

Roseau High School

STUDENT HANDBOOK 2019 - 2020

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ISD #682 POLICY STATEMENTS

2019-2020 ACADEMIC CALENDAR

Roseau Community Schools --- 2019/2020 CALENDAR																											
Jul-19							STU	Dates	Event	TCH	Jan-20																
S	M	T	W	Th	F	S	0	Aug	26	Staff Development Aug 26-29	4	S	M	T	W	Th	F	S									
1	2	3	4	5	6	7			28	HS/Elem Open house day 8am-8pm		5	6	7	8	9	10	11									
8	9	10	11	12	13	14			29	Staff Development 8am - Noon		12	13	14	15	16	17	18									
15	16	17	18	19	20	21						19	20	21	22	23	24	25									
22	23	24	25	26	27	28	20	Sep	2	Labor Day	20	26	27	28	29	30	31										
29	30	31							3	First Day of School																	
Aug-19												Feb-20															
S	M	T	W	Th	F	S	21	Oct	15	HS P-T Conferences (3:45p-7:30p)	21/22	S	M	T	W	Th	F	S									
									17	Ed MN Conference Oct 17-18																	
4	5	6	7	8	9	10			21	HS P-T conferences (3:45p-7:30p)		2	3	4	5	6	7	8									
11	12	13	14	15	16	17						9	10	11	12	13	14	15									
18	19	20	21	22	23	24	18	Nov	1	End of Quarter 1	20/19	16	17	18	19	20	21	22									
25	26	27	28	29	30	31			4	Staff Development - No Students		23	24	25	26	27	28	29									
									7	Elem P-T conferences (3:45p-7:30p)																	
									12	Elem P-T conferences (3:45p-7:30p)																	
									28	Thanksgiving Break Nov 28-29																	
Sep-19												Mar-20															
S	M	T	W	Th	F	S						S	M	T	W	Th	F	S									
1	2	3	4	5	6	7						8	9	10	11	12	13	14									
8	9	10	11	12	13	14			15	Dec 23 Christmas Break Dec 23-Jan 1	15	16	17	18	19	20	21	22									
15	16	17	18	19	20	21						19	20	21	22	23	24	25									
22	23	24	25	26	27	28	21	Jan	1	New Year's Holiday	22	22	23	24	25	26	27	28									
29	30								2	School Resumes		29	30	31													
									17	End of Quarter 2																	
									20	Staff Development - No Students																	
Oct-19												Apr-20															
S	M	T	W	Th	F	S						S	M	T	W	Th	F	S									
									19	Feb 13 P-T Conferences (3:45p-7:30pm)	20	8	6	7	8	9	10	11									
6	7	8	9	10	11	12			14	P-T Conferences (8:00a - 12:00pm)		12	13	14	15	16	17	18									
13	14	15	16	17	18	19						19	20	21	22	23	24	25									
20	21	22	23	24	25	26						26	27	28	29	30											
27	28	29	30	31																							
Nov-19												May-20															
S	M	T	W	Th	F	S						S	M	T	W	Th	F	S									
									19	Mar 5 Spring Break Mar 5-6	20																
3	4	5	6	7	8	9			20	End of Quarter 3																	
10	11	12	13	14	15	16			23	Staff Development																	
17	18	19	20	21	22	23	19	Apr	9	Easter Break Apr 9-13	19	3	4	5	6	7	8	9									
24	25	26	27	28	29	30	20	May	25	Memorial Day Holiday	20	10	11	12	13	14	15	16									
									27	Seniors last day		17	18	19	20	21	22	23									
Dec-19												Jun-20															
S	M	T	W	Th	F	S						S	M	T	W	Th	F	S									
									29	End Quarter 4																	
1	2	3	4	5	6	7			31	Graduation		31	2	3	4	5	6										
8	9	10	11	12	13	14						7	8	9	10	11	12	13									
15	16	17	18	19	20	21	0	Jun	1	Staff Development	1	14	15	16	17	18	19	20									
22	23	24	25	26	27	28						21	22	23	24	25	26	27									
29	30	31					172		<<< Total Student Days - - - - - Total Teacher Days >>>	182		28	29	30													

KEY:	Staff Development	Days	Quarters	Fall Open House Schedule
	- No Teachers/Students	42	1 Sep 3 - Nov 1	Aug 28 - 5:30pm - 7:30pm
	- P-T Conferences (Evening)	44	2 Nov 5 - Jan 17	
	- P-T Conferences/No Students	41	3 Jan 21 - Mar 20	
	- Weather Make Up	45	4 Mar 24 - May 29	
		Designated Weather Makeup Days		
		1st make up day - Apr 9		
		Additional Days made up in June		
				<i>Approved by the School Board on May 20, 2019</i>

SCHOOL SONG

O, Roseau our dear old high school,
 We hail the green and white.
 To thee we're ever faithful,
 For thee we'll ever fight.
 Oh, here's a cheer for our dear high school,
 Yes, true we'll always be.
 For thee we'll fight, to thee we pledge
 Our cheers and loyalty.



WELCOME LETTER

Welcome to Roseau High School! It is our sincere desire that the education and experiences you receive here will provide a means for the fullest development of the individual and that the time and effort you expend here will help to prepare you for a happy, productive life.

We feel that your school board and community have provided a varied and well-balanced program of instruction for you and have also committed themselves to your development and continued progress as an individual. We trust that you will take full advantage of this opportunity.

- Roseau High School Staff and Administration

2019-2020 STUDENT BELL SCHEDULE

 <i>Roseau High School Daily Schedule</i> 			
2019-2020			
Senior High		Junior High	
Zero Hour	7:30-8:20		
Period 1	8:30-9:20	Period 1	8:30-9:20
Period 2	9:25-10:15	Period 2	9:25-10:15
Period 3	10:20-11:10	Period 3	10:20-11:10
Period 4	11:15-12:05	Lunch	11:10-11:35
Lunch	12:05-12:30	Period 4	11:40-12:30
Period 5	12:35-1:25	Period 5	12:35-1:25
Period 6	1:30-2:20	Period 6	1:30-2:20
Period 7	2:25-3:15	Period 7	2:25-3:15

* Breakfast is served from 8:00 am - 8:30 am daily.

CHANGES TO POLICY STATEMENT

This handbook may be changed or amended during the school year. Changes will be well communicated via email, announcements, and other means of communication. If you have any questions about a provision, contact the Administration Office.

GENERAL STUDENT INFORMATION

PLEDGE OF ALLEGIANCE

Minnesota law currently directs that all public schools shall lead students in recitation of the Pledge of Allegiance, including the phrase "under God," at least once a week. Minn. Stat. 121A.11, subd. 3. Individual students may decline to participate. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason must be allowed to make that choice and all students must respect another person's right to make that choice.

ELECTRONIC DEVICES - PERSONAL

Cell phones and other electronic devices are to be used in the classroom at the discretion of the teacher. Consequences, including confiscation and/or detention, may occur if expectations are not followed. It is not appropriate to take a picture or video of another person with an electronic device without their consent. Consequences may occur.

ELECTRONIC DEVICES - LOCKER ROOMS

Cell phones, cameras or any other electronic equipment that is capable of taking pictures is not allowed in any School District #682 locker rooms.

TECHNOLOGY DEVICE ACCEPTABLE USE POLICY

Roseau High School is a full 1:1 educational environment. Each full-time student will be issued either a MacBook Air laptop or an iPad. To receive your student device, all forms (Technology Device Acceptable Use Policy, & Insurance Agreement, and Free and Reduced form if you wish) must be signed and turned in along with insurance paid (the forms are available at <https://www.roseau.k12.mn.us>). The cost of insuring the device for the year is \$20.00. If a student is on reduced lunch, the cost will be \$10.00. If a student is on free lunch, the cost of insurance will be waived. Refunds for those qualifying for Free/Reduced lunch will be sent home by the end of September. Family max payment is \$60.00.

The use of Roseau Public Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendable by students to people or groups outside the district and is terminated when a student is no longer enrolled in Roseau Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions within the Technology Device Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. You can access that full policy on the School District's website. The Roseau Public Schools' Discipline policy shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

LOCKERS

School lockers are the property of the school district. 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.

The reason for providing locks is to deter vandalism and theft to individual student lockers. Students are encouraged to keep the combination lock on their locker and not share the combination with anyone.

- Lost or missing locks issued by the school will result in the student being assessed a replacement fee.
- Report any broken/unusable lockers to the High School Office.
- Students are urged not to keep money or valuable items in their lockers.
- Students are not to share their locker with other students.
- Damaged lockers or evidence of misuse will be charged to the students assigned that locker.

SKYWARD- FAMILY ACCESS

Family Access is an internet tool to help families and teachers stay in touch. Your child's academic progress reports, attendance and schedules are just a click away. With the current information provided on Skyward Family Access you can be a proactive member of your child's educational team. Staff email addresses are provided through Family Access for your convenience should you have a question or need an answer prior to conferences. Please remember the grades you see might not include all assignments or tests that have been completed as some assignments take longer to grade than others. Teachers will update grades on a weekly basis. If you have any grading questions, please contact the teacher via email or phone.

A letter will be sent to families each Fall or upon enrollment which indicates Family Access login information. If you have any questions regarding Family Access you can contact the High School office.

PAYSCHOOL - ONLINE PAYMENT PROCESSING

PaySchools is an online payment processing system that provides schools with an easy and efficient method to collect fees and receive electronic payments for such things as school lunches, registration, activity fees and Community Education course fees.

Parents can access PaySchools through a link on the school district's Website (www.roseau.k12.mn.us). They select the items they want to purchase and then pay for them using credit cards or electronic checks. Payments are automatically processed and the money is transferred to the school's local bank account(s).

LUNCH PROGRAM

All students in the Roseau school system have a unique pin number which allows them access to the school lunch program. All accounts are "family accounts" which means that every student in the family is included in that account. Parents / guardians should either mail payments in to the elementary or the high school offices, payments may be sent with your student to school, or you can electronically add money to your student's account online through PaySchools. It is the responsibility of the parents / guardians to ensure that there are sufficient funds in their account to cover their student(s) meals. Statements will be sent out every other week for those whose accounts are in the negative.

Students may also purchase items from the a la carte line in the lunchroom. These items are on a cash only basis. (Money cannot be deducted from the family account to pay for ala carte items.)

(EFB) Application forms for free or reduced meals are mailed to all individual student homes in the district during the month of August. They are also available at the principal's office for those families who feel they may qualify for free or reduced price lunches. Students or parents desiring more information should inquire in the principal's office.

CLOSED/OPEN LUNCH

The Roseau School District recognizes a policy of an open lunch hour for students in grades 10-12. This privilege is extended to students who demonstrate good attendance and responsible behavior. Senior High lunch (grades 10-12) begins at 12:05 and ends with the start of 5th hour at 12:35. Students who leave campus for lunch are expected to do so in a safe and responsible way. Students who return late from an open lunch will be marked unexcused absent and face the loss of their open lunch hour privilege. Open lunch hour privileges may be removed for any attendance or behavior concerns as deemed necessary by the building principal. Students in grades 10-12 who choose to stay for lunch and all grade 9 students will need to remain in the lunchroom from 12:05 until 12:30pm. 9th grade students do not have an open lunch hour. Students will not be permitted to wander the hallways during lunch hour.

Students in grades 7-8 will be required to remain in the lunchroom during their lunch hour from 11:10 till dismissal at 11:35.

SCHOOL CLOSING

The decision to close school because of inclement weather will be made as early as possible. Notice of this decision will be aired on local radio stations, school website, and through the district parent notification system.

In case of closing after school is in session, the radio will broadcast the announcement along with updates on the school website and messages sent through the district parent notification system. Bussed students will be returned to their homes whenever possible. Bussed students should have their parents arrange for a place to stay in town in the event busses are unable to make the regular runs.

EMERGENCY PLAN & DRILLS

The high school principal's office has been designated as CRISIS PLAN HEADQUARTERS. If there is a drill or emergency in our school, an announcement with instructions will be made and the Roseau Community School Crisis plan will be implemented. Teachers will be instructed as to what procedures or actions are to be followed. Students are to follow the direct instruction of their teacher.

SAFETY, SECURITY & DOORS

Roseau Public School is committed to the safety and security of its students, staff, and visitors. Within each district section of the building there are specific points of entry during various times of the day. Please use the information below as a reference. The main High School doors during the school day are W5 & W3. These two doors serve as main points of access for students and visitors to enter and exit the building throughout the school day.

Time	High School Doors <i>(labeled on the door as)</i>	Commons Area Doors <i>(labeled on the door as)</i>	Elementary Doors <i>(labeled on the door as)</i>
<i>Before School</i> 5:30 am - 8:35 am	S2 W3	W5 E4	N1
<i>During School</i> 8:35 am - 4:15 pm	W3	W5	N1
<i>Evening Activities</i> 4:15 pm - 10:00 pm	S2 W3	W5 E4	All Doors Locked (Authorized Fob access only)
<i>Evenings</i> 10:00 pm - 5:30 am	All Doors Locked (Authorized Fob access only)	All Doors Locked (Authorized Fob access only)	All Doors Locked (Authorized Fob access only)
Weekends <i>Saturday</i> 1:00 pm - 9:00 pm <i>Sunday</i> 1:00 pm - 8:00 pm	All Doors Locked (Authorized Fob access only)	W5 E4	All Doors Locked (Authorized Fob access only)

VISITORS

We welcome and encourage volunteers and visitors to our schools. Parents are considered visitors during the school day. As a safety measure, everyone must enter and exit through the main doors (W3 & W5) during school hours. All other doors will remain locked throughout the school day. All guests are required to report directly to the High School Office where they will sign in.

The following standards are required of all visitors:

- Visitors must check in at the High School Office.
- To avoid instructional interruptions, we ask that parents arrange classroom visits and volunteer opportunities with the teacher or administrator prior to the day of the visit.
- Visitors are asked to help maintain the consistency of the learning environment and are not allowed to observe in classrooms due to distraction and the importance of data privacy.

SCHOOL DANCE RULES

1. Admission to dances will be closed one hour after the scheduled start of the dance. All dances shall be terminated promptly at 12:00 midnight, including the prom.
2. No dance shall be scheduled on any night preceding a school day.
3. Rules governing the inviting of guests are as follows:
 - Roseau Senior High School students (grades 10-12) will be permitted to invite one guest each.
 - The Roseau High School student must register their guest. Registration forms can be picked up in the High School office and guests must be registered no later than noon the Friday previous to the dance.
 - The guest list will be obtained by the advisors of the sponsoring organization or class.
 - The names of guests will be checked against this list as the guests arrive. Guests must show photo identification before they will be admitted into the dance.
 - Once a student or guest leaves the school building during a dance, neither may return.
 - Chaperones will have the same authority over non-student guests as over Roseau students.
4. Each dance must be supervised by the class advisors of each class or organization involved and additional chaperones, approved by the advisors. Building administration are to be notified.
5. School dances and parties will be limited to the following: grades 7-8 dances and grades 9-12 dances. The Homecoming dance and Winter Semi Formal will be for 9-12 grade students only. The Junior-Senior Prom will be limited to 11th and 12th grade students with 10th grade students being permitted to attend only when asked by an upperclassman. Out of school dates are limited to individuals 20 years old or younger.
6. Any dance, or social activity, must be approved by a High School administrator, before being scheduled.
7. The school district will not assume any financial responsibility for dance or social activity expenses.
8. A breath analyzer may be administered to any student wishing to enter the dance if school administration has concerns about that student's sobriety.
9. No bags or backpacks will be admitted.
10. No external beverages or food will be admitted.

**The Post-Prom party is officially a school-sponsored event; however, the school district will not assume any financial responsibility for Post-Prom expenses.

DRESS CODE

PURPOSE

The Roseau High School dress code seeks to:

- Enhance the educational process
- Promote respect for self and others
- Maintain a positive learning/teaching environment
- Create an environment free of intimidation, harassment, and violence
- Prepare students for life outside of and beyond school
- Provide an objective standard of dress, thereby preventing arbitrary and biased judgments against individual students

GENERAL STATEMENT OF POLICY

The appearance of any young person is the responsibility of that individual and his/her parents or guardian.

Student dress should fall within the following guidelines:

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
2. No clothing may be worn that involves words, colors or symbols of drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of sexual/sexist nature. This also applies to items carried or displayed by students.
3. No gang related clothing. No wallet or pocket chains. No jewelry with spikes.
4. Transparent, mesh, fishnet, or see through materials may only be worn over an appropriate top. No lace-up, torn or ripped clothing that expose undergarments or private areas.
5. Underwear may not be exposed (boxers, thongs, sports bras, etc.).
6. Shoes or appropriate footwear must be worn at all times.
7. Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
8. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
9. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

PROCEDURES

- A. Faculty or staff shall communicate/report violations of the dress code to Administration.
- B. When, in the judgment of the Administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- C. The Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- D. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval.

STUDENT COMPLAINTS AND GRIEVANCES (SB 541)

The Board realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness. Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with a teacher a decision or situation which he/she considers unjust or unfair;
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his or her consideration and action;
3. The student may also bring the matter to the class officers or the student council for possible presentation to the principal;
4. If the matter is still unresolved, it may be brought to the Superintendent for his or her consideration;
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board.

BULLYING (SB 521)

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the School District and the rights and welfare of its students and is within the control of the School District in its normal operations, it is the School District's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the School District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises or School District property or at school functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the School District or the safety or welfare of the student, other students, or employees. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off School District

property and/or within or without the use of School District resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the School District shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with School District's policies and procedures, including the School District discipline policy. The School District may take into account the following factors:

1. The developmental age and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, that apply throughout the school district, and that foster student, parent and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from School District property and events and/or termination of services and/or contracts.

G. The School District will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the School District who is found to have violated this policy.

HARASSMENT & VIOLENCE (SB 410)

PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

PROHIBITION OF HAZING (SB 522)

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School District and are prohibited at all times.

GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the School District shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the School District shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing, or permits, condones or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The School District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the School District who is found to have violated this policy.

COUNSELING SERVICES

At Roseau High School we believe in assisting and providing students with what they need in order to help them feel successful throughout the experiences here and beyond. The American School Counselor Association (ASCA) mindsets & behaviors are organized into three broad domains: academic, career and social/emotional development. These domains promote mindsets and behaviors that enhance the learning process and create a culture of college and career readiness for all students. The definitions of each domain are as follows:

- Academic Development – Standards guiding school counseling programs to implement strategies and activities to support and maximize each student's ability to learn.
- Career Development – Standards guiding school counseling programs to help students 1) understand the connection between school and the world of work and 2) plan for and make a successful transition from school to postsecondary education and/or the world of work and from job to job across the lifespan.
- Social/Emotional Development – Standards guiding school counseling programs to help students manage emotions and learn and apply interpersonal skills.

Mr. Dan Urness is our High School Counselor and provides services to students in grades 7-12. His location is in the High School Office with office hours from 8:05 am - 3:45 pm, Monday-Friday during the school year. He can also be reached at 218-463-2770 or information can be found on his website at <https://sites.google.com/roseauschool.org/dan-urness>. Mr Urness along with the High School Administration firmly believe in the mindsets set forth by ASCA that are stated as follows:

- Every student can learn, and every student can succeed.
- Every student should have access to and opportunity for a high-quality education.
- Every student should graduate from high school prepared for postsecondary opportunities.
- Every student should have access to a comprehensive school counseling program.
- Effective school counseling is a collaborative process involving school counselors, students, families, teachers, administrators, other school staff and education stakeholders.
- School counselors are leaders in the school, district, state and nation.
- Comprehensive school counseling programs promote and enhance student academic, career and social/emotional outcomes.

STUDENT AUTOMOBILE USE AND PARKING (SB 526)

PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in School District locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

GENERAL STATEMENT OF POLICY

It is the policy of this School District to allow the limited use and parking of motor vehicles by students in School District locations. It is the position of the School District that a fair and equitable District-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the School District.

FEES, FINES & CHARGES (SB 533)

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

The Board is authorized to require payment of fees in the following areas:

- A. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the personal property of the pupil;
- B. Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity is the same for all students;
- C. A security deposit for the return of materials, supplies, or equipment;
- D. Personal physical education and athletic equipment and apparel, although any pupil may provide his or her own if it meets reasonable requirements and standards relating to health and safety established by the Board;
- E. Items of personal use or products which a student may purchase at his own option such as student publications, class rings, annuals, and graduation announcements;
- F. Fees specifically permitted by any other statute, including but not limited to driver's education fees under Minn. Stat. § 171.05, subd. 2;
- G. Field trips considered supplementary to a District educational program;
- H. Any authorized voluntary student health and accident benefit plan;

- I. For the use of musical instruments owned or rented by the District, a reasonable rental fee not to exceed either the rental cost to the District or the annual depreciation plus the actual annual maintenance cost for each instrument;
- J. Transportation of pupils to and from extracurricular activities conducted at locations other than school, where attendance is optional;
- K. Transportation to and from school for pupils living within two miles of school and other transportation services not required by law;
- L. Motorcycle classroom education courses conducted outside of regular school hours; provided the charge shall not exceed the actual cost of these courses to the School District; and
- M. Transportation to and from post secondary institutions for pupils enrolled under the postsecondary enrollment options program under Minn. Stat. § 123B.88, subd. 22. Fees collected for this service must be reasonable and must be used to reduce the cost of operating the route. Families who qualify for mileage reimbursement under Section 124D.09, subd. 22 may use their state mileage reimbursement to pay this fee. If no fee is charged, the School District must allocate costs based on the number of pupils riding the route.

PARENT/TEACHER CONFERENCES

Classroom teachers will meet with all parents during scheduled Family/Teacher Conferences. Communication between school and parents is critical, and this is an excellent time to work together in the best interest of your child. Information regarding conference schedules will be communicated via the District calendar.

ELEVATOR

Students who are physically unable to attend classes on the second floor shall have the opportunity to use the elevator. Permission to use the elevator shall be obtained from the principal's office.

FITNESS CENTER GUIDELINES

In order to maintain the fitness center and promote safe exercising conditions, the following guidelines have been established.

- 1. There must be an authorized person at all workouts; teachers, coaches or assigned supervisors.
- 2. No spitting anywhere in the gym, including garbage cans.
- 3. No pop or food.
- 4. No loitering. If you aren't working out, stay out.
- 5. Re-rack all weights when finished.
- 6. Do not drop or slam weights.
- 7. Do not move weight benches around (except preacher benches) unless authorized by weight room supervisor.
- 8. Shirts must be worn at all times.

Any rule violations shall result in loss of weight room privileges.

FUNDRAISING (SB 520)

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.

- B. All fundraising activities must be approved, in advance, by the administration. Participation in non approved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

HEALTH SERVICES

Roseau High School has a full-time school nurse and school social worker. These two individuals help to assist students with both physical and mental health needs and concerns.

Many parents are frequently concerned about when students should stay home. The following recommendations are intended to help with this decision:

- If your child has had a fever (elevated temperature above 99.8), your child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, your child should stay home until 24 hours after the last episode.
- If your child has any rash that may be disease related or you do not know the cause, check with your family physician before sending your child to school. A physician's note should accompany your child upon their return.
- If your child shows signs of an eye infection (pink or reddened eyes), keep them home and please check with your family physician. If medication is prescribed, your child should stay home for 24 hours after medication is started.
- Children placed on antibiotics (strep throat, for instance) should stay home for 24 hours after medication is started.

If you have any questions regarding your child's health, please contact the school nurse.

MEDICATION (SB 540)

The School District acknowledges that some students may require prescribed drugs or medication during the school day. The School District's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and School District procedures.

INJURY REPORTING (SB 530)

The Board does not insure students or other individuals against financial loss due to accidental injuries. The Board of Education accepts no responsibility for medical costs or any other costs resulting from an accidental injury to a student on school property or in a school owned vehicle. Parent(s) or guardian(s) are expected to have sufficient health/hospitalization insurance to protect the parent(s) or guardian(s) from financial loss. Where there is alleged negligence on the part of the School District contributing to an injury to a student or to any other individual, a claim will have to be filed with the School District's general liability insurance carrier. All such claims against the School District must be found valid by the insurance company or an appropriate court of law before a settlement of the claim can be made

NEW ENROLLMENT & TRANSFER

Interdistrict Transfers: When a student transfers from another school district or a private school to Independent School District No. 682, the following process for grade level placement shall apply.

1. Transfer students from other public schools are to be placed at the same grade level as the student had in the school previously attended.
2. Transfer students, including seniors, shall be required to complete all courses required by the local Board of Education and the State Board of Education. To the extent possible, provisions shall be made for students to make up course work required for graduation. For example, correspondence course, independent study, summer school, etc.
3. Students transferring from a private school or home school accredited by either the (1) Independent Schools Association of the Central States (ISACS), (2) Minnesota Nonpublic School Accrediting Association (MNSAA), (3) North Central Association, or (4) the Teaching Effective Academics and Character at Home (T.E.A.C.H.) shall be placed at the grade placement the student had at the private school. Students from a private school not accredited by one of the above associations shall have a grade placement based on the student's performance on a locally administered, nationally recognized achievement test.
4. A transfer student of kindergarten age without a prior educational experience shall be assessed locally for kindergarten readiness and developmental skills and shall be placed accordingly.

Open Enrollment Limitations: Districts may refuse to accept in open enrollment pupils who are expelled from a prior district for: (1) possession of a dangerous weapon, (2) possessing or using an illegal drug at school or a school function, (3) selling or soliciting the sale of a controlled substance while at school or a school function, or (4) committing a third degree assault.

Intradistrict Transfers: Inter District student transfers occur when a student transfers within the local school district from a regular educational program (mainstream program) to a special education program. This transfer may take place for all of the courses the student is enrolled or for just one course. Students that are monitored by a special education staff member are not considered transfer students for the purpose of this policy. Once the proper documents have been approved by the administration, an intradistrict transfer shall be the instructional responsibility of the special education teacher for the applicable subject or course. If a student transfers from a mainstream subject or course during an academic quarter, the grade earned for that quarter from the mainstream teacher and the special education teacher shall be proportionally adjusted to reflect the amount of time spent with the mainstream teacher and the special education teacher. In other words, the grade earned for the quarter is blended based on the academic grades received from the two teachers and the amount of time spent with each teacher.

AGE OF MAJORITY (18 YEAR OLD STUDENTS)

MN Statute 120.06 states, "The Board of Education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age". At Roseau High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under age 18. Students 18 years old and older must provide legal emancipation documentation to the school from the courts in order to be allowed different application of the rules and regulations. For example, the school requires that students 18 years and older must provide parental verification of absences.

Academic Information

GRADUATION REQUIREMENTS (SB 618)

A senior high student must satisfactorily complete a total of 23 subject area units and complete the Minnesota Department of Education's and local Board of Education's required subject units as listed in the table below. Students in grades 9, 10, 11 and 12 must take a minimum of six hours per year. A minimum of 23 credits are required for graduation. Students must have at least 20 credits to participate in the graduation ceremony.

Required Courses by Grade

Grade 9

English 9	1 credit
Civics 9/ World History 9	1 credit
Physical Science	1 credit
Math	1 credit
PE/Health	1 credit

Grade 10

English 10	1 credit
World History 10/ Geography 10	1 credit
PE/Health ***	1 credit
Math	1 credit
Biology 10	1 credit

Grade 11

English 11	1 credit
US History 11	1 credit
Math	1 credit
*Physics or Chemistry	1 credit

Grade 12

English 12	1 credit
Government/Economics	1 credit

*** '19-'20 will be the last year of PE/Health in Grade 10.

***Three science credits and three math credits are required for graduation during grades 9-12. One credit of Arts or Tech Ed (Welding, CADD, Industrial Tech Processes, or Construction) is required in grades 9-12.**

HIGH SCHOOL CERTIFICATE

The Board also endorses the concept of awarding a High School Certificate to seniors not meeting the diploma requirements. A High School Certificate may be awarded to students not meeting minimum high school diploma requirements, provided the following criteria are met.

- A. The student must have been in regular attendance in the 9th, 10th, 11th, and 12th grades in a secondary school.
- B. The student must have been enrolled in at least six subjects each year and completed a minimum of twenty (20) high school credits.
- C. The student must have demonstrated the qualities of good citizenship as indicated by the student's attitude toward schoolwork and the general welfare of the school.

GRADUATION REQUIREMENTS - HOMESCHOOL

Students who have been taking classes in a home school setting, and wish to receive a high school diploma from Roseau Community Schools need to have completed 6 credits of coursework in grades 9-12 at Roseau Community Public School in order to be eligible to receive a high school diploma.

Home school students receiving high school GPA for class rank and highest academic honors must have completed a minimum of 12 credits at Roseau High School grades 9-12 (including Post Secondary Enrollment Option credits) in the areas of science, math, social studies, or language arts. All diploma requirements for graduation from the elementary school, junior high school, or senior high school shall meet or exceed minimum standards and the program requirements of the Minnesota Department of Education. Any student exemption from the local Board of Education's seven period attendance requirement shall be made only after approval of a Program Exemption Request by the Roseau Board of Education thirty days prior to the effective date of the exemption.

GRADING SYSTEM & GPA CALCULATION

To receive credit in a semester class or yearlong course, a student must earn a final grade percentage of 60% or greater and pass a minimum of one quarter in a semester class or a minimum of three quarters in a yearlong course. Teachers will be encouraged to give quarter tests at the end of each 9-week grading period. The following grading scale will be used at Roseau High School and will be used to determine GPA by rounding to the nearest hundredth.

HONOR ROLL

Grade Mark	High	Low	GPA
A	100.00%	93.00%	4.00
A-	92.99%	90.00%	3.67
B+	89.99%	88.00%	3.33
B	87.99%	82.00%	3.00
B-	81.99%	80.00%	2.67
C+	79.99%	78.00%	2.33
C	77.99%	72.00%	2.00
C-	71.99%	70.00%	1.67
D+	69.99%	68.00%	1.33
D	67.99%	62.00%	1.00
D-	61.99%	60.00%	0.67

Requirements

"A" HONOR ROLL = 3.67 – 4.00
 "B" HONOR ROLL = 3.00 – 3.66

To be eligible for Honor Roll students must be enrolled in a minimum of five (5) class periods.

HONOR STUDENTS FOR GRADUATION

Students graduating with highest academic honors must maintain a 3.67 or better G.P.A. (grade point average) for grades 9,10, 11, and 12, based on a 4 point G.P.A. system. Only the cumulative G.P.A. will be used to determine the academic class rank of the students in their graduating class.

Inter-district transfer students must have earned at least 6 credits from Roseau High School to be included in class rank. These credits must be from an accredited school.

Intra-district home school students receiving high school GPA for class rank and highest academic honors must have completed a minimum of 12 credits at Roseau High School grades 9-12 (including Post Secondary Enrollment Option credits) in the areas of science, math, social studies, or language arts.

CLASS RANK

Only the cumulative G.P.A. (grade point average) will be used to determine the rank of students in their class. Class ranks will be determined for 9th, 10th, 11th, and 12th grades. DCD students will not be included in class ranks.

Home school students receiving high school GPA for class rank and highest academic honors must have completed a minimum of 12 credits at Roseau High School grades 9-12 (including Post Secondary Enrollment Option credits) in the areas of science, math, social studies, or language arts.

REPORT CARDS

Since all grades are online and accessible to parents anytime, report cards will not be sent out to families at the end of the quarter or semester. They are available and will be printed upon request. Report cards will be posted and accessible within your Skyward Family Access Account located under the "Portfolio" tab.

SCHEDULING CLASSES

Each Spring students will have the opportunity to select classes that fit their academic needs or interests. This is a very important process for our school and shall be treated as such. Careful planning and consideration for selection of classes helps to ensure that students are placed in courses that are optimal to their educational success. The master schedule is developed based on student registration and interest. Students must take a minimum of six academic classes per semester per year. Students will have the option to take a study hall or an additional academic class to complete their seven hour day. **For a full listing of courses offered, please visit the High School office or High School counselor Dan Urness's website to view both the Jr. High and Sr. High Curriculum Guides.**

DROP/ADD CLASSES

Students that wish to change their schedules after registration and master schedule construction must have principal approval. The last date to change classes for first semester is September 6, 2019 and the last day for second semester is January 24, 2020. Careful planning is important, since few changes will be permitted once registration and the master schedule is complete.

Before making any class change, the student must confer with the counselor. A transfer slip must be signed by the student, the teachers involved, a parent, the counselor, and then finalized by a principal. The transfer slip will then be presented to the teachers.

A course dropped after the add/drop period will be recorded as an "F" for that semester or year. If a student takes a "Drop F" in a class, they will be placed into a study hall and will not be allowed any study hall privileges.

NATIONAL HONOR SOCIETY - RAM CHAPTER

The RAM Chapter of the National Honor Society is a student led organization that creates enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develops character in the students of Roseau High School. Juniors and Seniors with an accumulative grade point average of 3.33 are eligible to apply for acceptance into NHS. Applicants also need to be involved in a minimum of three activities at school or in the community as well as have completed at least three service projects within the past year. More information about eligibility to apply for NHS can be found on the Candidate Application Form and the RAM

Chapter Bylaws found on the district website under student organizations for Activities.

PRESIDENT'S EDUCATION AWARDS PROGRAM

The minimum criteria for a President's Education Award Program are listed below:

1. Attained a 3.5 grade point average or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12.
2. Received a score in the 11th or 12th grade, placing the student at or above the 80th percentile on any nationally recognized standardized achievement test battery or any national standardized college admissions examination, such as the SAT or ACT.
3. Completed by graduation at least 12 high school or higher level course units in the core areas of: English, mathematics, science, social studies, foreign languages, and computer science. The 12 courses can be taken in grades 9-12.

STUDENT AIDES

A student may work for a teacher, or in an office, as a student aide, in lieu of a study hall. To qualify, the student must have an application completed, be scheduled in a minimum of six class hours, and must maintain passing grades in all classes. Students who are ineligible at mid-term or end of term will be placed back in study hall. Students who are aides may not be at an aide station more than one hour per day (eg: elementary field trip) without prior approval from the principal's office. Student aides must remain in their aide station for the entire length of their study hall. For more information, or an application form, see the guidance counselor or secretary in the high school office.

INDEPENDENT STUDY

This program is an option for students that have a "true" conflict in their schedule. Students can pursue the desired course through an Independent Study arrangement with an instructor. The instructor, high school principal and counselor will meet to determine if an independent study course is appropriate for the situation. Students will be responsible to seek help when needed regarding course content. In most cases, a contract of expectations will be developed for all involved to lay out timelines and responsibilities.

WORK EXPERIENCE

Students placed on the job in a vocational program shall receive pass (P) or fail (F) for quarter and final grades. Seniors not enrolled in a vocational program who wish to work during school hours may make application to the Board of Education for special approval to work up to one class period per day. Applications and more detailed information may be located in the counselor's office.

CHEATING/PLAGIARISM (SB 539)

Cheating and plagiarism are similar since in both cases the student is claiming that someone else's work is his/her original work. Plagiarism can be easily avoided by properly identifying the author of the written material used by the students.

Cheating on school assignments, tests, quizzes, and other school related assignments and plagiarizing another author's words can be handled in two ways depending on the seriousness of the offense.

1. The student may receive loss of credit for the school work involved and referral to the administration for further disciplinary action.
2. The school work which involved cheating or plagiarism can be considered to be an incomplete assignment and will be dealt with pursuant to the incomplete policy. The assignment must be completed and only partial credit will be received for completing the assignment. For section (2) to be used by the teacher the following criteria must be met:
 - A. The teacher and the school administration must mutually agree on the significant assignments that must be completed by students in order to receive credit for the course.

- B. The student must be informed in writing, at the beginning of the course as to which significant assignments must be completed.

PSEO

Under Minnesota law, you may be eligible to take classes in a post-secondary institution as a 10th, 11th or 12th grader. Post-secondary institutions are schools that offer educational or training opportunities beyond high school or for college credit. Students must create an attendance routine for the time they are working on these courses. Attendance routines must be approved by High School Administration. All routines that are approved must be followed consistently throughout the entire length of the course. All PSEO research, selection of schools, and registration is the responsibility of parents and students. All questions about this option should be directed to the school the student is choosing to attend.

INCOMPLETES

Teachers shall issue an Incomplete (I) when required work is not completed for a given quarter due to illness or other unforeseen circumstances. All incompletes must be made up within two weeks following the end of the term. Extended time beyond the two weeks may be granted by building Administration if deemed necessary. Failure to get the incomplete work made up in the time allotted will result in zero credit for all missing assignments.

STUDENT TRANSFERS

Interdistrict Transfers: When a student transfers from another school district or a private school to Independent School District No. 682, the following process for grade level placement shall apply.

1. Transfer students from other public schools are to be placed at the same grade level as the student had in the school previously attended.
2. Transfer students, including seniors, shall be required to complete all courses required by the local Board of Education and the State Board of Education. To the extent possible, provisions shall be made for students to make up course work required for graduation. For example, correspondence course, independent study, summer school, etc.
3. Students transferring from a private school or home school accredited by either the (1) Independent Schools Association of the Central States (ISACS), (2) Minnesota Nonpublic School Accrediting Association (MNSAA), (3) North Central Association, or (4) the Teaching Effective Academics and Character at Home (T.E.A.C.H.) shall be placed at the grade placement the student had at the private school. Students from a private school not accredited by one of the above associations shall have a grade placement based on the student's performance on a locally administered, nationally recognized achievement test.
4. A transfer student of kindergarten age without a prior educational experience shall be assessed locally for kindergarten readiness and developmental skills and shall be placed accordingly.

Open Enrollment Limitations: Districts may refuse to accept in open enrollment pupils who are expelled from a prior district for: (1) possession of a dangerous weapon, (2) possessing or using an illegal drug at school or a school function, (3) selling or soliciting the sale of a controlled substance while at school or a school function, or (4) committing a third degree assault.

Intradistrict Transfers: Inter District student transfers occur when a student transfers within the local school district from a regular educational program (mainstream program) to a special education program. This transfer may take place for all of the courses the student is enrolled or for just one course. Students that are monitored by a special education staff member are not considered transfer students for the purpose of this policy. Once the proper documents have been approved by the administration, an intradistrict transfer shall be the instructional responsibility of the special education teacher for the applicable subject or course. If a student transfers from a mainstream subject or course during an academic quarter, the grade earned for that quarter from the mainstream teacher and the special education teacher shall be proportionally adjusted to reflect the amount of time spent with the mainstream teacher and the special education teacher. In other

words, the grade earned for the quarter is blended based on the academic grades received from the two teachers and the amount of time spent with each teacher.

SPECIAL EDUCATION SERVICES

The Roseau School District has the following special education programs available for students who are on an Individual Education Plan (IEP): Severely Multiply Impaired, Autism Spectrum Disorder, Blind-Visually Impaired, Deaf-Blind, Deaf and Hard of Hearing, Developmental Cognitive Disabilities, Developmentally Delay, Emotional or Behavioral Disorders, Other Health Disabilities, Physically Impaired, Specific Learning Disabilities, Speech or Language Impairments, and Traumatic Brain Injury. We also provide related services per a student's IEP in the following areas:

Occupational Therapy, Physical Therapy, Medical Services, School Nurse, Interpreting Services, Orientation and Mobility, Social Work, Audiology, Special Transportation, and Developmental Adaptive Phy-Ed. Students who are having difficulties in their academic setting may be referred to the Student Assistance Team (SAT). The SAT team, along with teachers, develop research-based interventions that are followed through for a period of time. If the interventions are not providing the student enough support, then The SAT team may determine that a special education evaluation is necessary. The SAT team would contact parents to proceed. All special education evaluations need parent consent. For further information, please contact the district's Director of Special Education at 463-6405.

Attendance Information

PURPOSE

The Roseau School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by students, parents, guardians, teachers and administrators. This policy will assist students in attending class.

RESPONSIBILITIES (SB 506)

State law requires that all children between the ages of 7 and 16, mentally and physically fit, must attend school every day school is in session. The law must and will be strictly enforced. Class attendance is also compulsory.

Student's Responsibility - It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned classes or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility - It is the responsibility of the student's parent(s)/guardian(s) to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility - It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent(s)/guardian(s) and the student to solve any attendance problems that may arise.

Administrator's Responsibility - It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent(s)/guardian(s) of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

EXCUSED ABSENCES

The following reasons for absences are valid:

1. Student illness
2. Serious illness or death of a member of the student's family.
3. Medical, dental, driving tests, court, and counselor appointments.
4. School sponsored activities.
5. Post Secondary Visits (see pre-approved absence guidelines)
6. Family Trip/Vacation (see pre-approved absence guidelines)
7. Hunting/Fishing Trips (see pre-approved absence guidelines)
8. Religious Instruction

**** All other reasons for absences will be deemed unexcused absences unless pre-approved by building administration**

Communication of an absence may be in the form of a parent/guardian signed written note or a phone call. Failure to contact the office within two days of the absence will result in an unexcused absence.

PRE-APPROVED ABSENCES

If a student is aware that they will be absent from school for any length of time, it is their responsibility to attain a pre-approval slip from the High School office a minimum of five (5) days prior to their absence.

Students requesting to be excused for 2 or more school days must gain pre-approval by the building principal. The pre-approval form must be completed and signed by all of the student's teachers and returned to administration prior to the student's absence. The school has the discretion to grant or deny the request. These requests will be carefully screened using the following criteria:

- The present level of academic performance of the student.
- The prior attendance record of the student.
- Whether or not they believe that the absence will significantly impact the student's success in learning.

MAKE-UP WORK

1. Students who have experienced an unforeseen absence, i.e. illness, family emergency, etc. from school have twice the length of time missed to make up daily work or tests assigned while the student was absent (1 day=2 days). At the end of the allotted time, the teacher at their own discretion will award a letter grade for the specific assignment(s) or give either a letter grade or incomplete during a grading period. An assignment not turned in by the end of the allotted time may result in loss of credit.
 - a. Assignments made while students are in attendance should be turned in on time. *Example:* if an assignment is assigned on Wednesday and due on Monday and the student is absent on Friday, the assignment is still due on Monday.
2. Students that know about absences in advance, i.e. vacations, appointments, school activities or other school events, etc, shall be responsible to get the homework in advance and have it completed upon their return to school. This includes: tests, quizzes, papers, projects, etc, unless prior arrangements have been made. It is the students

- responsibility to communicate with their teachers regarding their pre approved absence
3. In the case of any unexcused absences or out of school suspension, no credit will be awarded for the work missed during the absence.

TARDY

POLICY

A student is tardy to class if he/she is not in the classroom when the bell rings or if their reports to class without the necessary books and supplies and then asks to go or is sent to their locker and returns to class after the bell rings. Students who have accumulated more than three (3) tardies per class per quarter will be assigned one (1) ½ hour detention by the Administration Office. Additional consequences for tardiness are as followed:

- 4th & 5th tardy will result in 1 hour detention.
- 6th tardy will result in a parent meeting to evaluate the situation.

PROCEDURE

Students who are tardy to class during the first 5 minutes will be admitted to class without a tardy slip from the office and will be marked tardy by the classroom teacher. Students reporting to class tardy by more than 5 minutes will not be admitted and are to be sent to the office for an admittance slip to class. If students are more than 15 minutes late to class, it will be considered an absence.

LEAVING DURING SCHOOL HOURS

When leaving the building, parents/guardians/students must complete the following:

1. A parent or guardian must notify the school before the student is to leave the building.
2. The student is responsible for getting a pass to leave class and a pass to return to class once they return to school.
3. The student or the parent/guardian must fill out the information on the "sign-out" sheet located in the High School Office.

If returning on the same school day, parents/guardians/students must complete the following:

1. Students must return to school in a timely manner to class.
2. The student or the parent/guardian must "sign in" in the High School Office and obtain a pass to return to class.

****Failure to follow these procedures may result in disciplinary action.**

SCHOOL ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION

Students may not miss more than 2 class periods on the day of an activity, game, practice, event or program that he or she intends to participate in. Students may have appointments that require them to miss more than two class periods, in this case they must bring a note from the appointment that includes a time and date. The following appointments will be excused with a note:

1. Medical or dental
2. Driving Tests
3. Court
4. Counseling

***Family emergencies, e.g.: funerals, death, family illness, will be handled on a case by case basis by High School Admin.

SKIP DAY

Roseau High School does not authorize or acknowledge **any** "skip day".

TRUANCY (SB 508)

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all classes and/or study halls every day school is in session, unless the student has been excused by the School Board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence

Absence from school without parent's/guardian's or school's permission is truancy. The violation will result in the assignment of detention or suspension. When a student reaches seven (7) unexcused absences per class period, students under the age of 18 will be reported to the Roseau County Attorney and Roseau County Family Services. Students under the age of 18 will be classified as being Habitually Truant unless lawfully withdrawn from school. A student will be assigned a zero for the assignments that were due that day.

ADMINISTRATIVE ATTENDANCE REVIEW

Consistent attendance is part of Minnesota's accountability system under the Every Student Succeeds Act (ESSA). According to ESSA consistent attendance is an important predictor of student success, a student will be considered consistently attending school if they attend 90% or more of the school days within a school year. Consistent attendance is the opposite of chronic absenteeism, which is defined as missing at least 10% of the school days within a school year.

Every six weeks throughout the school year student attendance will be reviewed by administration. Parents/guardians of students missing 10% or more of school during the six week period of time will receive a letter from administration informing them of their child's attendance. In some cases a meeting with the student may occur in which administration will address attendance concerns. In extreme cases further steps ie. parent meeting, attendance contract, etc. may occur.

**Absences due to school related activities will not be used towards the calculation of six week attendance checks.

Expected Behaviors and Requirements

EXPECTED BEHAVIORS AND STANDARDS OF CONDUCT

Roseau High School has developed the following expected behaviors and requirements section of the student handbook to help students and parents understand the guidelines for maintaining a safe and orderly campus that is conducive to learning. Students must realize that their own attitudes and actions directly affect their school experience and that of their peers. With the assistance of the administration, teachers, support personnel, and parents/guardians, all students have the capacity to demonstrate actions that contribute to a positive educational environment.

Each student is expected to obey school rules while on campus, while being transported to and from school, and during school-sponsored activities such as field trips and athletic events. We expect that students will also take great pride in Roseau High School and that their behavior will reflect that pride. This includes coming to class prepared with basic materials, demonstrating respect for the facility, faculty, staff and peers, using class time as learning time, and following the individual rules set by each teacher.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various actions that will be taken for violation of the law and the school district standards of behavior. Minimum corrective actions for specified violations are described below.

In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers, or other school personnel, or for the safety of school property. Measured by the standard, acts which may result in disciplinary action include but are not limited to the following:

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the district may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

- A. Willful violation of any reasonable school district regulations;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and
- C. Willful conduct which endangers the pupil or any other person, or the property of the school.

TENNESSEN WARNING

(Minn. Statute 13.04, subd. 2) When an individual is asked to supply private or confidential data about himself/herself, the Minnesota Government Data Practices Act requires the individual be informed of: Purpose for collecting the data; Intended use of data; Whether the individual possessing the data may refuse or is legally required to supply the requested information; Any known consequences arising from supplying the data; Any known consequences arising from refusing to supply the data; The identity of other persons or entities authorized by state or federal law to receive the data. The Tennessee Warning can be given orally or in writing. It is the position of the Minnesota Department of Administration that the data may only be used in accordance with the notice, or subsequent consent.

REASONABLE FORCE

A teacher, a school employee, school bus driver, or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

DETENTION (SB 515)

In less serious violation situations, students may be assigned detention. Detention will be assigned in time blocks of one-half or one hour. This time is to be served when assigned. A teacher will supervise the detention in a manner which requires students to work on school related work for the entire time of detention. Failure to report for detention may result in in-school-suspension (ISS).

**Notification of student detention will be made available to parents/guardians on both Skyward and by school mailing.

SUSPENSION

In-School Suspension (ISS)

In a situation where a student has a serious violation but not so serious as to warrant an out-of-school suspension, in-school suspension (ISS) may be used. Students will pick up their assignments ahead of time from each class they will miss. Students will serve ISS in the High School Administrative Office and will be expected to work on school related items while attending. No non-issued school devices will be allowed and students will not be allowed to sleep during their time in ISS. Violations of these policies may result in further consequences. A student serving ISS may receive credit for assigned work that is completed during the ISS.

**Notification of student ISS will be made available to parents/guardians by an administrative phone call, Skyward, and by school mailing.

Out-Of-School Suspension

Occasionally it becomes necessary to suspend a student from school. In this event, all procedures will be governed by the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may receive out-of-school suspension (OSS) or be expelled from school for any of the following:

- A. Willful violation of any reasonable school board regulation.
- B. Willful conduct which materially and substantially disrupts the rights of others to an education.
- C. Willful conduct which endangers the student or other students or school property.

Any student assigned OSS by the administration for any reason will be given an unexcused absence. Students receiving OSS shall not ride school busses, be in the school building during the period of suspension, or participate in school sponsored activities on the day of their OSS.

**Notification of student OSS will be made available to parents/guardians by an administrative phone call, Skyward and by school mailing.

EXPULSION OR EXCLUSION

"Expulsion" means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matters of this kind. "Expulsion or exclusion of handicapped students cannot be used as a discipline measure if the actions are related to the pupil's disability, then the assessment, IEP, and least restrictive alternative shall be reviewed according to Minnesota Rule 3525.0200 to 3525.4700."

DISCIPLINARY INFRACTIONS & CONSEQUENCES

VIOLATIONS AGAINST PERSON

VIOLATION	DEFINITION	CORRECTIVE ACTION
ASSAULT/THREAT	A threat of bodily harm or death to another person, with or without material physical contact. Sexual Assault/threat is an act that threatens or causes harm to another individual with or without physical contact.	-Notification of Law Enforcement -Suspension / Expulsion
BULLYING	<p>"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:</p> <ol style="list-style-type: none"> 1. harming a student or a group of students; 2. damaging a student's or a group of students' property; 3. placing a student or a group of students in reasonable fear of harm to person or property; 4. creating a hostile educational environment for a student or a group of students; or 	<ul style="list-style-type: none"> -Notification of Parents/guardians -Student/Parent conference -Detention -Notification of Title IX officer in cases of sexual harassment/sexual violence -Special Behavior Plan -Notification of law enforcement - Suspension / Expulsion

	5. intimidating a student or a group of students.	
DIRECT ATTACK ON ANOTHER PERSON	An aggressive or violent action against another person.	-Parent/guardian conference -Special Behavior Plan -Suspension -Possible administrative transfer to another setting -Possible recommendation for expulsion -Possible notification of law enforcement
DISRESPECTFUL LANGUAGE	Inappropriate language used in a descriptive nature or directed towards another person.	-Parent/guardian & student conference -Special Behavior Plan -Detention and/or suspension
DISRUPTIVE BEHAVIOR	<ol style="list-style-type: none"> 1. Willful conduct which materially and substantially disrupts the rights of others to an education. 2. Willful conduct which endangers school district employees. 3. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the Board. 4. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting. 	-Parent/Guardian Conference -Removal from class -Special Behavior Plan -Detention and/or Suspension
FIGHTING	A violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."	-Parent/guardian conference -Special Behavior Plan -Suspension
HARASSMENT	<p>Participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.</p> <p>Sexual Harassment is intimidation, bullying or coercion of a sexual nature, the unwelcome or inappropriate touching of the body, and suggestive comments taken by the victim to imply sexual activity.</p>	-Notification of Parents/guardians -Student/Parent conference -Detention -Notification of Title IX officer in cases of sexual harassment/sexual violence -Special Behavior Plan -Notification of law enforcement - Suspension / Expulsion
HORSEPLAY	Tripping, shoving, misuse of other students books, etc.	-Student Conference -Detention and/or Suspension
INTERFERENCE/ OBSTRUCTION	Any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.	-Parent/guardian conference -Special Behavior Plan -Suspension
POSSESSION OF A WEAPON	"Possession" - refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity	According to MN State Statutes
VERBAL ABUSE	Lack of cooperation, rude, or discourteous behavior to school personnel; swearing, profanity.	-Parent/guardian & student conference -Special Behavior Plan -Detention and/or Suspension

VIOLATIONS AGAINST PROPERTY

VIOLATION	DEFINITION	CORRECTIVE ACTION
ARSON	The intentional destruction or damage to any school building or property by means of fire or explosive.	-Parent/guardian conference -Immediate notification of legal authorities -Suspension/Expulsion
FALSE FIRE ALARMS	Releasing or pulling fire alarms without the knowledge of immediate danger to the school building or people within the building.	-Parent/guardian conference -Immediate notification of legal authorities -Suspension
ROBBERY OR EXTORTION	Obtaining of property from another person where his or her consent was induced by use of force.	-Parent/guardian conference -Immediate notification of legal authorities -Suspension
THEFT: PERSONAL PROPERTY	The unauthorized taking of and/or the unauthorized possession of the property of another person.	-Parent/guardian conference -Immediate notification of legal authorities -Suspension
THEFT: SCHOOL PROPERTY	The unauthorized taking of and/or the unauthorized possession of school property.	-Parent/guardian conference -Immediate notification of legal authorities -Suspension -Restitution
UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY	Being in possession of an item belonging to the school without authorization.	-Parent/guardian conference -Notification of legal authorities -Suspension -Restitution
UNAUTHORIZED USE OF SCHOOL PROPERTY	Using school facilities without the direct knowledge or authorization of appropriate school officials.	-Parent/guardian conference -Notification of legal authorities -Suspension
WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS	Intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.	-Parent/guardian conference -Notification of legal authorities -Suspension -Restitution

OTHER VIOLATIONS

VIOLATION	DEFINITION	CORRECTIVE ACTION
ALCOHOL	Possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.	-Parent/guardian conference -Notification of legal authorities -Suspension -Referral to Special Services
DISORDERLY CONDUCT	Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.	-Student Conference -Parent/guardian conference -Special Behavior Plan -Detention/Suspension
DRUGS/CONTROLLED SUBSTANCES & PARAPHERNALIA	Possession, sale, distribution, or use of any controlled substances as defined in MN Statute 152.02 while on the school grounds or at school sponsored events.	-Notification of legal authorities -Suspension -Referral to Social Services -Parent/guardian conference

GAMBLING	Playing of a game of chance for stakes.	-Student Conference -Parent/guardian conference -Special Behavior Plan
TOBACCO USE & POSSESSION	Use of any type of tobacco product, chewing, holding a lighted tobacco product, exhaling smoke from the mouth or nose, as well as possessing tobacco products or paraphernalia on school property or at school sponsored activities. This also includes any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah.	-Notification of legal authorities -Suspension -Parent/guardian conference

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

VIOLATION	DEFINITION	CORRECTIVE ACTION
UNEXCUSED ABSENTEEISM	Being absent from school without permission or valid reason.	-Student Conference -Detention/Suspension -Parent Conference -Behavior Plan -Notification of Legal Authorities
CONTINUAL WILLFUL DISOBEDIENCE	Repeated refusal to follow school rules and regulations after conference resulting from the first violation.	-Special Behavior Plan -Suspension -Parent/guardian conference
DANGEROUS AND NUISANCE ARTICLES	Any article that, in the opinion of the school staff, is dangerous or distracting.	-Confiscation -Student conference -Detention and/or Suspension
DEFIANCE OF AUTHORITY	Willful refusal to follow the legal direction/order given by a staff member.	-Special Behavior Plan -Suspension -Parent/guardian conference
RECORD AND IDENTIFICATION FORGERY	This includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member	-Special Behavior Plan -Detention -Parent/guardian conference -Suspension
LEAVING THE SCHOOL GROUNDS	This applies to leaving the school grounds during school hours without the proper clearance.	-Detention -Student conference -Special Behavior Plan
MISBEHAVIOR ON SCHOOL BUS	<ol style="list-style-type: none"> 5. Willful conduct which materially and substantially disrupts the rights of others.. 6. Willful conduct which endangers school district employees. 7. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the Board. 8. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting. 	-Student conference -Notification of parent/guardian -Special Behavior Plan -Detention/Suspension -Loss of Privilege to use District Transportation
PLAGIARISM/CHEATING	The practice of taking someone else's work or ideas and passing them off as one's own and acting dishonestly or unfairly in order to gain an advantage.	-Teacher/student conference -Teacher contacts parents -Teacher referral to office -Special Behavior Plan -Loss of credit

STUDENT ATTIRE	The manner of dress which presents a clear danger to the student's health and safety, causes an interference with work, promotes an illegal activity or fosters classroom or school disorder.	-Student conference -Change attire
TRESPASSING	A person physically present on a school campus or at a school activity after being requested to leave by the school administration or other person lawfully responsible for the control of the said premises.	-Parent/guardian conference -Referral to legal authorities
WILLFUL DISOBEDIENCE	Any refusal to follow published school rules and regulations.	-Student Conference -Detention and/or Suspension

ACTIVITIES AND ATHLETICS

ROSEAU HIGH SCHOOL ATHLETIC DEPARTMENT CORE VALUES

Respect: Treat the game, people, and property with dignity and care.

Integrity: Act with honor and ethics.

Responsibility: Recognize the important role you play in your family, your team, your school, and your community.

Excellence: Focus on continuous improvement to be the best you can be.

Determination: Work hard and persevere through challenges. Never give up.

ROSEAU HIGH SCHOOL ATHLETIC DEPARTMENT - VISION STATEMENT

- We strive to create individuals who will be able to use/develop the physical, mental, and emotional tools that promote success in athletics and their personal lives.
- We encourage all student-athletes and coaches to accept the responsibility of being a positive part of a team, a school, and a community.
- We promote respect and integrity in all aspects of competition, from our communication with officials and parents to our competitive tactics on the playing field.
- We promote the qualities of hard work, preparation, perseverance, and toughness by challenging all members of the athletic department to strive for personal excellence and team achievement.

MINNESOTA STATE HIGH SCHOOL LEAGUE

When a student enrolls in an activity at Roseau High School, the student is under the jurisdiction of the Minnesota State High School League (MSHSL) and Roseau High School activity policies and regulations. It is the responsibility of the participant in a league-sponsored event to know the requirements to participate and to remain in participation. It is your right to have a coach, advisor, or director explain the requirements to you. Thereafter, lack of knowledge is no defense; you verify this through your signed statement, which is on file with the activities director. A middle school student who is selected to be on a high school team would also be under the same jurisdiction.

STUDENT CODE OF RESPONSIBILITIES

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

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- 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 whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school administration.

I understand that once I sign the eligibility statement all eligibility rules apply:

- 12 months of the year;
- Whether I am continuously participating or not;
- Continuously from the first signing of the statement through completion of my high school eligibility.

CHECKLIST FOR STUDENT-ATHLETE PARTICIPATION

1. MSHSL Eligibility Brochure (filled out 1 time per year) (blue paper):
 - a. This is general information regarding eligibility issues, rules, and responsibilities of the parents and student-athletes. This is a contract between parents, student-athletes and the MSHSL.
 - b. Both sides of the form must be completed, signed, and returned to the office before the student-athlete is eligible to participate.
2. ImPACT Testing (Concussion):
 - a. Must be completed every two years (typically, grades 7, 9, 11)
 - b. Must occur before the athlete can practice.
 - c. Student-athletes need a concussion test if participating in volleyball, football, diving, basketball, hockey, wrestling, baseball, pole vault and softball.
 - d. Student-athletes do not need a concussion test if participating in swimming, cross country, golf, track and tennis
3. Consent for Cognitive Testing and Release of Information
 - a. Must be completed each year before the student is eligible to participate
4. Physicals
 - a. Must be completed every three years (typically 7th grade and 10th grade)
 - b. All 7th-12th grade athletes must have a physical completed and the form on file in the office before participation.

*** Parents - Be sure to let your coaches know of any medical conditions before the season starts.

5. Fees
 - a. Must be paid accordingly before participation. Fees can be paid in the HS office or via PaySchools.

STUDENT ELIGIBILITY

Activities are an important part of the educational process. Teamwork, togetherness, commitment, work ethic, time management, and follow-through can be learned as effectively in football, softball, drama, speech, or mathletes as they can be learned in the classroom. Eligibility to compete in activities can be maintained by doing your best in the classroom, (See the **Academic Eligibility** section), being a good citizen, and avoiding illegal and/or controlled substances (See **Mood Altering Chemicals**).

ACADEMIC ELIGIBILITY

1. Academic eligibility is checked on a regular basis throughout the school year. (See chart below)
2. Ineligibility periods runs for two weeks, from Thursday to Wednesday.
3. Students will be ineligible for failing classes and incompletes..
4. Students will end of the school year F's will be ineligible for competition in fall events.

ACADEMIC ELIGIBILITY CHECKS

<u>Term & Midterm Protocol 2019-20</u>	Progress Check Date	Grades Due	Ineligibility Period
Progress check #1	9-20-19	9-24-19	9-25-19 to 10-8-19
Progress check #2	10-4-19	10-8-19	10-9-19 to 10-22-19
Progress Check #3	10-16-19	10-22-19	10-23-19 to 11-5-19
<u>Term 1 (ends on Thursday)</u>	11-1-19	11-5-19	11-6-19 to 11-19-19
Progress Check #4	11-22-19	11-26-19	11-27-19 to 12-10-19
Progress check #5	12-6-19	12-10-19	12-11-19 to 12-24-19
Progress Check #6	12-20-19	12-23-19	1-1-20 to 1-14-20
<u>Term 2 (ends on Thursday)</u>	1-17-20	1-21-20	1-22-20 to 2-4-20
Progress Check #7	2-7-20	2-11-20	2-12-20 to 2-25-20
Progress Check #8	2-21-20	2-25-20	2-26-20 - 3-10-20
Progress Check #9	3-4-20	3-10-20	3-11-20 - 3-24-20
<u>Term 3 (ends on Friday)</u>	3-20-20	3-24-20	3-25-20 to 4-7-20
Progress Check #10	4-17-20	4-21-20	4-22-20 to 5-5-20
Progress Check #11	5-1-20	5-5-20	5-6-20 to 5-19-20
Progress Check #12	5-15-20	5-19-20	5-20-20 to 6-2-20
Seniors Grades Due	5-27-20	5-28-20	
<u>Term 4 (ends on Thursday)</u>	5-29-20	6-1-20	Fall 2020

*no F's or I's are allowed to be eligible.

*Students making up failed course grades in summer are eligible for full participation in fall activities if all F's or I's are made up.

MOOD ALTERING CHEMICALS

A student shall not at any time, regardless of the quantity:

1. Use, consume, or have in possession a beverage containing alcohol;
2. Use, consume, or have in possession tobacco;
3. Use, consume, or have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
4. Use, consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
5. Use, consume, have in possession, buy, sell, or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system.

PENALTIES FOR CHEMICAL VIOLATIONS

Students who are in activities will receive penalties as set forth below for violations of this policy:

Category I - Activities include all activities with a set schedule such as:

1. All athletic activities
2. Fine arts activities:
 - a. Debate or speech activities, including one act plays (when seasons of interscholastic contests are scheduled).

Category II - Activities include all activities without a set schedule such as:

1. Music Trips
2. Fine arts activities:
3. Speech activities, including one act plays (when no interscholastic contests are scheduled).
4. Special events such as band trips, homecoming royalty, dances, or prom.
5. Visual arts activities.

Penalties -Category I

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. Penalties are progressive and consecutive.
5. Denial Disqualification: A student shall be disqualified from all interscholastic 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.

Penalties -Category II

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for 10 school days in session. 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 15 school days in session. 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 20 school days in session. 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. Penalties are progressive and consecutive.
5. Denial Disqualification: A student shall be disqualified from all interscholastic 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.

If it is unclear whether a particular activity falls within Category I or Category II above, the Superintendent of Schools shall make the determination. The penalties above are not negotiable. A complete copy of the Minnesota State High School League Rules can be found on the Minnesota State High School League website, in the District Office and the Principal's Office.

ELIGIBILITY FOR MUSIC EVENTS

- Students can participate in band and choir concerts if ineligible. These concerts are considered to be part of the students' final course grade and occur after school hours.
- Students may leave during the music class period to take field trips to perform for band or choir class.
- Student may participate in pep band or Eclipse as long as they do not miss class time as these events earn classroom grades.
- Students cannot leave during school hours if ineligible for either chemical, grades, etc.
- Students cannot COMPETE in any MSHSL contest or activities if ineligible.

LEADERSHIP POSITIONS AND CONSEQUENCES

Students who serve in leadership positions serve as role models to other students. Consequently, student leaders will be subject to removal from their leadership positions when they engage in conduct that constitutes a chemical violation.

For purposes of this policy, the following terms and definitions will apply:

1. "Chemical Violation" means:
 - a. Use, consume, or have in possession a beverage containing alcohol at any time, regardless of quantity;
 - b. Use, consume, or have in possession tobacco at any time, regardless of quantity; or
 - c. Use, consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia at any time, regardless of quantity.
2. Controlled Substance or Drug means any substance defined by law as a drug, including marijuana. Excluded from this definition is a controlled substance specifically prescribed for the student's own use by his/her doctor.
3. "Leadership Position" means:
 - a. Class Officers,
 - b. Student Council officers
 - c. Student Activity officers (e.g., VICA, FCCLA, Knowledge Bowl, National Honor Society),
 - d. Team Captains,
 - e. Homecoming or Prom attendants/royalty.

Eligibility Requirements

To participate in a Leadership Position a student must be free from any Chemical Violation for a period of one full semester prior to the student's first day serving in the leadership position or the day of the particular event. If the first day of serving in the Leadership Position or event occurs in the middle of a semester, the student must not have any violation during the semester of the event and for the full period of the previous semester.

First Violation

A student who engages in a Chemical Violation after the date that the student has commenced or is eligible for the leadership position will lose his/her leadership position for the remainder of the season, duration of the activity, or semester, whichever is longer.

Second Violation

A student who engages in his/her second Chemical Violation after the date that the student has commenced or is eligible for the leadership position will lose his/her leadership position and eligibility for any other leadership position for a period of one year from the date of the violation.

***Depending upon the facts and circumstances, the consequences for a first and second violation may be imposed independently or in addition to any consequences assigned with respect to the student's educational program (i.e., in-school suspension, suspension, expulsion, etc.) as a result of the same misconduct.

SCHOOL ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION

Students may not miss more than 2 class periods on the day of an activity, game, practice, event or program that he or she intends to participate in. Students may have appointments that require them to miss more than two class periods, in this case they must bring a note from the appointment that includes a time and date. The following appointments will be excused with a note:

1. Medical or dental
2. Driving Tests
3. Court
4. Counseling

***Family emergencies, e.g.: funerals, death, family illness, will be handled on a case by case basis by High School Admin.

TRANSPORTATION/RIDE PERMISSION

1. Students are NOT permitted to drive/ride in other than school arranged transportation to and from activities.
2. Alternative plans must be cleared in advance through the High School Office.
3. Coaches will NOT allow athletes to ride home from events with anyone except parents/guardians without advance notice.
4. Students must sign out with the coach, to ride home with parent or adult with previous permission granted (#3).

LETTERING

ACTIVITY AND BAND AWARDS - Lettering will follow this format:

For the first Roseau High School career letter the student will receive a fabric "R" representing Roseau High School and a gold pin designating the activity. Additional letters in any activity will receive a gold pin for that specific activity.

CHOIR AWARDS - Choir/Eclipse members will earn a fabric "R" if they are eligible to participate in one MSHSL sanctioned contest and tour. Concert choir seniors will earn a pin for their participation in choir: 1 year earns bronze; 2 years earns silver; 3 years will earn gold and 4 years will earn a second gold pin. Select Choir members will earn a "Show Choir" pin each year they participate.

EXTRA-CURRICULAR PROGRAMS

District Sponsored Activity Offerings:

Football, Volleyball, Cross Country, Tennis, G/B Basketball, Girls Swimming, G/B Hockey, Wrestling, Drama, Knowledge Bowl, Student Council, National Honor Society, Concert/Pep/Jazz Band, Concert Choir, Eclipse, Speech, Baseball, Softball, Track, Golf, One Act Play

Independently Sponsored Activity Offerings (tentative)

Robotics, Trap Team, Skeet Team, Team Epic

ISD #682 Policy Statements

MALTREATMENT OF MINORS (SB 412)

1. It is the policy of Independent School District #682 to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse; and to strengthen the family by making the school community safe for children by promoting responsible child care in all settings.
2. It is the policy of Independent School District #682 to comply with the law of requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota State Statute 626-556 sub. (3). All persons responsible for the child's care means a parent, guardian, teacher, school administrators or other lawful custodian of a child having either full-time or short-term care responsibilities including but not limited to; day care, babysitting (whether paid or unpaid), counseling, teaching, and coaching. The complete Child Abuse policy is on file in the high school principal's office.

CARE OF SCHOOL PROPERTY (SB 806)

A great deal of work has been done inside the school building again this year refinishing and repairing the walls, floors, and equipment. Students are requested to help keep the building and equipment attractive and clean. Marking or scratching walls or desks or otherwise destroying valuable property is inexcusable; littering the building by dropping papers or other waste matter in the halls shows lack of consideration for others. Treat the building and equipment the same as you would in your own home. Failure to comply will result in disciplinary action and restitution. Major acts of vandalism will also result in referring the matter to the appropriate law enforcement agency. Vandalism also includes knowingly tampering with computer system(s).

In cooperation with teachers and the head custodian, principals shall access pupils for any damage to school property when the guilty pupil(s) can be determined. The amount assessed shall be proper restitution for damage(s) incurred. The school administration may provide a financial reward for information leading to the determination of a person(s) responsible for damaging school property.

A building is more attractive with a beautiful lawn. Walking across the lawns, even in winter, harms the grass and makes an ugly path. Students can help keep the lawn beautiful by using the conveniently located sidewalks

STUDENT SEX NON-DISCRIMINATION (SB 501)

PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

GENERAL STATEMENT OF POLICY

- A. The School District provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the School
- B. District on the basis of sex. It is the responsibility of every School District employee to comply with this policy. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate School District official provided by policy.
- C. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or

complaint should be referred to the Superintendent or the School District human rights officer.

STUDENT DISABILITY NON-DISCRIMINATION (SB 502)

PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the School District to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive the required free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - a. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - b. has a record of such impairment; or
 - c. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

SCHOOL WEAPONS POLICY (SB 504)

No student or non student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

SEARCHES AND INTERROGATION PROCEDURES (SB 505)

Searches:Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of the other students or is necessary to preserve the good order or discipline in the school. Lockers shall be opened or other searches conducted by not less than two members of the professional staff.

Interrogations:School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist. Failure to furnish known facts, materially misrepresenting facts, or lying in a formal interrogation shall result in disciplinary action. In some cases, the administration may feel it necessary to record conversations with students in certain investigations. During a conference of this type, we expect students to be cooperative in telling the truth. Any student who knowingly lies during an administrative conference will face disciplinary action.

STUDENT SURVEYS (SB 549)

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

SEXUAL HARASSMENT AND VIOLENCE (SB 501)

It is the policy of Independent School District #682 to maintain learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student, employee, patron, or third party of School District #682 to harass a student, employee, patron, or other third party through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student, employee, patron, or other third party of School District #682 to be sexually violent to a student, employee, patron, or other third party.

The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student, employee, patron, or other third party who sexually harasses or is sexually violent to a student, employee, patron, or other third party of the school district. The school district's Sexual Harassment Compliance officer is Mr. Ivan Hirst, principal of Roseau High School.

The complete Sexual Harassment and Sexual Violence policy is on file in the high school principal's office.

STUDENT RECORDS (SB 523)

All student records may be viewed by the student or parent by appointment.

Records will be forwarded only with a release. Release forms may be secured in the principal's office.

For students on IEP (Individual Education Plan):

An IEP team meeting must be held within the time period specified in the state statutes. The team shall determine whether or not the misconduct is related to the handicapping condition. When it is determined that the student's misconduct is related to the handicapping condition, the child study team will:

1. A team meeting shall be held before exclusion or expulsion of a pupil. Within five school days of a suspension, a team meeting shall occur. If a pupil is placed on in-school suspension status according to the district policy established for all students for all or part of the day for two or more consecutive days or three times in one month, a team meeting must be held. The team shall:
 - a. Determine whether the misconduct is related to the disability;
 - b. Review any assessments and determine the need for further assessment;
 - c. Review the IEP and amend the goals and objectives or develop an alternative IEP program.
2. Review the special education assessments and determine the need for any further assessments
3. Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP.
4. When it is determined that the student's misconduct is not related to the handicapping condition, the school administration will follow district procedures as defined in the Rights and Responsibilities section of the handbook.