\$69 per k-12 student, with a 138 family maximum for students who qualify for free school meals

**AFTER SCHOOL POLICY**

After school participation is limited to students involved in school athletics and activities, working with teachers, taking tests, working out in the weight room and other events associated with school. Students must have permission and be under the direct supervision of a staff member at all times while remaining after school. Unsupervised students must exit the building by 2:45pm. In addition to the consequences detailed in this regulation, a school or the Transportation Department may respond to student misbehavior in a variety of ways that include, but are not limited to, dismissal from school, removal from class, loss of cocurricular activities, loss of access to school facilities and grounds outside of the regular school day, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges (at the high school level), and chemical evaluation.

# ISD 196 ATTENDANCE POLICY

**Expectation** – Excessive absences may have adverse consequences due to the inability for students to keep up with course assignments, activities, assessments, etc. With the exception of the school-authorized and verified absences noted below, high school students are expected to attend every class every day.

## **Excessive Absence Rule - Notification/Intervention Process**

- Each student's attendance, grade and discipline incidents are recorded electronically and available to parents online.
- When a student reaches his or her seventh absence in a specific trimester course, notification of the absences will be communicated to the student's parent/guardian. This notification will also advise that there may be adverse consequences, which may include loss of credit due to the student's inability to keep up with course assignments, activities, course assessments, etc.
- When the number of a student's absences reaches 10 in one trimester (excluding absences specified in section 3.1 below), the school's designated administrator will review and investigate the reasons for the absences and determine a course of action which may include one or more of the following: Parent meeting, parent meeting with teacher(s) and counselor, and/or development of an attendance intervention plan.
- The following letters will be filed with Dakota County for unexcused absences: 1) Notice of Truancy (sent home) 2) Notice of Habitual Truancy 3) Notice of continuing habitual truancy

## **Types of Absences**

- Absences which **are not** counted in the excessive absence rule include, but are not limited to:
  - School-sponsored curricular and co-curricular activities;
  - Official religious holidays;
  - Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent);
  - Unique or emergency circumstances which are authorized (or, whenever possible, pre-authorized) by a school administrator;
  - Chronic or long-term illnesses which are verified by a doctor's

signed statement and authorized by a school administrator;

- Authorized appointments with school personnel;
- Military deployment of a family member, and
- In-school suspension, out-of-school suspension and transitional study hall (removal from class for one or more class periods).

- Absences which **are** counted in the excessive absence rule include, but are not limited to:

- Verified – Absences which are verified by the parent/guardian with reasons accepted by the school. Accepted reasons are:

- 1) Illness;
- 2) Medical or dental appointments that cannot be made outside of school time;
- 3) Pre-authorized, pre-planned absence of one day or more.  
This must be arranged prior (preferably at least one week) to the absence in order to be verified.

- Unexcused – Unexcused absences will be treated with consequences in accordance with the behavior expectations and consequences for misbehavior outlined in district policy and administrative regulation. Unexcused absences occur when a student chooses to be absent from school without school approval. Consequences which may include, but are not limited to, detention and in-school or out-of-school suspension, confiscation of cell phone, and/or car keys, revocation of parking permit, and suspension of condensed day privileges. Students with unexcused absences from one or more class periods on seven school days per year may be identified as truant and subject to Administrative Regulation 503.2.1AR, Truancy, in compliance with state law on compulsory instruction.

- Tardies – Tardies are defined as being late to class without a pass. Consequences such as detention and in-school or out-of-school suspension may be assigned to students with excessive tardies.

**Make-Up Work** – Class absences necessitate make-up work, which, if not completed on time, may lead to failure or incomplete grades. Teachers must allow students to complete missed work, assignments, tests, quizzes, etc., but it is the student’s responsibility to consult their teacher about absences from class and required make-up work. Students generally have two days per day of absence in which to turn in make-up work.

#### **ATTENDANCE/ABSENCE NOTIFICATION PROCEDURES**

**When illness, emergency, excusable appointment, or substantial family need requires absence** from school (all or part of the day), the student’s parent or guardian must **PHONE THE SCHOOL ON THE MORNING OF EACH DAY OF ABSENCE**. The phone numbers to call are: **(651) 423-7534 or (651)423-7535**. Please leave a complete message including the student’s name, grade, your name, relation to student, date of absence, reason for absence and a phone number to reach you during the day (to allow us to verify your call if needed).

#### **PRE-PLANNED ABSENCES**

Absences of **one day or more which are pre-planned** (i.e. college visits, vacations, family need, educational experiences) must be pre-authorized through the attendance office (one week in advance is strongly recommended). These absences count in the maximum absence rule under the attendance policy. A parent phone call is required. The student should collect make-up work from all teachers prior to departure.

#### **LEAVING SCHOOL**

RHS and all other District 196 schools have “closed campuses.” Parents are encouraged to schedule appointments outside of the school day. However, if this is not possible, please keep daytime appointments to a minimum. Parents are to call the Attendance Office for students to leave school during the school day (651-423-7900 or 651-423-7901). **Leaving campus during lunch is strictly prohibited; requests from parents to allow their child to leave for lunch will be denied.** The student should pick up his/her permission form at the Attendance Desk some time after 1st hour. This form should be shown to the teacher before leaving class. **UNDER NO CIRCUMSTANCES** may a student leave the school grounds without first obtaining a permit to leave.

#### **PROCEDURE FOR RETURNING TO SCHOOL AFTER LEAVING WITH A PERMIT TO LEAVE**

1. Upon returning, the student reports directly to the Attendance desk with the Permit to Leave to obtain a verified pass to class.
2. Students are responsible to make up all missed class work.

#### **PROCEDURES FOR RETURNING TO SCHOOL FOLLOWING A VERIFIED ABSENCE**

Students are to report directly to class when returning to school. Following an absence, it is the student’s responsibility to contact the teacher for work missed. Generally, students will have two days to make up work for each day of absence or otherwise specified by the teacher. Students are expected to turn in long-term projects when returning from an absence.

#### **PROCEDURES FOR RETURNING TO SCHOOL FOLLOWING AN UNEXCUSED ABSENCE**

Students who have unexcused or unauthorized absences must report to the attendance desk for an admit and will be assigned a consequence by the administration.

#### **TARDY PROCEDURES**

A student will be considered present in class (not absent) if he/she attends any portion of a class. Students who abuse this policy will be dealt with on an individual basis between the classroom teacher and the appropriate building administrator. Students who accumulate two unexcused tardies in a course will be assigned a consequence, including detention, school service, and confiscation of cell phone, car keys, or revocation of condensed day. Parking pass may also be denied or cancelled.

### **BEGINNING OF SCHOOL DAY**

Students are responsible for being in attendance at the beginning of the school day. **Tardiness due to oversleeping and personal transportation difficulties are not acceptable and will result in detention.** Students arriving late to school (more than 5 minutes) will be issued an unexcused tardy admit by campus security and will then depart directly to class. Students arriving before 7:35 a.m. go directly to class. Tardies will be documented by the first period teacher.

### **AFTER 1ST HOUR**

Students arriving to school after first hour will already have been marked ABSENT and are responsible to report to the Attendance desk to receive a pass to class.

### **BETWEEN CLASSES**

Sufficient time is allowed between classes for students to arrive at the next class on time. If a student is detained by a teacher, counselor, administrator, etc., a pass MUST be obtained by the student to excuse the late arrival.

## ROSEMOUNT HIGH SCHOOL HONOR CODE

Academic honesty is the responsibility of every student at Rosemount High School. When cheating or plagiarism occurs, the teaching/learning process and school climate are seriously undermined and student growth and development is compromised. Cheating and/or plagiarism also prevent the teacher from evaluating the student's level of achievement. With this in mind, the Rosemount High School faculty, administration and Student Council have developed an Honor Code for students.

### Definitions

A. Cheating: Cheating means **using someone else's answers, work, words, and/or ideas, and claiming them as your own.** It is an attempt to *take or obtain* credit for *school work* by dishonest means.

Some examples of cheating include but are not limited to the following:

1. Copying and/or providing for another an examination, assignment, lab report, or other work to be graded,
2. **collaborating or "working together" on an assignment, project, or exam without teacher permission,**
3. the use of unauthorized cheat sheets,
4. buying/selling examinations, assignments, or papers,
5. having another individual take an exam, write a paper, or complete an assignment for you,
6. receiving and/or providing test questions/answers prior to taking the exam,
7. using calculators or other electronic devices unless expressly permitted by the teacher,
8. submitting work to more than one teacher for course credit, without prior approval.

B. Plagiarism: **Plagiarism means taking another's words, thoughts, or ideas, and representing them as your own.**

Some examples of plagiarism include but are not limited to the following:

1. **Using all or part of another's speech, paper, or ideas as your own,**
2. using a direct quotation without citing the source,
3. copying a passage word for word and not using quotation marks and/or not citing the source,
4. substituting words or rearranging the phrasing of a passage without indicating that changes have been made and without citing the source,
5. rearranging the order of sentences or ideas from the original passage and presenting it as your own without citing the source,
6. not acknowledging or documenting sources when you have used them in any way to influence your ideas and/or phrasing,
7. **without your current teacher's permission, reusing a paper, speech, or assignment you created for a different class**

C. Inappropriate Use of Technology: Any use of technology tools and applications that does not enhance learning.

Some examples of inappropriate technology use include but are not limited to:

1. Storing information on a phone or other device so you can look at it during a test,
2. using a cell phone or other device to share answers during an exam,
3. taking a picture of a test and sending it to others,
4. **using a device to record answers from another student's test,**
5. using translation web sites or software to produce more than a few words in a second language assignment,
6. using a cell phone or other device to search the Internet during an exam,
7. using a cell phone or other device to give advance warning about test information,
8. **accessing anyone else's stored work from their device,**
9. using programs on a calculator, cell phone, or other device without the knowledge and consent of the teacher,
10. **using a programmable calculator as an "electronic cheat sheet,"**
11. copying text from a web site and turning it in as your own work

Each Student has the responsibility to:

1. not participate, either directly or indirectly, in cheating or plagiarism,
2. actively discourage cheating or plagiarism by others,
3. report any known incidents of plagiarism or cheating,
4. abide by the Honor Code

Faculty and Staff have the responsibility to:



1. inform students of the Rosemount High School cheating/plagiarism policy and of any specific interpretation of the policy unique to a given course,
2. actively discourage cheating and plagiarism by students,
3. report and act on instances of cheating and plagiarism appropriately.

Parent/Guardian(s) have the responsibility to:

1. work in conjunction with Rosemount High School faculty and staff to educate their child about academic integrity,
2. encourage their child to uphold the standards of the Rosemount High School Honor Code.

Consequences

1. **Students involved in cheating or plagiarism will receive a "0" (no credit) on the test,** paper, or assignment in question. A referral from the teacher will be submitted and parent/guardian will be notified by a teacher or administrator based on the circumstances. Students may be required to re-submit the work, assignment, or retest in order to be eligible to earn credit for the individual item or for the entire course.
2. Additional penalties may include but are not limited to the following:
  - Loss of a National Honor Society membership.
  - Loss of eligibility for admission into a National Honor Society.
  - Loss of Honor Graduate status.
  - Loss of an Academic Letter and/or eligibility for an Academic Letter.
  - Loss of other privileges, leadership positions, or opportunities requiring trustworthiness and responsibility.
3. Rosemount High School reserves the right to assign additional consequences based on the severity of the offense up to and including suspension. Rosemount High School aligns academic honesty policies with similar policies at high schools, colleges and universities.

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# STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR MISBEHAVIOR

The Independent School District 196 School Board has approved the Disciplinary Regulations as printed below (503.3AR):

## OVERVIEW

The consequences for misbehavior are designed to be fair, firm and consistent for all students in District 196. They apply to K-12, early childhood and adult basic education (ABE) students in any school or other district building, on district property, in district vehicles, at school bus stops and at school or district events.

Administrators may involve law enforcement authorities as necessary. If a student violates a district policy or regulation which is also a violation of a law, the student will be referred to the police, in addition to being dealt with as described here. In accordance with state law, administrators will refer to the juvenile delinquency or criminal justice system any student who brings a firearm to school unlawfully.

Administrators or the Transportation Department Student Conduct Specialist may recommend longer suspensions, expulsion or other discipline on a case-by-case basis with approval from the appropriate district-level director. This may include more severe consequences for students with multiple offenses in different categories of misbehavior.

In the charts that were mailed home to you by the district (Students Rights and Responsibilities Handbook) as well as posted at this site, suspension is defined as out-of-school suspension. A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon on the following school day.

## Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) gives students and parent's rights regarding student surveys and other matters. PPRA, as revised by the No Child Left Behind (NCLB) Act of 2001 requires the following:

Districts must directly notify parents and students each year of their rights under the law.

Districts must receive written consent of the parent or adult student before administering any student surveys funded by the United States Department of Education (USDOE) if the survey includes "protected" information regarding any of the following "protected" topics:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problem of the student or his or her family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating behavior;
- Critical appraisals of the student's family;
- Privileged relationships recognized by law such as those with attorneys, physicians and ministers;
- Religious practices, affiliations, or beliefs of the student or his or her family, or
- Income (does not include requests for information used to determine eligibility in state and/or federal programs or for receiving financial assistance).

Parents have the right to notice, and an opportunity to "opt out" of any of the following:

- A survey not funded by the USDOE that includes one or more of the protected" topics;
- Activities involving the collection, disclosure or use of personal information obtained from students for the purpose of marketing, selling or otherwise distributing said information to others, or
- Any non-emergency invasive physical exams or screenings that are required for attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate safety of the student or other students, except for hearing, vision, or scoliosis screenings, or others as permitted or required by state law.

Parents and eligible students have the right to inspect certain materials prior to a district participating in a survey. A request to inspect materials can be made to the building principal. Available for review will be:

- Surveys that seek information about the protected topics;
- Documents and instruments used to collect personal information from students if used in marketing, sales or distribution to others, and

- Instructional materials used as part of the educational curriculum or as part of student surveys conducted under sections listed above.

Parents and eligible students can report violations of the PPRA by contacting the United States Department of Education Policy Compliance Office, 400 Maryland Avenue SW, Washington DC 20202-4605.

Collection, protection and use of data obtained from students is governed by District Policy 801 and Administrative Regulation 801.9AR (Use of Students, Employees and/or District Data for Research) and District.

## **POLICY AGAINST HARASSMENT AND VIOLENCE, AND HAZING - STUDENTS**

1. Everyone at Rosemount High school has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence, and hazing on the basis of sex, race, religion, color, creed, national origin, marital status, disability, status with regard to public assistance, sexual orientation or age.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following items when they are related to sex, race, religion, color, creed, national origin, marital status, disability, status with regard to public assistance, sexual orientation or age:
  - a. Name-calling, jokes or rumors;
  - b. Pulling on clothing;
  - c. Graffiti;
  - d. Notes or cartoons;
  - e. Unwelcome touching of body or clothing;
  - f. Offensive or graphic posters or book covers, or
  - g. Words or actions demeaning or hostile to sex, race, religion, color, creed, national origin, marital status, disability, status with regard to public assistance, sexual orientation or age that make it hard for you to come to school, to do your schoolwork or that embarrass you.
  - h. Bullying
  - i. Intimidation of others
3. A hazer may be a student or an adult. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
4. If any words or actions demeaning or hostile to sex, race, religion, color, creed, national origin, marital status, disability, status with regard to public assistance, sexual orientation or age, make it hard for you to come to school, to do your schoolwork or embarrass you, you need to tell a teacher, counselor, principal or one of the District 196 Human Rights Officers. You may also make a written report and give it to a teacher, counselor, principal or one of the District 196 Human Rights Officers.
5. We take seriously all reports of harassment and violence, and hazing, and will take all appropriate actions based on your report. Your right to privacy will be respected as much as possible.
6. The district will also take action if anyone tries to intimidate you or take action to harm you because you have reported harassment, violence or hazing.
7. This is a summary of the District 196 policy against harassment and violence, and hazing. Complete policies are available in school and district offices.

## **HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW. HAZING IS AGAINST THE LAW. ANTI-DISCRIMINATION**

District 196 complies with state and federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and the Minnesota Human Rights Act. No person protected by these laws shall, on the grounds of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any educational program or activity operated by the district.

The superintendent develops and implements programs and processes to:

- Assure district compliance in educational programs, athletics, counseling, activities and facilities;
- Evaluate district operations in terms of applicable federal and state laws prohibiting discrimination;
- Set up a Title IX grievance process and appoint a district Title IX compliance officer, and
- Set up a Section 504 grievance process and appoint a Section 504 compliance officer.
- Students are responsible for reporting to their principal any evidence of discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age in the district.

**Title IX Grievance Process** -- Any district student who believes himself or herself to be a victim of discrimination on the basis of sex in violation of Title IX may file a grievance in writing with the District 196 compliance officer (the School District Attorney) if not grievable by means of another grievance procedure. The grievance must be filed within seven calendar days of the alleged discriminatory act or conduct, or the grievance will be waived.

The School District Attorney may be reached at 14445 Diamond Path West, Rosemount, Minnesota 55068, or by telephone at 651-423-7883.

### **Contact for students**

#### **kindergarten-grade 5:**

District 196 Human Rights Officer  
Sally Saladay, Director of Elementary Education  
14445 Diamond Path West  
Rosemount, MN 55068-4199  
Phone: 651-423-7782

### **Contact for students**

#### **grades 6-12:**

District 196 Human Rights Officer  
Mark Parr, Director of Secondary Education  
14445 Diamond Path West  
Rosemount, MN 55068-4199  
Phone: 651-423-7712

## **CONSEQUENCES**

Students are expected to not engage in the following activities found in the Student Rights and Responsibilities Handbook which was mailed to you and posted at this site. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, or at a school bus stop. The consequences may also apply for misbehaviors which take place at other locations, but directly affect school programs or activities. The administrator may recommend longer suspensions, expulsion or other discipline on a case-by-case basis with approval from the appropriate district-level director. This may include more severe consequences for students with multiple offenses in different categories of misbehavior.

For each misbehavior described in the charts, there are specific consequences for first, second, third and fourth violations. The definitions of those consequences, and other consequences for misbehavior, are as follows:

“\*” (high schools) – Student conference and parent or guardian notification; may include, but is not limited to parent conference, restitution, detention and up to one-day in-school or out-of-school suspension.

**Chemical Assessment (middle and high school)** – Secondary students who violate certain rules regarding alcohol and chemicals may opt to have a lesser consequence if the student obtains a chemical assessment and adheres to the assessment recommendations. Assessment will be at the expense of the student’s parent(s) or guardian(s) (or the adult student, if age 18 or older). A release form must be signed by the student and student’s parent(s) or guardian(s) to share appropriate information with the school district.

**LIST OF TERMS**—Here is a list of terms that were found in the Student Rights and Responsibilities Handbook that was mailed home by the district and is posted at this site.

**Detention** – Requirement for a student to remain in school or attend school outside normal school hours.

**Dismissal** – Dismissing a student from school for less than one school day.

**Exclusion** – Action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time not to extend beyond the school year.

**Expulsion** – A school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.

**Expulsion from Bus** – Transportation Department Student Conduct Specialist or school administrator action to prohibit a student from riding a school bus or other district vehicle for up to 12 months from the date of the expulsion.

**Fine** – A financial penalty assessed of a student by the school.

**Mediation** – Mediation is designed to:

- Prevent minor misbehaviors from escalating to the point where disciplinary consequences need to be applied. (For example, teasing, name-calling, spreading rumors, etc., can be mediated if both parties are willing to participate.)
- Resolve interpersonal conflicts that may also require disciplinary consequences. (For example, after a student has received the designated disciplinary consequences for physical fighting, he or she could be offered the option of mediation to prevent the problem from escalating in the future.)

**Notification of Parent or Guardian** – Conversation (in person or by telephone) and/or written contact between a school employee (usually a teacher, student support staff member or administrator) and a student’s parent or guardian.

**Notification of Police** – Contact by the school administration or Transportation Department with the local police department to inform them about an illegal misbehavior engaged in by a student.

**Parent Conference** – Scheduled meeting between a school employee and a student’s parent or guardian.

**Removal from Class** – Action taken by a teacher, principal or other district employee to prohibit a student from attending one or more class periods or activity periods for up to five days.

**Restitution** – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.

**School Service** – Performing various projects throughout the building.

**Suspension, In-School** – Action taken by a teacher, principal or other district employee to prohibit a student from attending more than one class and/or activity period for a period of time not to exceed five days.

***Suspension, Out-of-school*** – Action taken by the school administration to prohibit a student from attending school for a period of time of no more than 10 school days. (A one-day suspension is for a consecutive period of time equivalent to one school day. If a student's total days of removal from school exceeds 10 cumulative days in a school year, the district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian prior to removing the student from school. The purpose of the meeting shall be to attempt to determine the student's need for assessment or other services.

***Referral to Dakota County Judicial Center (middle and high school)*** – For secondary school students who misbehave for the first time in the areas of theft, or knowingly receiving or possessing stolen property; trespassing, or damage of property (vandalism). Unless there are compelling circumstances (which will be documented by the principal), the principal will offer the student's parent(s) or guardian(s) (or the adult student, if age 18 or older) to refer the student to the Dakota County Judicial Center and to reduce the required number of days of suspension. The parent(s) or guardian(s) (or adult student, if age 18 or older) may choose to accept or not accept the optional consequence.

***Notification to Teachers/Staff*** - Teacher notification will occur on District Procedure 503.3.5P, Staff Notification of Violent Behavior by Students, with a copy placed in the student's educational record and retained pursuant to the school district's records retention schedule. Written notification should be provided to all of the student's classroom teachers. Building principals have discretion to provide notice to other staff members who also interact with the student. Written notification to the teacher will occur prior to the placement of a student in the teacher's classroom whenever possible.

Once a student has been identified as a student with a history of violent behavior, notification will be extended accordingly for each new incident of violent behavior that occurs.

***Truancy*** – Students who have seven or more unexcused absences or excessive tardies are in violation of state law and subject to referral to Dakota Courts Truancy Program. The following letters will be filed with the county: Notice of truancy; Notice of habitual truancy; Notice of continuing habitual truancy.

# Rosemount High School Student Expectations

Rosemount High School students are expected to:

***Respect the rights of others.***

***Be on time to class every day.***

***Attend class every day.***

***Contact each teacher to set up a plan to complete work missed due to an absence.***

(Students have two days for each day absent to complete work, unless otherwise specified by the teacher.

Students are expected to turn in *long term assignments* when returning from an absence.)

***Put forth their best effort in school work and activities by being an active learner and participant in classroom and co-curricular activities.***

***Adhere to and cooperate in following all school policies and regulations.***

***Help establish and maintain a safe and productive learning environment.***