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Richfield, MN 55423
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**RICHFIELD PUBLIC SCHOOLS inspires and empowers each
individual to learn, grow and excel.**

INTRODUCTION

Welcome to the 2019-2020 school year! The book you are holding in your hands is your guide to important information you need to know about Richfield High School and what it has to offer you.

The first section is the handbook. It has been prepared to help you understand the operations of our school. Included in it are the rules and regulations, which govern school behavior. Read the handbook carefully so you will become thoroughly familiar with our procedures. If any matter needs clarification, do not hesitate to ask questions of any teacher or the administrative staff.

The second section is a day planner calendar to help keep you informed of events at Richfield Senior High. We encourage you to carry the book and use it.

BOARD OF EDUCATION

John Ashmead
Christine Maleck

Crystal Brakke
Timothy Pollis

Paula Cole
Peter Toensing

HIGH SCHOOL ADMINISTRATION

Principal, Latanya Daniels
Carrie Vala, Assistant Principal
Dave Boie, Director of Athletics/Activities

RICHFIELD SCHOOL SONG

WE ALL HAIL FROM RICHFIELD HIGH
FOR THE SPARTANS WE DO CHEER,
WE'LL FIGHT ON AND EVER TRY
FOR THE SCHOOL WE LOVE SO DEAR.
HOLD OUR COLORS, RED AND WHITE,
MAY THEY WITH OUR SPIRIT FLY,
MAY WE EVER FIGHT! FIGHT! FIGHT!
FOR RICHFIELD HIGH.
HERE THEY COME (shout) HAIL THE SPARTANS,
FIGHT FOR RICHFIELD HIGH! FIGHT!
DO YOUR BEST, TEAM! WE'LL DO THE REST, TEAM!

FIGHT FOR RICHFIELD HIGH! FIGHT!
HOLD OUR COLORS, RED AND WHITE,
MAY THEY WITH OUR SPIRIT FLY,
MAY WE EVER FIGHT! FIGHT! FIGHT!
FOR RICHFIELD HIGH

COLORS: Cardinal & White

NICKNAME: Spartans

Please see district and school website for information regarding student rights and responsibilities and district policies.

www.richfieldschools.org>parents>parent resources

IMPORTANT HIGH SCHOOL PHONE NUMBERS

ADMINISTRATION AND SUPPORT STAFF:

Latanya Daniels, Principal	612-798-6101
Julie Hayek, Principal's Secretary	612-798-6102
Carrie Vala, Assistant Principal	612-798-6103
John Cook, Assistant Principal	612-798-6111
Liz Morales, Assistant Principals' Secretary	612-798-6112

ACTIVITIES OFFICE:

David Boie, Activities Director	612-798-6131
Shannon Lindberg, Activities Secretary	612-798-6132
Colleen Nollenberger, Activities Assistant	612-798-6134

ATTENDANCE:

Attendance Voicemail Line	612-798-6115
Attendance Email:	RHSattendance@rpsmn.org
Angie Meza, Attendance Clerk	612-798-6114

GUIDANCE OFFICE:

Jessica Okey, Counselor (A-G)	612-798-6123
Sara Linde, Counselor (H-N)	612-798-6121
Counselor (O-Z)	612-798-6122
Marisa Zimmerman, Social Worker/Tuancy Officer	612-798-6126
Doris Pomerleau, Guidance Secretary	612-798-6120
Lori Schmidt, Scheduling Secretary	612-798-6125
Warren Matthews, Student Engagement Specialist	612-798-6194
Fax Machine	612-798-6117

OUTREACH WORKERS:

Victoria Johnson, Latino Outreach	612-798-6276
Falis Aided, Somali Outreach	612-798-6186
Sarah Jespersen, American Indian Outreach	612-798-6189

SPECIAL EDUCATION OFFICE:

Elsie Krueger, Special Education Lead	612-798-6267
Kaitlin Senn, Psychologist	612-798-6338
Kelly Bloomer, Secretary	612-798-6257

MISCELLANEOUS:

Food Service: Courtney LaDuke	612-798-6072
Nurse: Darby Peterson	612-798-6109
Paying & Receiving: Cathy Theisen	612-798-6105
Hours: 7:30-10:30 a.m. and 3-4 p.m.	
School Resource Officer: Erin Hoiom	612-798-6118
Transcripts: Doris Pomerleau	612-798-6120
Transportation: Dispatcher	612-798-6075

ACADEMIC ACHIEVEMENT AWARDS

During their senior year, students may be considered for the Presidents Education Award if they meet the following qualifications:

- completed all credit-based classes as determined by a letter grade
- be presently enrolled at RHS
- received no INCOMPLETES or No Grades.
- earned a minimum cumulative grade point average of 3.667 (A-)
- received no grade lower than a C in any class

ACADEMIC EXCELLENCE AWARD

LETTERING

The Richfield's Academic Excellence Letter consists of specific criteria created by a committee of RHS faculty and students. The primary indicators of excellence for lettering will be based on academic achievement on a yearly basis, not a cumulative average.

In order to be considered for a RICHFIELD ACADEMIC BAR/LAMP OF KNOWLEDGE/LETTER, a student must meet the following selection criteria each grading period:

- complete at least five credits per grading period
- complete all credit-based classes as determined by a letter grade (no NG grades)
- complete INCOMPLETES within the two-week window
- receive no grade lower than a C in any class
- earn a minimum grade point average of 3.667, weighted or unweighted, for each grading period (NOT an average)
- transfer students-complete at least one grading period at RHS prior to receiving recognition

First time lettering could be earned after the first semester of grade nine; after that, students are eligible for academic recognition after two semesters: tenth-grade would include second semester of ninth grade and first semester of tenth grade; eleventh-grade would include second semester of tenth grade and first semester of eleventh grade; twelfth-grade would include second semester of eleventh grade and first semester of twelfth grade.

Order of recognition:

- 1st - numeral certificate
- 2nd - lamp of knowledge
- 3rd - Richfield R certificate, academic bar certificate
- 4th - academic bar certificate

ADVISORY

Faculty members serve as advisors to a small group of students from the same grade. Advisory meets once per week for 28 minutes between first and second hour, on Thursdays. Students will receive a .25 pass/no pass credit per year based on advisory attendance and participation. Advisors are here to implement this program with their advisees and to be one more advocate at the school for individual students. Goals for Advisory:

- Provide a path to graduation and post-secondary education
- Strengthen school culture and involvement
- Facilitate communication between students and RHS

BUSES

School bus transportation is a privilege, not a right. It is earned by exhibiting good behavior while on the bus or at the bus stop. Inappropriate behavior may result in the loss of bus riding privileges. Bus rules include:

- Immediately following the directions of the driver
- Sit in your seat facing forward
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep your arms, legs, and belongings to yourself
- Treat others with respect - no fighting, harassing, intimidating, or horseplay
- Do not throw any object
- No eating, drinking, or using tobacco
- Do not damage the school bus

COMMUNITY SERVICE REQUIREMENT

Seniors are required to perform a minimum of 15 hours of community service between the end of their junior year and the end of their senior year. Community service is a way for Richfield High School students to give back to the community by donating their time and effort without payment (e.g. mowing lawns, volunteering at charitable organizations or serving as a teacher aide). Service hours may be performed for just about any person or organization: however, because of legal concerns, teaching one's religion (such as Sunday School) cannot be used for community service hours. Students working as a teacher's aide will receive 7.5 hours of community service per semester as an aide for an A **OR** B class. Students working as a teacher's aide will receive 15 hours of community service per semester as an aide for a class that meets every day. Students can start their community service the summer after their junior year. Special recognition is given to students who have completed 100 or more hours of community service.

FEES

Students will be assessed a fee for unmet obligations (examples - lost or damaged textbooks, outstanding fund raising money, lost athletic uniforms, etc.) Student records will not be released until all fees have been paid. Participation in student activities and attendance to school dances will be limited until fees are paid.

FIELD TRIP/SCHOOL ACTIVITIES POLICY

Field trips and other scheduled school activities are considered excused absences. Students are only excused from class for the class periods during the field trip. Students are expected to attend all class periods prior to the field trip and when they return from the field trip. A student absenting class the day before a field trip, failing a class, or with three unexcused absences or excessive absences for any reason, including school activities, may be denied the opportunity to attend a field trip.

GPA SCALE BY LETTER GRADE

A+	=	4.333
A	=	4.000
A-	=	3.667
B+	=	3.333
B	=	3.000
B-	=	2.667
C+	=	2.333
C	=	2.000
C-	=	1.667
D+	=	1.333
D	=	1.000
D-	=	0.667

$$F = 0.000$$

HALL PASSES

Students are expected to be in class on time. If a student needs to leave the class he/she must have a pass signed by the teacher, this should include name, date, time and destination. The teacher has the right not to allow any student requests for passes. A student request for a pass to leave the classroom for locker, bathroom or drinking fountain will not be given the first or last 10 minutes of class. Offices which make a request to see a student during a class will have an official pass. When students are found to violate the hall pass privileges they will be on a "NO PASS" list and will not be granted any hall passes.

HEALTH RESOURCE CENTER

The Richfield Health Resource Center serves children and youth who live in or go to school in Richfield from birth through high school graduation. It is located in the high school building. Students may access services confidentially during the school day or after school. The Health Resource Center distributes passes back to class, and students should bring their passes to the attendance office after a visit to the HRC to ensure that they have not been marked absent. Medical services are provided Monday and Wednesday 1:00 – 5:00. Portico Insurance assistance is available Monday 1:00 – 4:00. For more information call the center during open hours at 612-798-6020.

ID CARDS

Each student will be issued an ID card which includes a picture and other identification data. Teachers or supervisors may ask you to show this card for identification purposes. Students must have their ID card to attend school-sponsored dances and to ride school busses. Replacement ID cards are available at the security desk for \$5.

Due to safety and security concerns Richfield Senior High expects all students to identify him/herself when asked by an adult in the school building. Failure to give correct identification may result in disciplinary consequences.

LOCKERS

Every Richfield High School student is provided a locker of his/her own to use upon request. Students can request a locker the first week of school. Each student is strongly discouraged from sharing his/her locker with another person. Only you should know the combination of your locker. Never leave valuables or money in your locker, even if it is locked. The school cannot be held responsible for stolen property. If your locker or its lock is not functioning properly, report the problem to the Main Office immediately. Some lockers are equipped with padlocks. These locks are the property of the school, and you will be charged \$5.00 if you lose one.

MEDIA CENTER

The media center is the information and technology hub of the high school. Both students and staff will find print and digital resources, equipment, and assistance in using these items for conducting research and completing course work. We also offer a wide range of reading materials in multiple formats. All of these offerings are available for checkout using a student ID number or staff employee number. Staff can reserve computer labs and media spaces using our online calendar.

The rules contained in the Richfield High School handbook apply in the media center. Media center expectations are that students work and use technology responsibly and respectfully. Please finish food or drinks in the cafe area at the entrance before entering the main media areas and computer lab. Students can visit the media center before or after school without a pass. Students must have a pass from one of their teachers AND school work to do when visiting during class hours. Students can request a pass from the media staff to do school work in the media center during their lunch period.

Let us know if you need assistance with technology or finding materials. The media center is for learning - what interests you? We appreciate suggestions and do our best to fulfill the book requests.

PARKING

Students who choose to drive to school will operate their vehicles in conformance with all rules and regulations of the State of Minnesota, the City of Richfield and School District 280 Board of Education policy governing the reserved student parking lots. Motor vehicles must be licensed and covered by insurance. The school is not responsible for the motor vehicle or its contents. It is important to remember that driving to school is considered a privilege and rules will be strictly enforced.

Parking permits are sold for each quarter. They will go on sale the first day of school at the Paying and Receiving window. Each quarter permits go on sale the first day of that quarter. Permits cost \$50.00 per quarter (\$25 for students with only 1-3 classes @ RHS). Permit stickers should be placed in the lower left corner of the windshield. All students should park in assigned parking spots.

Daily parking permits are available for \$3 and must be purchased prior to the first hour of class that day. You then must return the parking stub to your car and place it on the dashboard. The daily parking permits may be purchased from the front check-in desk.

Students who park without a permit or in an unassigned spot, or park illegally (fire lane, handicap spot, etc.) will be subject to a \$25 parking citation. Fines must be paid at the Paying and Receiving window. Any students with unpaid fines will be placed on the unmet obligations list. Students are expected to abide by the policies and regulations set forth in the parking lot permit application form. Violations of the parking policies and regulations could result in revocation without refund of the parking permit.

PERSONAL ELECTRONIC DEVICES

There are certain uses of personal electronic devices that are unacceptable at ALL times, both in and out of school, including but not limited to threats, taking photos of other people without consent, sexting, plagiarism, cheating, copyright violations, and bullying. These behaviors will result in disciplinary consequences and potential legal charges.

Students will be allowed to use electronic devices responsibly during passing time and lunch. Students will be considered "in class" once the bell rings.

Teachers will set the appropriate level of acceptable use at any given time in their classroom as outlined below. Earbuds and headphones are considered electronic devices and need to be out of sight while students are "in class" unless the classroom teacher specifically allows their use for a class activity.

- **Red Light:** Personal electronic devices are not allowed for the current activity/time period. They must be turned off and kept in backpacks.
- **Yellow Light:** Personal electronic devices are regulated by the classroom teacher, and students may only use them with permission as designated by the teacher.
- **Green Light:** Personal electronic devices are allowed by the classroom teacher for the current activity/time period. Students will be professional in the use of their devices and understand that the use of technology is intended to help them interact with the curriculum. Social media is not considered professional use.

In the case of a teacher absence, the default setting will be RED unless otherwise stated in the teacher sub plans. Reserve teachers will follow the building consequences.

CONSEQUENCES:

Should students have their personal electronic devices out during the posted prohibited times, the student will comply with the consequences outlined below.

Violation: Cell phone/device/earphones will be confiscated from the student and turned in to the attendance office.

- | | |
|------------------------------|---|
| 1st offense: | Held in the office until the end of the day. |
| 2nd offense: | Held in the office until the end of the day. |
| 3rd offense: | Held in the office until a parent comes in to pick it up. |
| 4th and subsequent offenses: | Held in the office for five school days and parent contact. |

A student is responsible for his/her own cell phone. If the student does not use the cell phone responsibly and it is confiscated, Richfield High School will not be responsible for lost, stolen or broken devices and will not pay for loss that occurs after a staff member confiscates the device.

The staff realizes these devices are expensive and very desirable, and therefore, are often stolen. Students must realize that items brought to school that end up lost or stolen are not the school's responsibility.

RESOURCES FOR YOUTH

Richfield Public Safety Non-Emergency
United Way 211
Crisis Connection (24 Hour)

612-861-9800
612-335-5000
612-379-6363

Rape & Sexual Abuse Center	612-825-4357
Sexual Violence Center	612-871-5111
Teenage Medical Service	612-332-4973
Planned Parenthood	651-489-1328
Bridge for Runaway Youth	612-377-8800
Alcoholics Anonymous	952-922-0880
Alateen	952-920-3961
Headway Emotional Health Services	612-861-1675
Cornerstone	952-884-0376
Bloomington Public Health	952-563-8900
Suicide Prevention Center	612-347-2222
The Family Partnership	952-884-7353
Front Door Social Services	612-348-4111

SCHOOL GOVERNMENT

The Richfield High School Student Government represents the student body's interests and concerns. Each year, the student government provides leadership for numerous school and community functions. Among them are: School dances, pep fests, Cornerstone gift drive, blood drive, and staff recognition events.

Elections for Student Government, grades 10-12, are held in the spring of the year; ninth-grade elections in the fall.

Richfield Senior High 2019-2020 student government officers

President	Hannah Hintermeister
Vice President	Junior Agbenowossi
Secretary	Vashti Sanichara
Treasurer/Historian	Jalaina Smith-Moore

2019-2020 STUDENT GOVERNMENT MEMBERS

Seniors: Alejandra Carroll, Ella Sollie, Isabel Farrell, Mary Capistran, Mesfin Abegaz, Yadira Viridiana Maceda Tinoco.

Juniors: Luz Luna Apodaca, Juan Jose Di Grazia, Max Lavin, Helen Nguyen, Tsundrul Palmo, Hang Vu.

Sophomores: Angel Sanchez-Estrada, Carina Jones, Cristina Furness Rubio, Dahabo Mohamed, Maddy Hintermeister, Sidney Colbert.

NATIONAL HONOR SOCIETY

National Honor Society bestows an honorary membership to students who excel in scholarship, character, leadership and service. Juniors and seniors are selected as members in spring.

President	Joelle Poyatos
Vice President	Vashti Sanichara
Secretary	Hannah Hintermeister
Historian	Isabel O'Grady

SECURED BUILDING ACCESS

During the school hours of 8:30 to 3:20 the only entrance and exit to and from the building is the front entrance. Students/Staff/Visitors are not allowed to enter/exit any other door during the defined school day. Students should not open secured doors to allow building access to anyone during the school day. This is considered a safety violation. Failure to follow these guidelines will result in suspension.

SEMESTER POLICIES

1. Parents and students are primarily responsible for planning an education program that meets the total credit requirements leading to graduation.

2. All students grades 9-12 are recommended to enroll in seven (7) credit classes each semester.
3. All students MUST be enrolled in at least one (1) course in English and one (1) in social studies each semester.
4. All students eligible for graduation from Richfield High School must have completed with passing grades eight (8) semester credits in English, eight (8) in social studies, six (6) in science, six (6) in mathematics, two (2) in physical education, two (2) in fine arts, and one (1) in health. In order to qualify for a diploma from Richfield High School, the class of 2019 must complete forty-five (45) credits, class of 2020 forty-seven (47) and class of 2021 forty-nine (49). Seniors must also complete 15 hours of community service between the end of their junior year and the end of their senior year.
5. All students must maintain enrollment in a minimum of five (5) credit classes each semester. Students not maintaining the minimum will be subject to referral to an alternative program or subject to dismissal from school for the remainder of the semester. HTC students enrolled in Level I and II courses who drop their HTC courses will be reassigned to the high school and will most likely be placed in study halls.
6. Students may withdraw from a course during the first 15 days of a semester without penalty or a record of the course on their transcript. Students will be placed in a study hall. Students who withdraw from a course after the 15th day of the semester will receive a "W" on their transcript. The "W" grade will be equivalent to an "F" grade and will be averaged into each student's cumulative grade point average.
7. In order to have the opportunity to earn full credit in each class, a student needs to enroll at Richfield Senior High School prior to the 15th day of the semester. Counselors will address each case.
8. Students who seek to transfer credits earned in alternative programs while concurrently enrolled full-time at RHS should be aware of the following Richfield Public Schools Board Policy 620: 1) Students must receive prior approval from the school district, consistent with state law, for any courses to be completed for credit outside the district, 2) Students may transfer a limit of two (2) semester credits per year from an alternative program, and 3) Counselors will verify evidence of contact hours (approximately 60 hours per semester credit).
9. Students contracting to earn an alternative education credit must enroll with a guidance counselor at the start of a semester to receive credit at the end of that semester.
10. After a student has successfully completed a given course in the curriculum, he/she may not repeat that course for credit towards graduation. See a guidance counselor for exceptions.
11. Students, who for acceptable reasons (e.g., illness, family emergency) receive an incomplete mark at the end of a semester, must work out a plan with the classroom teacher to complete the work. If the student has not made an alternative plan with the teacher or if the student does not complete the alternative plan by the date designated the incomplete will become a grade (A through F) or "NG".
12. Course Weighting: Courses containing AP/CIS/PSEO in the title are graded at 120%, HONORS classes are graded at 110%.

SPORTS EQUIPMENT

Sports equipment such as basketballs, footballs, soccer balls, hockey sticks, etc. are to be left in the student's locker during the school day. Students are not to carry sports equipment in the halls or classrooms.

STUDY HALL

Minnesota State Law (EDU 44) requires a minimum of six (6) clock hours of instruction or approved activity be provided in public high school. If a student is dropped or removed from a class, he/she is placed into study hall. The study hall then becomes an official period in the class schedule and fulfills the EDU 44 requirement. Although a student receives no credit or grade for study hall, **attendance is mandatory**. In order to provide a structured study environment, students are notified of expectations for student behavior. Truancy from study hall will result in one hour of detention time.

STUDENT ACTIVITIES & ATHLETICS

Richfield High School offers a wide variety of both athletic and non-athletic activities which give all students an opportunity to participate in co-curricular organizations that meet their special interests and needs.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are available as listed: Anime Club, Aurean (yearbook), Band, Cheerleading, Choir, Color Guard, D.E.C.A., Film Club, French Club, Future Problem Solvers, German Club, Girl Scouts Connectz (Multicultural Girls Group and

Latinas Unidas), GLOW, Intramural Sports, Jazz Ensemble, Knowledge Bowl, Me to We, Mindsong, Musical, National Honor Society, Octagon Club, Qué Onda, Robotics, Student Government, Spanish Club, Theater, Video Club.

CO-CURRICULAR ELIGIBILITY POLICY

Richfield High School students will earn eligibility to participate in co-curricular activities by meeting the accumulated credit expectations to certify them as making "satisfactory progress toward graduation."

Class of :	Current GRADE	S1	S2	S3	S4	S5	S6	S7	Grad Credits
2020	12 th	5	10	15	20	26	35	41	47
All Others	All Others	5	10	16	22	29	36	43	49
		FR	SO	SO	JR	JR	SR	SR	

All first semester ninth-grade students are eligible for participation in co-curricular programs during the fall semester. To be eligible for participation semester 2, freshmen need to have earned five (5) credits.

Any student whose accumulated credits meet the definition of "making satisfactory progress toward graduation" will be eligible to participate in co-curricular activities. Students with exceptional circumstances leading to an ineligible status may submit in writing an appeal to the athletic director to be granted eligibility. A committee will—at their discretion—consider and provide a final decision on all appeals.

ATHLETICS

All school sports are governed by the regulations of the Minnesota State High School League. The following is a list of boys' and girls' competitive athletic teams sponsored by Richfield High School.

BOYS Alpine Skiing, Baseball, Basketball, Cross Country, Cross Country Skiing, Football, Golf, Hockey, LaCrosse, Soccer, Swimming & Diving, Tennis, Track, Wrestling

GIRLS Alpine Skiing, Basketball, Competition Dance, Cross Country, Cross Country Skiing, Golf, Gymnastics Hockey, LaCrosse, Soccer, Softball, Swimming & Diving, Tennis, Track, Volleyball

Sports	<u>Open Date</u>	<u>Fees</u>
Football 9-12	8/12	\$210.00
Cross Country B/G	8/12	\$168.00
Tennis - Girls	8/12	\$154.00
Swimming - Girls	8/12	\$196.00
Volleyball	8/12	\$182.00
Soccer Boys/Girls	8/12	\$168.00
Cheerleading Club	8/12	\$50.00
Dance Team, Performance	8/12	\$95.00
Dance Team, Competition	10/21	\$196.00
Basketball - Boys	11/18	\$252.00
Basketball - Girls	11/11	\$252.00
Hockey - Boys (co-op)	11/11	\$252.00
Hockey - Girls (co-op)	10/28	TBD
Wrestling	11/18	\$210.00
Swimming - Boys	11/25	\$196.00
Gymnastics	11/11	\$210.00
Skiing - Nordic/Alpine	11/11	\$196.00
Baseball	3/16	\$182.00
Softball	3/09	\$182.00

Track B/G	3/09	\$182.00
Tennis – Boys	3/23	\$154.00
LaCrosse (co-op)	3/30	TBD
Golf B/G	3/16	\$182.00
Synchro Swimming	3/2	\$182.00

ATHLETIC REGISTRATION

- Any student who participates in high school or junior high school interscholastic athletics/activities must have:
 - Record of a sports qualifying physical examination performed within the previous 3 years on file in the athletic office.
 - Registration
 - Health questionnaire
 - Minnesota State High School eligibility statement signed by the parent/guardian and the participant.
- Refunds will be made for the following reasons:
 - Injuries or illness when substantiated by a doctor's statement.
 - Those students not selected for the squad (Voluntary dropouts will not be refunded).

MINNESOTA STATE HIGH SCHOOL LEAGUE, 2019-2020 ATHLETIC ELIGIBILITY INFORMATION

Students: Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) the summary of Minnesota State High School League rules which govern your participation.

Parents should REVIEW the Minnesota State High School League rules with your son or daughter, www.MSHSL.org

If you have questions, please contact the Activities Office 612-798-6134.

STUDENT-ATHLETE DISCIPLINE PLAN

The Minnesota State High School League and Richfield Public Schools believe that participation in athletics and activities is a privilege, not a right. In order to retain that privilege, students-athletes are expected to conduct themselves appropriately in the school and the greater community at all times. Student-athletes who behave in a manner not consistent with these standards are subject to disciplinary actions that may include loss of playing time and removal from an athletic program.

Student-athletes are also held accountable for MSHSL Eligibility Rules posted on the MSHSL website and are subject to those consequences in conjunction with or in addition to the consequences given by Richfield Public Schools. This discipline plan is consistent with RHS' student behavior expectations and discipline guidelines outlined in the student handbook.

Tier I Behaviors:

Tier I behaviors include but are not limited to:

- Unsportsmanlike behavior directed towards opposing players, coaches or officials;
- Absenteeism or tardiness to class, practice, or games; and
- Disruptive or disrespectful behavior in class, practice or games

Consequences may include but are not limited to:

- Loss of playing time
- Removal from practice or games

These behaviors and consequences will be dealt with at the coach and athlete level.

Repeated tier I behavior may result in tier II or tier III consequences. Repeated behaviors will be communicated to parents.

Tier II Behaviors:

Tier II behaviors typically occur within the school and community include but are not limited to :

- Insubordination
- Academic dishonesty
- Fighting (school/community)
- Physical Assault (school/community)

- Hazing
- Harassment
- Bullying

Consequences may include but are not limited to:

- Extended ineligibility in contests
- Removal from team for an extended period of time

These behaviors and consequences will be dealt with by the Activities Director, Coach and the Assistant Principal. Student-athletes and parents will be required to meet with the Activities Director, Coach and the Assistant Principal. Repeated tier II behavior may result in tier III consequences.

Tier III Behaviors:

Tier III behaviors include but are not limited to:

- Fighting (practice/games)
- Physical Assault (practice/games)
- Verbal Assault (practice/games)
- Theft
- Gang Involvement

Consequences may include but are not limited to:

- Removal from team/ program
- Loss of privilege to participate in future sports and/or seasons

These behaviors and consequences will be dealt with by the athletic director, the coach and the assistant principal. Student-athletes and parents will be required to meet with the coach, the athletic director and the assistant principal.

The final decision to remove a participant from an activities program or deny future participation will be made by the principal after a thorough review and investigation of the behavior concern(s).

TECHNOLOGY

RPS Chromebook 1:1 Program

All RPS high school students are eligible for a school-issued Google Chromebook. This program is a significant investment funded by Richfield taxpayers and comes with a need for student accountability and responsible decision making. Please take care of your device as it will be yours for three-four years of time.

General Precautions & Procedures

- No food or drink should be consumed next to Chromebooks.
- Items should not be stacked on top of Chromebook.
- Plug chromebooks in every night so that they are ready for school.
- Do not mark, write, or draw on the chromebook. If you have a snap on case, you can personalize that with appropriate stickers and decorations.
- Do not lend your Chromebook to another student. If they violate the Acceptable User Agreement, you are liable.
- No student will be issued a Chromebook without an acceptable user agreement signed by their parents or guardians.
- Students should report any damage of their device in the library media center immediately, and check out a loaner. Loaners will not be given for forgotten devices. You will need to make arrangements with your teacher or use the desktop computers in the media center to complete work. Please bring your device daily.
- Lost and stolen devices are fineable offenses for the device owner, so do not leave your Chromebook unattended. If your device is lost or stolen, report it to the library media center immediately. We have tracking capabilities.

Device Care

Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not hold or carry your Chromebook by the screen
- Do not lean or put pressure on the top of the Chromebook when it is closed
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Refrain from touching the screen; it is not a touch screen.
- Do not place anything on the keyboard before closing the lid (pens, pencils,,etc.)
- Keep school issued cases on devices.

Using Devices in the Classroom

- Student Chromebooks are to be the digital learning tool of Richfield High School. Personal devices such as Macbooks, PC laptops, iPads, etc should not be brought from home and used in your classes. Chromebooks are secured by the district and have capabilities for your classroom teachers to monitor your device use during the day in order to limit distractions, secure test environments, etc. **Bringing your school issued device daily is an expectation, not a choice.**
- Devices should be used for educational purposes only. Violations of the district Acceptable Use Agreement will result in severe restrictions of access on the Chromebook. You can be locked down to a strict education only environment.
- Devices should be on silent, unless students are told otherwise.
- Devices should be face down or screens closed half-way during instruction, and are subject to the same red , yellow, and green light policies of personal electronic devices.
- Chromebooks are educational tools. They are as crucial to learning as textbooks. Please make sure that they are respected, maintained, and brought to class.
- Digital literacy is the ability to utilize technology in your everyday life to make you more productive. Use Chromebooks, GSuite applications, and web-based services to organize your life, plan your finances, conduct research, and more. Make it a personal learning tool.
- Achieving balance in life is crucial. Learn to control distractions. Games, social media, and other online distractions exist. Learn to control distractions and focus on what is asked of you in school. These distractions will exist outside of school too. Learn to balance yourself. Screen time must be balanced with interpersonal relationships, exercise, chores, and other life events.

Privacy and Safety

- Students need to be mindful of district digital citizenship training, and use social media responsibly. Your digital footprint is permanent. Make good choices. Treat others as you'd like to be treated in person and online.
- Chromebooks are property of the Richfield Public Schools and student use can be tracked and monitored by school personnel. We utilize robust security measures to secure our assets and to assure student safety. Be mindful of the content you access with your Chromebook on school, home, and business wireless networks. The devices are monitored everywhere.

STUDENT DEVICE (NETWORK) AND GMAIL LOGIN INFORMATION

Device (Network) Login

USERNAME: Your username is a total of 10 characters with NO SPACES

1. Enter the first 3 letters of your **first name**
2. Enter the first 3 letters of your **last name**
3. Enter the 2 digit number of your **birth month** (if you were born in February, enter 02)
4. Enter the 2 digit number of your **birth year** (if you were born in 2003, enter 03)

Example: Harry Potter, Birthdate: 07/31/2001

Username: HARPOT0701

PASSWORD

Enter **rps** (all lower case) followed by your **6-digit student ID#**

GMAIL and Drive (Access at School and Home)

1. Open **Google Chrome** (works best for Google Apps)
2. On the RHS website click > Student > **Student Portal**
3. Enter your **USERNAME**
4. Enter your **PASSWORD**
5. Click **OK**
6. The student portal will open, select the **Gmail icon**
7. To create or access documents, presentations, etc. click on the **Drive icon**
8. To create an item in Drive click on the red **Create** button and select Document, Presentation, etc.
9. To re-name the item, click on "**Untitled Document**" in the upper left-hand corner of the screen

Your **EMAIL ADDRESS** is: **username@rpsmn.org**

*****All items are automatically saved in "the cloud" (in this case, Google's computers)*****

*****You can access these items anywhere that you have an Internet connection by signing into your email and going to your Drive files*****

StudentVUE

StudentVUE is a tool Richfield High School wants all students to use during their high school career. This tool allows students to access their schedule and ID, this system also allows students to monitor their grades, assignments, and attendance. Students may get their access key and login information from the Guidance Office.

ACCEPTABLE USE POLICY

All student access to and use of devices, computers and other forms of electronic communications falls under the conditions set forth under the Acceptable Use Policy and the Richfield Public Schools Guidelines for Student Behavior.

Use of the Internet for educational purposes will assist in preparing students for success in life and work in the 21st century. Access to the Internet is available in the Richfield Public School District to all students and staff, according to the High School guidelines, which follow, as well as the School Board's District-wide Electronic Communications Policy.

It is possible that students may find material on the Internet that would be considered objectionable. The RHS Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although student use of the Internet will be supervised by staff, we cannot guarantee that students will not gain access to inappropriate material.

The use of the Internet within our school system is a privilege, not a right. Students will be taught skills for appropriate general use of the Internet. RHS declares unethical and unacceptable behavior just cause for taking disciplinary action and/or initiating appropriate legal action for any activity through which an individual violates the guidelines stated here, any legal guidelines not stated here, as well as violating the stated intent of utilizing Internet access for educational purposes. RHS administration, faculty, and staff have the responsibility and authority to determine what types of uses and sites are inappropriate, and what consequences are warranted for violation of this policy.

UNMET OBLIGATIONS

An unmet obligation is incurred when a student does not pay a required fee that is owed or return an article that belongs to Richfield High School. That student will be held responsible for the fee. In the case of an article, he/she must return the article or pay the replacement cost. Until the unmet obligation is resolved, the student will not be eligible to attend school dances, special school activities and the student's diploma will be withheld. The quickest resolution is who added the student and fee/article to the unmet list. A student can check with the Athletic Office, Food Service, Media Center and main office to see if he/she has outstanding debt.

VISITORS

Any visitor to the building must first check in at the Welcome Desk to receive a visitor's pass. Visitors are not allowed to attend classes with students.

