

# Rosemount High School Student Handbook 2009 – 2010



<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 2009-2010 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**
- **serving as a catalyst for creativity, innovation, and lifelong learning**

# 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 |
| Alger, Christine, Family/Consumer Science                   | 94400 |
| Anderson, Douglas, Career Development                       | 94401 |
| Anderson, Leigh, Career Development                         | 95452 |
| Baertsch, Dave, Career Development                          | 94488 |
| Baker, Scott, English/Language Arts                         | 94430 |
| Barbes, Jason, Special Education.                           | 94415 |
| Beckius, Jaclyn, Adaptive Physical Education                | 93041 |
| Bender, Heather, Science                                    | 94425 |
| Bender, Steven, Physical Education/Health                   | 94405 |
| Bergstedt, David, Health/Safety Education.                  | 94407 |
| Bergstedt, Tim, Physical Education/Health                   | 94395 |
| Bierly, David, School Counselor (Mi-Sa)                     | 37527 |
| Biers, Susan,* Social Studies                               | 94409 |
| Bills, Kurt, Social Studies                                 | 94531 |
| Blaine, John, Special Education                             | 95196 |
| Blaz, Alicia, Special Education                             | 93315 |
| Boldus, Jennifer,* School Counselor Coordinator (Do-Ht)     | 37521 |
| Boncqquet, Ann, Special Education.                          | 94554 |
| Borg, Amy, Science  |       |
| Borowy, Marina, Spanish                                     | 94417 |
| Brooks, Charles, English/ Language Arts                     | 37806 |
| Brown, Charles, Physical Education/Health/Safety Education. | 94411 |
| Budde, Kim, Assistant Principal                             | 37509 |
| Byers, Kathy, Mathematics                                   | 95672 |
| Carlson, David, Science                                     | 94414 |
| Cassano, Michael, Social Studies                            | 94533 |
| Cassano, Tracy, Physical Education                          | 92884 |
| Clausen, Kathryn, Special Education.                        | 94497 |
| Claussen, Lori, Special Education                           | 93197 |
| Colbert, Kathleen, School Counselor (A-Dn)                  | 37522 |
| Conboy, Timothy, Administration                             | 37515 |
| Dallas, Kim, English/Language Arts                          | 98842 |
| Daniel, Anthony, Spanish                                    | 95656 |
| DeVries, Kris, School Counselor (Mi-Sa)                     | 37527 |
| Drew, Patti, Science  | 37808 |
| Dunn, Marge, English/Language Arts                          | 94542 |
| Ellingson, LaRae,* French                                   | 94420 |
| Endersbe, Julie, School Counselor (Sb-Z)                    | 37524 |
| Erdmann, Jeff, Social Studies                               | 94516 |
| Erickson, Lizabeth, Social Studies                          | 94422 |
| Erickson, Shelley,* Family/Consumer Science                 | 94423 |
| Ewen, Jeanne, Physical Education                            | 92832 |
| Fendrich, Brian, Mathematics                                | 94392 |
| Fendrich, Marta, Spanish                                    | 94391 |
| Fenske, Kymberly, Psychologist                              | 37528 |
| Floersch, Michael, Mathematics                              | 94525 |

|   |       |
|---|-------|
| Freeman, Edward, Social Studies                         | 95450 |
| Gamache, Greg, Social Studies                           | 94445 |
| Gonzalez, Gabe, Science                                 | 94419 |
| Grothe, Thomas, Work Experience Program.                | 37829 |
| Guswiler, Greg, Business                                | 94457 |
| Halverson, Jeff,* Technical Education                   | 37551 |
| Handler, Elliot, English/Language Arts                  | 94546 |
| Harder, Christopher, Social Studies                     | 94539 |
| Harrison, Ryan,* Business                               | 94555 |
| Hartzberg, Wallace, Social Studies                      | 94435 |
| Hatleli, Jay, Social Studies                            | 94394 |
| Hatleli, Sara, Mathematics                              | 94537 |
| Heebl, Dale*, Science                                   | 97563 |
| Hein, Darci, Mathematics                                | 93340 |
| Helgeson, Kristin, Mathematics                          | 94474 |
| Hoekstra, Josh, Social Studies                          | 94529 |
| Hoffman, Thomas, English/Language Arts                  | 37809 |
| Hubbard, Mark, Video/Multimedia                         | 94442 |
| Jacobson, Nancy, English/Language Arts                  | 94436 |
| Johnson, Carol,* Instructional Technology Coordinator   | 37556 |
| Kachelmacher, Jon, English/Language Arts                | 94447 |
| Kanitz, Veda, Science                                   | 94448 |
| Kauffeld, Chris, Spanish                                | 94465 |
| Kelly-Carroll, Maureen,* Special Education Coordinator. | 37520 |
| Kirkham, Daniel, English/Language Arts                  | 94559 |
| Kline, Ann Marie, Science                               | 94552 |
| Kot, Andrew, Science                                    | 93351 |
| Kraemer, Lauren, Chemistry                              |       |
| Kuehn, Lance, Science                                   | 94505 |
| Larson, Brett,* Physical Education/Health               | 94440 |
| Larson, Tracy, Spanish/Diversity Coordinator            | 94558 |
| Luepker, Heather, Speech Clinician                      | 94492 |
| Luhman, Diane, Business                                 | 94454 |
| Macho, Scott, Mentorship Program                        | 92196 |
| Manning, Michael, Athletic Director/Assistant Principal | 37507 |
| Maresh, John, Technical Education                       | 94506 |
| Martinson, Lori, School Counselor (Hu-Mh)               | 37525 |
| Matheson, James, Mathematics                            | 94455 |
| Medlin, Patricia, Social Studies                        | 94429 |
| Miller, Nathan, English/Language Arts                   | 94548 |
| Monn, Sarah, Special Education.                         | 94458 |
| Moreno, Guillermo, Spanish                              | 94459 |
| Morris, Christina, Dance                                | 94543 |
| Norris, James, Video & Multimedia Coordinator           | 37539 |
| O'Donnell, Lori, School Nurse                           | 37533 |
| O'Sullivan, Michael, *Instructional Media Center        | 37557 |
| Olsen, Steve,* Instrumental Music                       | 37541 |
| Olstad, Ann, Mathematics                                | 92193 |

|   |       |
|---|-------|
| Peterson, Karl, Mathematics               | 94479 |
| Petri, Kathryn, Art                       | 94451 |
| Rabanus, Ian, Technical Education         | 94544 |
| Raimann, Annette, Special Education       | 94509 |
| Ratts, Jill, Work Experience Program      | 94556 |
| Kari Raymond, Mathematics                 | 94461 |
| Redd-Jones, Julie, Special Education      | 94538 |
| Reinartz, Thomas, English/Language Arts   | 94473 |
| Rice, Megan, Special Education            |       |
| Roback, Peter, Assistant Administrator    | 37510 |
| Robohm, Michelle, Mathematics             | 94470 |
| Rollie, Kimberly, Special Education.      | 94545 |
| Rosauer, Jodi, Social Studies             | 94408 |
| Ross, Nancy, Speech Clinician             | 37807 |
| Rustad, Jill, Science                     | 94387 |
| Sandberg, Sandra, English/Language Arts   | 94478 |
| Sandham, Laura, Choir                     | 95655 |
| Scott, Thomas, Social Studies             | 94482 |
| Senkler, Serene, Science                  | 94406 |
| Senta, Frank, Mathematics                 | 94484 |
| Sieve, Leon, Instrumental Music           | 94547 |
| Starr, Barbara,* Work Experience Program  | 37824 |
| Storley, Drew, TOSA                       | 37513 |
| Storm, Nancy,* English/Language Arts      | 94489 |
| Sturm, Cristina, French                   | 94550 |
| Sullivan, Denise, Work Experience Program | 37820 |
| Sullivan, Susan, German                   | 95459 |
| Swanson, Chris, Social Studies            | 94393 |
| Theisen, John, Instrumental Music         | 95457 |
| Tipler, Lindsey, Science                  | 94511 |
| Tooley, Denise, Special Education         | 92292 |
| Toso, Gina, Choir                         | 94396 |
| Trussell, Brian, Science                  | 94431 |
| Tyszko, Renee, Special Education          | 92071 |
| VanDeBogart, Susan, Special Education.    | 94493 |
| Wahl, Tim, Mathematics                    | 94418 |
| Wallin, Barry, Mathematics                | 94498 |
| Walseth, Heather, Special Education       | 92309 |
| White, Deborah, Mathematics               | 94501 |
| Willaby, Amy, English/Language Arts       | 92191 |
| Williams, Parc, Physical Education/Health | 94483 |
| Wolf, Mary, Special Education             | 94499 |
| Wollersheim, John, Principal              | 37503 |

\* 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 4:00 p.m. Monday through Thursday and 3:15 p.m. on 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.**

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 obscene, abusive or discriminatory, gang-related, or which advertise drugs, alcohol or tobacco. Dress or grooming which is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Students will be subject to disciplinary consequences in the event of noncompliance with these regulations.

## **FINES**

Schools shall charge students for lost or damaged/destroyed books, materials, supplies 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.

## **INSTRUCTIONAL MEDIA CENTER**

Access to Instructional Media Center resources is available Monday-Thursday from 6:45 a.m.-4:00 p.m., and from 6:45 a.m.-3:15 p.m. on Friday. Passes to the Instructional Media Center are required from classes as well as from study hall. Instructional Media Center passes are for that area only. The pass issued must specify either library or the computer lab; they are not interchangeable. Students may check out books and/or videos using their students ID's. The RHS library is web-based with 24/7 access to the RHS book catalog, an online encyclopedia and over 30 different online research databases with access to 1,000's of newspapers, magazines, journals, primary documents, images and streaming video. Go to: <http://www.district196.org/rhs/library>. Home access passwords are in your student planner with additional copies in the library. No food, drink, or cell phone will be permitted in the Library.

## **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 sharing of lockers with fellow students is **not** advised due to security related problems.

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 [www.district196.org/foodservice/food-nutrition.cfm](http://www.district196.org/foodservice/food-nutrition.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.....    | \$ 2.20  |
| Student Reduced Price Lunch..... | \$ .40   |
| Milk.....                        | \$ .40   |
| One Year Lunch Pass.....         | \$382.80 |

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

|                                      |        |
|--------------------------------------|--------|
| Student Full Price Breakfast.....    | \$1.45 |
| 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.

Menu options will be published in the *Spotlight*, and are also available on the district website at: <http://www.district196.org>

## 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,

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 (651) 423-7777

Buses leave at 2:33 p.m.

Activity buses load at 5:05 p.m., and leave at 5:10 p.m. on Tues., Wed., Thurs.

| Period | Class and Lunch Schedule      |                 |                       |
|--------|-------------------------------|-----------------|-----------------------|
| 1      | 7:30 – 8:19                   |                 |                       |
| 2      | 8:25 – 9:14                   |                 |                       |
| 3      | 9:20 – 10:13                  |                 |                       |
| 4      | 10:19 – 11:08                 |                 |                       |
| 5      | Class                         | Lunch           | Lunch Dismissal Times |
|        | 11:38 – 12:31                 | A 11:08 – 11:38 | 11:32                 |
|        | 11:13 – 11:36 & 12:06 – 12:31 | B 11:36 – 12:06 | 12:02                 |
|        | 11:13 – 12:06                 | C 12:06 – 12:36 | 12:31                 |
| 6      | 12:36 – 1:25                  |                 |                       |
| 7      | 1:31 – 2:20                   |                 |                       |

### PARTIES DURING SCHOOL DAY

Parties and snacks are not allowed in the classrooms during the regular school day. School organizations and clubs may schedule parties outside the regular school day by requesting approval from the Assistant Principal.

### 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. Learn how to change your own tires and perform other routine or general maintenance tasks.
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 may keep pop and other bottled non-glass beverages or food in their lockers. However, **these items are to be consumed in the Student Center.** Students are reminded not to drink pop or other beverages in classrooms. Vending machines are located throughout the building for student use during designated hours.

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

Posters must be approved by a principal 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 the principal 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.**

### **MUSIC PLAYING DEVICES, PHONES (OR ANY SIMILAR DEVICES), PLAYING CARDS OR DICE, AND OTHER NUISANCE ARTICLES**

Disturbances which interrupt educational opportunities and theft problems may originate from music playing devices, skateboards, inline skates, hacky sacks, squirt guns, pagers, water balloons, cell phones, CD players, laser pens, playing cards or dice, and other nuisance articles. Students are advised not to bring such items to school. Violation of this rule will result in confiscation of the equipment and disciplinary consequences. Confiscated items will only be returned to a parent/guardian. However, if parents/guardians and students decide it is necessary, cell phones are to be worn in an inconspicuous fashion and must be kept on "silent signal" at all times on school grounds. Rosemount High School will not assume responsibility for investigating loss or theft of such articles. The Nuisance Article Policy will be **strictly enforced in all classroom and instructional settings.**

### **SCHOOL PHOTOS**

Lifetouch Studios will take photographs of RHS students, grades 9-11, on September 8, 2009. These photos are used for the yearbook and for student I.D. cards. Retakes will be offered on October 9, 2009. 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 items 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 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.

## **STUDY HALLS**

### **DETENTION STUDY HALL**

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.

### **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, MP3 players, CD players, etc.
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. No running, yelling or other forms of distracting behavior will be allowed.
3. Students are not allowed to sit on tables, the backs of chairs, or the brick dividers.
4. No card playing or other games will be permitted.
5. Students are not to use MP3 players, cell phones, CD/tape players, headphones, etc.
6. Passes will not be issued by the supervising teacher, except in an emergency, to the nurse; no locker passes will be issued.

7. Students who have a pass from an instructor must have it initialed by their supervisor.
8. During the last 15 minutes of the period, students may use the school phone or lavatory facilities with the permission of their area supervisor; one student will be allowed to leave at a time.
9. 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.
10. Students are to remain in their assigned areas until the dismissal bell rings.
11. Students are expected to be in attendance for all study halls, even if they are scheduled during periods one and seven.

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

For students who violate school rules and are removed from classes for one to three days.

#### **Guidelines**

1. Students are assigned to the TSH 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.

### **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**

Computers for student use are available in labs and mobile carts throughout the school. Microsoft Office, web browsers, Apple iLife, Macromedia Studio MX and Adobe CS3 are installed on most student computers. All students are assigned a username and password that provides access to resources on school servers and a location for saving school related files. 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, on-line forums, list service subscriptions, web based library databases, faculty and department web pages, co-curricular web pages and an alumni database.

## 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 503.6AR, Acceptable Use of Information Technology - Students
2. Computers are only for school related work.
3. No eating or drinking near computers.
4. Teachers with classes scheduled for a computer lab have preference over students with passes.
5. Drop-in students must have a valid pass to use the 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. To use the Internet, students must have district form 503.6P, Permission for Independent Student Access to the Internet, signed by a parent/guardian and on file with Rosemount High School.
7. While using the Internet, students are expected to follow the guidelines listed in District Administrative Regulation 503.6AR, Acceptable Use of Information Technology - Students, including those stated below.
  - a. Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. While on the Internet, students are expected to remain focused on the topic they are researching, and are expected to log off the system when the research is completed.
  - b. Any information downloaded from the Internet should be classroom-related.
  - c. Students are not permitted to use abusive language via electronic mail or list serves.
  - d. Students are not permitted to ever give out any personal information such as their address, telephone number, parent's or guardian's name, etc.
  - e. Students are required to always tell a teacher if they come across any information that is obscene, vulgar, sexually explicit or offensive.
  - f. No review or downloading of material that is obscene, vulgar, sexually explicit or offensive will be tolerated. (District policies regarding harassment, discrimination and similar issues also apply to the use of computer networks.)
8. 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 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.
9. Students who do not adhere to these guidelines, may experience a loss of privileges, suspension, expulsion, and contact with the student's parent or guardian and, if a violation of law has occurred, contact with law enforcement authorities.

## SCHOOLVIEW

SchoolView gives parents and students easy access via the internet to current information on their students. SchoolView lets 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 SchoolView.

Parents and students who used SchoolView 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:

### **SchoolView Start Up**

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

Select the "TIES SchoolView portal and fee pay" button

Scroll to "How to Sign Up for SchoolView & FeePay." 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 arrangements for alternative instruction.

## **VIDEO PRODUCTION CENTER**

The Video Production Center provides RHS students with facilities to produce videos for educational instruction in the classroom. The television studio and editing labs are home to the Video and Film Production, Introduction to Video Production, Introduction to Broadcast Journalism, Irish Update and Graphic Communications Technology classes. The multi-camera video studio has a variety of set and background capabilities, a lighting grid, studio cameras, and control booth for directing and producing. Editing suites offer both linear and non-linear video editing, as well as sound support and computer graphics for producing classroom projects and educational materials. Programming produced in the VPC may be broadcast to individual classrooms throughout the school and the community. Our goal is to give students the tools to visually enhance their presentations and expand their opportunity for learning through the use of multimedia. For information on scheduling lab times contact Mr. Norris or Mr. Hoffman at 651-423-7539, or stop by the VPC during after school labs.

## **VISITORS--Student Visitors**

As a matter of procedure, we do not allow student visitors (including graduates) to "drop in" at RHS during school hours. If students need to see a specific person or Guidance Office personnel, they should call for an appointment. Student visitors will not be allowed to attend school.

### **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.
  - g. If a visitor or a person who wants to visit a school believes this regulation has been improperly administered, she or he may request a further hearing with the Director of Elementary Instruction (for elementary schools) or the Director of Secondary Instruction (for middle and high schools). The hearing will take place within five school days of the request.

# 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 |    |   |     |

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.

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 throughout grades 9-12. Students who successfully complete a minimum of 6 trimester courses in **each** of the 9th, 10th, and 11th grade years and 5 trimester courses in the 12th grade year will qualify for the Honors Rank. To continuously qualify for the Honors Rank, students must successfully complete a minimum of 2 Honors/AP courses each trimester (one course in the fall trimester of their senior year).
2. Students must earn a grade of "C" or better for an Honors/AP class to count toward the total grade level minimums of 23 trimester courses. The transcripts of transfer students and students attending the School of Environmental Studies will be reviewed for qualifying coursework.
3. For qualifying students, both the Regular Class Rank and Honor Rank are listed on report cards and transcripts. 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" Regular Ranked students in the class along with qualifying Honor Ranked students achieving "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 progress reports are available 7 days a week, 24 hours a day via SchoolView.

If you already have a SchoolView account, please continue to use it. If your SchoolView 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 SchoolView account, instructions for starting one are found previously in this document.

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 on above.

### 2009-2010 Parent Teacher Conferences:

Fall Term: Thursday, October 22, 4:00-8:00 p.m.

Friday, October 23, 7:00-10:00 a.m.

Winter Term: Thursday, January 28, 4:00-8:00 p.m.

Friday, January 29, 7:00-10:00 a.m.

Spring Term: Thursday, April 29, 4:00-8:00 p.m.

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

## REPORT CARDS

A report card giving a final grade in each subject will be distributed to students to be brought home at the end of the second week following final exams. Trimester Three report cards will be mailed home shortly after that trimester is completed. 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 SchoolView website to gain instant access to their student's academic progress in classes. If you do not have a SchoolView account, instructions for starting one are found on page 12 of this calendar.

## 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**

Beginning with the class of 2010, all Minnesota public schools students must pass the grade 10 reading MCA-II/GRAD test given for the first time in grade 10 and the grade 11 math MCA-II/GRAD test given for the first time in grade 11. In order to graduate students must be proficient on the MCA-II (achieve at or above proficiency) or be proficient on the GRAD component (achieve a passing score on the portion of the test that measures the essential requirements for success beyond high school).

Beginning with the class of 2010 and beyond, all Minnesota public school students must pass the grade 9 GRAD test of Written Composition which is given for the first time in grade 9. A passing score on the written composition test is defined by the state as a score of 3 or better.

Test dates for 2009-10 are as follows:

- Grades 10-12 GRAD Tests of Written Composition Retests - November 3 and (for any students in grades 10-12 who have not passed the test) an April 20 (for seniors only).
- GRAD Test of Written Composition - April 13 (for all students in grade 9).

Students in grades 10 and 11 will take the Minnesota Comprehensive Assessments - Series II (MCA-IIs) in April. The MCA-IIs were developed by the state of Minnesota to evaluate district, school and individual student progress on the state academic standards.

Test dates are as follows:

- The reading test for students in grade 10 will be given April 13 and 14.
- The math test for students in grade 11 will be given April 13 and 14.
- The science test for students in grade 10 will be during the administration window of April 26 - May 21.

### **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 ten 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 ten 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

## Grade 9

### 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 (*permission only*)]

### Mathematics

3 trimester courses (Algebra I Concepts ABC or Algebra I 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 Science ABC or Honors Earth Science ABC (*permission only*)]

### Social Studies

3 trimester courses [Government and Citizenship ABC or Honors Government and Citizenship ABC (*permission only*)]

### Electives

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

## Grade 10

### English/Language Arts

3 trimester courses [English 10 ABC or Advanced Placement United States History and Honors American Literature ABC (*permission only*)]

### 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 (*permission only*) or Biology ABC or College Preparation Biology ABC or Advanced Placement Biology ABC (*permission only*)]

### Social Studies

3 trimester courses [United States History ABC or Advanced Placement United States History and Honors American Literature ABC (*permission only*)]

### Electives

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

## Grade 11

### English/Language Arts

3 trimester courses [English 11 ABC (American Literature/Composition) 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 are equal to or greater than 15.

## Grade 12

### English/Language Arts

3 trimester courses

### 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 are 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 L.I.F.E.

## 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 are 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<br>(Deutsche Ehrenverbindung)               | Susan Sullivan                |
| Color Guard  | Leon Sieve                                | National Honor Society  | Scott Baker, Heather Walseth  |
| Dance  | Christina Morris                          | National Spanish Honor Society<br>(La Sociedad Honoraria Hispanica) | Department Members            |
| Debate   | Cort Sylvester                            | National Tri-M Honor Society  | John Theisen                  |
| Distributive Education Club of America (DECA)                    | Ryan Harrison                             | Science Olympiad  | Dale Heebl                    |
| International Club   | Julie Redd-Jones                          | Speech Team   | Cort Sylvester                |
| Instrumental Music   | Steve Olsen<br>Leon Sieve<br>John Theisen | Students Against Destructive Decisions (SADD)                       | ?                             |
| Irish Green Team   | Veda Kanitz                               | Theatre/Music Productions   | Thom Hoffman<br>Steve Albaugh |
| Literary Arts Magazine ( <i>Shadows</i> )                        | Kim Dallas, Kathryn Petri                 | Video Production  | Jim Norris                    |
| Math Team  | Brian Fendrich                            | Vocal Music   | Steve Albaugh<br>Gina Toso    |
| Mock Trial   | Julie Redd-Jones                          |   | Laura Sandham                 |
| National Art Honor Society                                       | Kathryn Petri                             |   | Patricia Drew                 |
| National French Honor Society<br>(Societe Honoraire de Francois) | La Rae Ellingson                          | Yearbook ( <i>Rohian</i> )  |                               |

## STUDENT LEADERSHIP AND SERVICE

Peer Programs

David Bierly, Kathleen Colbert, Drew Storley

Student Council

Chuck Brooks, Drew Storley

# MUSIC, DRAMA, AND DANCE

## Productions and Performances

|                          |  |                        |                                    |                  |   |
|--------------------------|--|------------------------|------------------------------------|------------------|---|
| <b>Fall Play</b>         |  |                        |                                    |                  |   |
| Director                 | Thom Hoffman   |                        |                                    |                  |   |
| Performances             | October 22, 23, 24 @ 7:00 pm<br>October 25 @ 2:00 p.m.   | Performing Arts Center |                                    |                  |   |
| <b>ONSTAGE</b>           |  |                        |                                    |                  |   |
| Director                 | Steven Albaugh   |                        |                                    |                  |   |
| Performances             | December 10, 11, 12 @ 7:00 pm<br>December 13 @ 2:00 p.m. | Performing Arts Center |                                    |                  |   |
| <b>Musical</b>           |  |                        |                                    |                  |   |
| Director                 | Mark Hubbard   |                        |                                    |                  |   |
| Performances             | May 6, 7, 8 @ 7:00 pm<br>May 9 @ 2:00 pm                 | Performing Arts Center |                                    |                  |   |
| <b>Winter Play</b>       |  |                        |                                    |                  |   |
| Director                 | Thom Hoffman   |                        |                                    |                  |   |
| Performances             | February 18, 19, 20 @ 7:00 pm<br>February 21 @ 2:00 p.m. | Performing Arts Center |                                    |                  |   |
| <b>Dance Performance</b> |  |                        |                                    |                  |   |
| Director                 | Christina Morris   |                        |                                    |                  |   |
| Performances             | March 12, 13 @ 7:00 pm<br>March 14 @ 1:00 pm             | Performing Arts Center |                                    |                  |   |
| <b>Musical</b>           |  |                        |                                    |                  |   |
| Director                 | Mark Hubbard   |                        |                                    |                  |   |
| Performances             | May 6, 7, 8 @ 7:00 pm<br>May 9 @ 2:00 pm                 | Performing Arts Center |                                    |                  |   |
| <b>Dance Performance</b> |  |                        |                                    |                  |   |
| Director                 | Christina Morris   |                        |                                    |                  |   |
| Performances             | May 28 @ 7:00 pm   | Performing Arts Center |                                    |                  |   |
|                          |  |                        | <b>Vocal Music Concerts</b>        |                  |   |
|                          |  |                        | October 29                         | 6:00 & 7:30 p.m. | Fall Choral Concerts                              |
|                          |  |                        | November 8                         | 7:30 p.m.        | Dakota Valley Choral Festival                     |
|                          |  |                        | December 21                        | 6:00 & 7:30 p.m. | Holiday Choral Concerts                           |
|                          |  |                        | January 14                         | 7:00 p.m.        | East Pyramid Choir Concert                        |
|                          |  |                        | April 1                            | 6:00 & 7:30 p.m. | Showcase Choral Concerts                          |
|                          |  |                        | April 3                            | All Day          | Solo and Ensemble                                 |
|                          |  |                        | June 2                             | 7:00 p.m.        | Spring Choral Concert and Awards - Upper Classmen |
|                          |  |                        | June 3                             | 7:00 p.m.        | Spring Choral Concert and Awards - Freshmen       |
|                          |  |                        | <b>Instrumental Music Concerts</b> |                  |   |
|                          |  |                        | September 13                       | 1:00 pm          | Marching Band Festival                            |
|                          |  |                        | November 1                         | 7:00 p.m.        | Band Concert                                      |
|                          |  |                        | January 11                         | 6:00 & 8:00 p.m. | Band Concerts                                     |
|                          |  |                        | January 12                         | 7:00 p.m.        | RHS/RMS/SHMS                                      |
|                          |  |                        | February 22                        | All Day          | Band Concert                                      |
|                          |  |                        | February 28                        |                  | Solo and Ensemble                                 |
|                          |  |                        | March 4                            | 7:00 p.m.        | Percussion Festival Concert                       |
|                          |  |                        | March 16                           | 6:00 & 8:00 p.m. | Jazz Concert                                      |
|                          |  |                        | May 17                             | 6:00 & 8:00 p.m. | March Madness Band Concert                        |
|                          |  |                        |                                    |                  | Spring Band Concert and Awards                    |
|                          |  |                        | June 1                             | 7:00 p.m.        | Theatre Arts and Dance Awards                     |

## 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       | Mike Floersch    |
| Soccer (Girls')            | V-JV-B-9A-9B   | Kevin Adams      |
| Swimming & Diving (Girls') | V-JV           | Jim Ertl         |
| Tennis (Girls')            | V-JV           | Dana Beck        |
| Volleyball (Girls')        | V-JV-B-9A-9B   | Kristin Helgeson |

### WINTER

| SPORT                     | LEVELS OFFERED | CONTACT PERSON   |
|---------------------------|----------------|------------------|
| Basketball (Boys')        | V-JV-B-9A-9B   | Bryan Schnettler |
| Basketball (Girls')       | V-JV-B-9A-9B   | Sam McDonald     |
| Girls' Figure Skating     | V              | Ann Harschutz    |
| Gymnastics (Girls')       | V              | Jason Passeri    |
| Hockey (Boys')            | V-JV           | Scott Macho      |
| Hockey (Girls')           | V-JV           | Tracy Cassano    |
| Irishettes (Girls')       | V-JV           | Serene Senkler   |
| 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           | Jim Ertl         |
| Wrestling (Boys')         | V-JV-9         | Brett Larson     |

### SPRING

| SPORT                    | LEVELS OFFERED | CONTACT PERSON |
|--------------------------|----------------|----------------|
| Baseball (Boys')         | V-JV-B-9       | Chris Swansson |
| Golf (Boys')             | V-JV           | Greg Gamache   |
| Golf (Girls')            | V-JV           | Barry Wallin   |
| Softball (Girls')        | V-JV-C-9       | Jim Matheson   |
| Tennis (Boys')           | V-JV           | Jeanne Ewen    |
| 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           |                |

### MULTISEASON

| SPORT   | CONTACT PERSON |
|---|----------------|
| Adapted Athletics<br>(Girls' & Boys')<br>(fall, winter, spring) | Mike Manning   |
| Athletic Training<br>(Girls' & Boys')<br>(fall, winter, spring) | Jenna Manship  |
| Cheerleading Competition  | Mario Navarro  |
| 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

|                            |                |
|----------------------------|----------------|
| President                  | Alyssa Temte   |
| Vice-President             | Sarah Loquasto |
| Secretary                  | Katie Morrie   |
| Public Relations Directors | Kristen Farris |

### Student Government Advisors

|                         |              |
|-------------------------|--------------|
| Student Council Advisor | Chuck Brooks |
| Class Advisor           | Drew Storley |
| Prom Advisor            | Drew Storley |

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

NCAA Divisions I and II have adopted certain academic requirements that must be met for a student to qualify for both participation (i.e., practice and competition) in intercollegiate athletics and for the receipt of athletically related financial aid as a freshman.

### Academic-Eligibility Requirements Division I

#### 2009 - 2010

If you enroll in a Division I college before August 1, 2008, and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 14 core courses:

- 4 years of English
- 2 years of math (algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by your high school)
- 1 extra year of English, math or natural or physical science
- 2 years of social science
- 3 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
  - Earn a minimum required grade-point average in your core courses
  - Earn a combined SAT or ACT sum score that matches your core course grade-point average on the test score sliding scale that follows (for example, a 2.400 core-course grade-point average needs an 860 SAT).

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

**You will be a qualifier** if you meet the academic requirements listed above. As a qualifier, you: • Can practice or compete for your college or university during your first year of college; • Can receive an athletics scholarship during your first year of college; and • Can play four seasons in your sport if you maintain your eligibility from year to year.

**You will be a nonqualifier** if you do not meet the academic requirements listed above. As a nonqualifier, you: • Cannot practice or compete for your college or university during your first year of college; • Cannot receive an athletics scholarship during your first year of college, although you may receive need-based financial aid; and • Can play only three seasons in your sport if you maintain your eligibility from year to year (to earn a fourth season you must complete at least 80 percent of your degree requirements before beginning your fifth year of college).

## **Division I 2008 and Later**

If you enroll in a Division I college on or after August 1, 2008, and want to participate in athletics or receive an athletics scholarship during your first year, you must: • Graduate from high school;

• Complete these 16 core courses:

- 4 years of English

- 3 years of math (algebra 1 or higher)

- 2 years of natural or physical science (including one year of lab science if offered by your high school)

- 1 extra year of English, math or natural or physical science

- 2 years of social science

- 4 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);

• Earn a minimum required grade-point average in your core courses; and

• Earn a combined SAT or ACT sum score that matches your core course grade-point average and test score sliding scale on that follows (for example, a 2.400 core-course grade-point average needs an 860 SAT).

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

Requirement to graduate with your high school class: Beginning in 2007 and thereafter, you must graduate from high school on schedule (in eight semesters) with your incoming ninth grade class.

You may use one core course completed in the year after graduation (summer or academic year). You may complete the core course at a location other than the high school from which you graduated and may initially enroll fulltime at a collegiate institution at any time after completion of the core course.

## **Division II 2005 and Later**

If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must: • Graduate from high school; • Complete these 14 core courses:

- 3 years of English

- 2 years of math (algebra 1 or higher)

- 2 years of natural or physical science (including one year of lab science if offered by your high school)

- 2 extra years of English, math or natural or physical science

- 2 years of social science

- 3 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);

• Earn a 2.000 grade-point average or better in your core courses

- Earn a combined SAT score of 820 or an ACT sum score of 68.

There is no sliding scale in Division II.

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

You will be a qualifier if you meet the academic requirements listed above.

As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletics scholarship during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a partial qualifier if you do not meet all of the academic requirements listed above, but you have graduated from high school and meet one of the following:

- The combined SAT score of 820 or ACT sum score of 68; or
- Completion of the 14 core courses with a 2.000 core-course grade-point average.

As a partial qualifier, you:

- Can practice with your team at its home facility during your first year of college;
- Can receive an athletics scholarship during your first year of college;
- Cannot compete during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.
- Can play four seasons in your sport if you maintain your eligibility from year to year.

**Division I Core GPA and Test Score Sliding Scale**

| <b>Core GPA</b>   | <b>SAT</b> | <b>ACT</b> |
|-------------------|------------|------------|
| 3.550 & above ... | 400 .....  | 37         |
| 3.525 .....       | 410 .....  | 38         |
| 3.500 .....       | 420 .....  | 39         |
| 3.475 .....       | 430 .....  | 40         |
| 3.450 .....       | 440 .....  | 41         |
| 3.425 .....       | 450 .....  | 41         |
| 3.400 .....       | 460 .....  | 42         |
| 3.375 .....       | 470 .....  | 42         |
| 3.350 .....       | 480 .....  | 43         |
| 3.325 .....       | 490 .....  | 44         |
| 3.300 .....       | 500 .....  | 44         |
| 3.275 .....       | 510 .....  | 45         |
| 3.250 .....       | 520 .....  | 46         |
| 3.225 .....       | 530 .....  | 46         |
| 3.200 .....       | 540 .....  | 47         |
| 3.175 .....       | 550 .....  | 47         |
| 3.150 .....       | 560 .....  | 48         |
| 3.125 .....       | 570 .....  | 49         |
| 3.100 .....       | 580 .....  | 49         |
| 3.075 .....       | 590 .....  | 50         |
| 3.050 .....       | 600 .....  | 50         |
| 3.025 .....       | 610 .....  | 51         |
| 3.000 .....       | 620 .....  | 52         |
| 2.975 .....       | 630 .....  | 52         |
| 2.950 .....       | 640 .....  | 53         |

| <b>Core GPA</b> | <b>SAT</b>    | <b>ACT</b> |
|-----------------|---------------|------------|
| 2.925 .....     | 650 .....     | 53         |
| 2.900 .....     | 660 .....     | 54         |
| 2.875 .....     | 670 .....     | 55         |
| 2.850 .....     | 680 .....     | 56         |
| 2.825 .....     | 690 .....     | 56         |
| 2.800 .....     | 700 .....     | 57         |
| 2.775 .....     | 710 .....     | 58         |
| 2.750 .....     | 720 .....     | 59         |
| 2.725 .....     | 730 .....     | 59         |
| 2.700 .....     | 730 .....     | 60         |
| 2.675 .....     | 740-750 ..... | 61         |
| 2.650 .....     | 760 .....     | 62         |
| 2.625 .....     | 770 .....     | 63         |
| 2.600 .....     | 780 .....     | 64         |
| 2.575 .....     | 790 .....     | 65         |
| 2.550 .....     | 800 .....     | 66         |
| 2.525 .....     | 810 .....     | 67         |
| 2.500 .....     | 820 .....     | 68         |
| 2.475 .....     | 830 .....     | 69         |
| 2.450 .....     | 840-850 ..... | 70         |
| 2.425 .....     | 860 .....     | 70         |
| 2.400 .....     | 860 .....     | 71         |
| 2.375 .....     | 870 .....     | 72         |
| 2.350 .....     | 880 .....     | 73         |
| 2.325 .....     | 890 .....     | 74         |

| <b>Core GPA</b> | <b>SAT</b> | <b>ACT</b> |
|-----------------|------------|------------|
| 2.300 .....     | 900 .....  | 75         |
| 2.275 .....     | 910 .....  | 76         |
| 2.250 .....     | 920 .....  | 77         |
| 2.225 .....     | 930 .....  | 78         |
| 2.200 .....     | 940 .....  | 79         |
| 2.175 .....     | 950 .....  | 80         |
| 2.150 .....     | 960 .....  | 80         |
| 2.125 .....     | 960 .....  | 81         |
| 2.100 .....     | 970 .....  | 82         |
| 2.075 .....     | 980 .....  | 83         |
| 2.050 .....     | 990 .....  | 84         |
| 2.025 .....     | 1000 ..... | 85         |
| 2.000 .....     | 1010 ..... | 86         |

## **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.

**\$70.00 per student in grades 9-12 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 AND ACTIVITY LETTERS**

Block "R" letters are awarded to outstanding participants in all athletic activities, academics, AND in the following fine/performing arts activities: Academic Bowl, Chess, Debate, Drama, Instrumental Music, International Club, Literary Arts Magazine, Math Team, Mock Trial, Newspaper, Speech, Student Council, Vocal Music, and Yearbook. Students involved in co-curricular activities are also eligible to receive academic pins based on academic achievement.

## **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.

### ROSEMOUNT HIGH SCHOOL STUDENT ATHLETE ACADEMIC ELIGIBILITY

- A **Varsity or Junior Varsity** student-athlete at Rosemount High School who receives a final trimester grade of “D+” or lower in a class for a trimester must participate in a mandatory study hall for 15 days. The study hall will meet Monday through Thursday in Room 205 from 7:00-7:25 a.m. and Room 205 from 2:25-3:00 p.m. The supervising teacher will help tutor students on their areas of weakness. Strict attendance will be kept. If a student misses study hall for any reason or misbehaves during study hall, the student athlete will be ineligible in their sport for a week. As long as the student successfully attends each study hall, they will continue to be eligible. Students on **9th or 10th grade teams** will need to attend study hall two days per week instead of four and these dates and times will be chosen by the coach of the respective sport.
- After fifteen days of satisfactory progress in study hall, the student athlete will have their grades reviewed by the study hall monitor. If the grades note satisfactory progress (C- or above), they will no longer need to attend study hall. If the grades indicate unsatisfactory progress, attendance in the study hall will continue until the grades have improved.

### 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. Colbert   | A - Dn  |
| Ms. Boldus    | Do - Ht |
| Ms. Martinson | Hu- Mh  |
| Ms. DeVries   | Mi - Sa |
| Ms. Endersbe  | Sb - 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 give 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 2008-2009 school year are:

- T1 - August 18 - 26 (noon deadline)
- T2 - November 9 - 13
- T3 - February 10 - 17

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 SchoolView.

## HEALTH SERVICES

The school nurse is in charge of the Health Services Office (HSO). The 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 Information Cards:** Cards should be completed by a parent/guardian each school year and be on file in the HSO for each individual student.

**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 at the HSO 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 Health Services 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.

- Carrying out vision and hearing screening.
- Health counseling and guidance.
- 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 HSO. 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 HSO.
- 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 HSO for processing.
- Students who have a prolonged illness and are unable to attend school should contact the HSO for homework.

## HOMEBOUND INSTRUCTION

Students who are absent for 15 consecutive days, or 15 days related to the same illness, may receive homebound instruction. This involves a teacher coming to the home one hour for each day of absence.

## 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. Storley during the first two weeks of school. Peer mediators may miss up to one class period per trimester.

## 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 PERMIT

All students who drive a car to school and park on the school property **MUST REGISTER** their 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 September 10 for Trimester 1, December 3 for Trimester 2 and March 10 for Trimester 3.** A \$60.00 per trimester parking fee will be collected prior to issuance of a parking permit. No more than one permit will be issued per student per trimester. Students who have purchased a parking permit may park in the south parking lot ONLY and **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 \$4.00 charge EACH DAY. Students with outstanding 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 \$10.00 will be charged for violating parking policy.**

**There will be a \$10.00 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

By completing the parking permit form, 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.

**Purchasing parking stickers for trimester 1 (2009-2010)**

1. Priority 1 students (seniors, work program, career development, out of district students, and PSEO) may purchase parking stickers **September 8** in the office.
2. Priority 1 students (seniors, work program, career development, out of district students, and PSEO) may purchase parking stickers **September 9** in the student center from 6:30 to 7:25 a.m. The rest of the day you may purchase passes in the office.
3. Juniors may purchase parking stickers **September 10, 2009** in the student center from 6:30 to 7:25 a.m. The rest of the day you may purchase passes in the office.
4. A lottery will be held on **September 11, 2009** if there are any available spaces left. All sophomores will need their forms turned in by 7:30 am on 9/11/09.

**Purchasing parking stickers for trimester 2 (2009-2010)**

1. Priority 1 students (seniors, work program, career development, out of district students, and PSEO) may purchase parking stickers **December 1, 2009** in the student center from 6:30 to 7:25 a.m. The rest of the day you may purchase passes in the office.
2. Juniors may purchase parking stickers **December 2, 2009** in the student center from 6:30 to 7:25 a.m. The rest of the day you may purchase passes in the office.
3. A lottery will be held on **December 3, 2009** if there are any available spaces left. All sophomores will need their forms turned in by 7:30 am on 12/3/09.

**Purchasing parking stickers for trimester 3 (2009-2010)**

1. Priority 1 students (seniors, work program, career development, out of district students, and PSEO) may purchase parking stickers **March 9, 2010** in the student center from 6:30 to 7:25 a.m. The rest of the day you may purchase passes in the office.
2. Juniors may purchase parking stickers **March 10, 2010** in the student center from 6:30 to 7:25 a.m. The rest of the day you may purchase passes in the office.
3. A lottery will be held on **March 11, 2010** if there are any available spaces left. All sophomores will need their forms turned in by 7:30 am on 3/11/09.

## **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 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.

## **STUDENT SUPPORT PROGRAMS**

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

## **TRANSPORTATION**

Students who live more than one mile 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.

## **TRANSPORTATION-ACTIVITY BUS PROCEDURES**

The activity bus is exclusively for those students involved in school athletics and activities, working with teachers, taking tests, working out in the weight room and other events associated with school.

1. Student involved in Athletic/Performing Arts activities must obtain a sticker from the Athletic/Performing Arts secretaries which they should affix to their student ID (\*Note-a new sticker is required each sports season).
2. Students who are working with teachers must obtain a Daily Bus Pass which must be signed by the teacher.
3. Campus Security will issue bus passes to students who have lost their pass or forgotten their student ID.
4. At 3:00pm, an announcement will be made which states "Students who are not under the direct supervision of a teacher, coach or advisor must leave the building at this time."

### **5. Approved Activity Bus Riders**

Students who need to wait for their activity bus must do so at the "B" link area. Students who wait in this area may visit, work on homework, and so forth. Students may not wrestle, run through the halls, scuffle, play fight or be involved in any other boisterous behavior. Violators will not be allowed after school for one week for the first offense, two weeks for a second violation, and will be banned for the balance of the school term should there be a third violation.

6. Activity buses are provided Tuesday - Thursday, to transport students home after their participation in co-curricular activities and load at 5:05 p.m. Students are dropped off the activity bus within one mile of their home. Call the Transportation Department at 651-423-7685 if you have any questions.

## **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 3:00 pm.

## **WITHDRAWAL FROM SCHOOL**

A student who wishes to withdraw from school must report to the Registrar's Office with written authorization from his/her parents. A clearance form will be issued that must be signed by all teachers.



# ISD 196 ATTENDANCE POLICY

The School Board of Independent School District 196 adopted Policy 503 and Regulation 503.2AR governing high school attendance. It sets the expectations that a major student responsibility is regular attendance

## MAXIMUM ABSENCE RULE

Students **will not receive credit** for a class in which absences (including those accumulated through tardies and excluding school-authorized absences) reach 10 in one trimester, except for those absences specified.

- **Upon the 10th absence, the student will receive a grade of “No Credit” (NC) or “Fail” (F).**
- **The student will receive an “NC” if the student remains in class, follows behavioral expectations and meets all course requirements by the end of the trimester. An “NC” will have no effect on the student’s grade point average.**
- **The student will receive an “F” if he or she is disruptive and has to be removed from the class and placed in a study hall, if he or she chooses to leave the class, or if he or she does not meet all course requirements. An “F” grade will have a negative effect on the student’s grade point average.**

## NOTIFICATION/INTERVENTION PROCESS

Each student will be given a **written midterm progress report** to take to his or her parent/guardian each trimester before parent conferences are held. This report will document the student’s absences and tardies in each course, and will advise that adverse consequences, which may include loss of credit, may result from excessive absences.

When a student reaches his or her **seventh absence** (including those accumulated through tardies) in a specific trimester course, **written notification of the absences** will be mailed to the student’s parent/guardian. This notification will also advise that adverse consequences, which may include loss of credit, may result from excessive absences.

When a student exceeds the maximum absence rule for a specific trimester course, one of the following two actions will be taken:

- If the student successfully meets all requirements of the course by the end of the trimester, the student will earn a “NC” grade in the class and a “NC notice” will be mailed to the student’s parent/guardian. The student will be encouraged to continue in the class to benefit from the significant learning that can still take place. An “NC” grade does not affect the student’s grade point average.
- If the student is disruptive and has to be removed from class and placed in a study hall, or if he or she chooses to leave the class, or if he or she does not continue to meet all of the requirements of the course, the student will earn an “F” grade in the class. When a student earns an “F” grade, written notification is mailed to the student’s home. An “F” grade has a negative effect on a student’s grade point average.
- Prior to the imposition of loss of credit in a trimester course, absences accumulated through unique or emergency circumstances, or chronic or long-term illness which are verified by a doctor’s signed statement, may be submitted for administrator/designee review to determine exceptions to the maximum absence rule. If a student has unexcused absences or has accumulated excessive tardies, the appeal will not be processed and will be automatically denied.

## TYPES OF ABSENCES

Absences which **are not counted** in the maximum 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, and
- Authorized appointments with school personnel. 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 maximum 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:

- Illness
- Medical or dental appointments that cannot be made outside of school time
- Court appearances
- 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 are inappropriate and insubordinate and will be treated with consequences in accord 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 the approval of the school. Such absences include, but are not limited to: truancy, oversleeping and car trouble. Students need an admit to return to class. Consequences which may include but are not limited to: detention, in-school suspension or out-of-school suspension, will be assigned to students who have unexcused absences. Also, truancy proceedings may be filed with the Dakota County Attorney for those students who have excessive unexcused absences.

**Tardies** - At the beginning of the school day, students arriving after 7:35 a.m. are to report to the attendance office to obtain a verified pass to class.

**Between Period Tardies** - Students detained by a teacher, counselor, administrator, etc., must have a pass excusing the late arrival.

Each of your teachers will receive a daily report of class absences and tardies which will indicate if your absence is verified or unexcused. Ten absences or a combination of absences and tardies (3 tardies = 1 absence) will result in a loss of credit in the class.

**Make-Up Work** – Class absences necessitate make-up work which, if not completed on time, may lead to failure or incomplete grades. Students generally have two days per day of absence in which to turn in make-up work. It is the students responsibility to consult their teacher about absences from class and required make-up work.

## APPEALS PROCESS

The student and/or parent/guardian have the right to appeal the loss of credit when the student exceeds the maximum absence rule. They must request an appeal from the school nurse.

The appeals committee will meet to review and make a decision on the appeal. If a student has unexcused absences or has accumulated excessive tardies, the appeal will not be processed and will be automatically denied.

## 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) 423-7901, (651) 423-7900 or voice mail (651) 423-7535 24 hours/day**. 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 Office 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 Office 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 window 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 six unexcused tardies in any combination to their classes will be assigned a consequence.

## **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 Office 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 on the part of all students is basic to the individual growth and development realized through Rosemount High School coursework. 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 occurs when you present as your own the work of another. 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. the use of unauthorized cheat Sheets,
3. buying/selling examinations, assignments or term papers,
4. having another individual take an exam, write a paper, complete an assignment for you,
5. receiving and/or providing test questions/answers prior to taking the exam,
6. using programmed calculators or other electronic devices unless expressly permitted by the teacher,
7. submitting work through the use of technology that is not created by the student, including but not limited to file sharing or copying files to and from disks and websites,
8. submitting work to more than one teacher for course credit, without prior approval.

**B. Plagiarism:** Plagiarism is the taking of another's word, 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 quote without citing the source,
3. copying a passage word for word and not using quotation marks,
4. substituting words or rearranging the phrasing of a passage without indicating that changes have been made,
5. rearranging the order of sentences or ideas from the original passage and presenting it as your own,
6. not acknowledging or documenting sources.

**C. Inappropriate Use of Technology:** Technology tools and applications are to be used to enhance learning. Some examples of inappropriate technology use include but are not limited to:

1. trying to get past security blocks,
2. loading software or using disks not certified by the teacher,
3. purposely introducing a virus into a computer,
4. Using translation web sites or software to produce more than a few words in a second language assignment (the use of second language dictionary sites to look-up words/phrases is acceptable),
5. causing a computer to malfunction to avoid work or to disrupt the class,
6. accessing anyone else's stored work,
7. corrupting anyone else's stored data,
8. making changes in anyone else's stored work or erasing anyone else's work,
9. using programs in programmable calculator, cell phone or PDA without the knowledge and consent of the teacher,

10. using a programmable calculator as “electronic cheat sheets”,
11. storing information in a calculator, cell phone or PDA,
12. sharing information through the use of a calculator, cell phone or PDA pertinent to a test or quiz,
13. using or transmitting information from electronic devices during a test or quiz.

**Student Responsibilities:**

You have 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.

**Student Responsibilities to Avoid Cheating:**

Ask permission to use a cover sheet during quizzes and tests.  
Ask teachers to specify if student work is to be done cooperatively or individually if there is any doubt.  
Remove all materials from desk top except for test materials.  
Close backpacks; make sure all books are closed. Put away any loose papers when testing.  
Take careful notes when doing research in order to avoid plagiarism.  
Don't forget that any idea not your own must be properly documented, even if you are using paraphrased sentences rather than direct quotes.

***Respect yourself. Take pride in your work ethic. Treasure your reputation. It is easier to maintain a good one than it is to regain a lost one.***

**Consequences:**

1. Students involved in cheating on a test/assignment or plagiarizing a paper or assignment will be required to re-submit the assignment or retest in order to be eligible to successfully pass the course. Students may receive up to 50% credit on re-submitted work. In all situations involving cheating or plagiarism a discipline referral will be completed and parent/guardian will be notified by the teacher.
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.*

# 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 parents 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, and 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  
Julie Olson, Director of Elementary Education  
14445 Diamond Path West  
Rosemount, MN 55068-4199  
Phone: 651-423-7782  
[julie.olson@district196.org](mailto:julie.olson@district196.org)

**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  
[mark.parr@district196.org](mailto:mark.parr@district196.org)

**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 are 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.

### **ATHLETIC PARTICIPATION FEES**

**Athletic fees for the 2009-2010 school year will be \$70.00 per activity for ninth graders. Fees for students in grades 10-12 will be:** \$120.00 for Hockey, Football and Slalom Skiing (unless the student provides his/her own Slalom ski lift ticket); \$95.00 for Baseball, Basketball, Golf, Gymnastics, Figure Skating, Lacrosse, Soccer, Softball, Track and Field, Swimming, Wrestling and Volleyball; \$85.00 for Cross Country, Tennis, Cheerleading (season), Danceline 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 \$240.00 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.

# Rosemount High School Student Expectations

Rosemount High School students are expected to:

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

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

(3 tardies equals one day of absence)

***Attend class every day.***

(Students may be denied credit when absent 10 or more days of class.)

***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.***