

# Rock University High School Student Handbook

2017-2018



**Rock University  
High School**

TO INSPIRE + EMPOWER

## 1. RUHS Mission

*Rock University High School prepares future leaders, grades 10-12, with the skills essential to designing innovative solutions. Through a rigorous, personalized, and internationally focused program, RUHS students explore real-world applications and learn to be of service. Students gain confidence, recognize their potential, and deepen their understanding of one another and the world. Our graduates are inspired and empowered to craft their own futures.*

## 2. RUHS Vision

An integrated curriculum, personalized learning, and meaningful scholarship experiences outside the classroom empower Rock University High School graduates to be informed, responsible citizens in a globalized world.

## 3. The Difference

Personalization is the hallmark of RUHS. The interests, perspectives, and prior experience of each student define their educational path. Located on the Blackhawk Technical College - Central Campus and meaningfully connected to a wide variety of community and business resources, RUHS students have unique opportunities to participate in real-world learning.

Working independently and with faculty mentors and peers, students blend coursework with firsthand experience to achieve personal and professional success. Faculty mentors guide students through a project- and problem-based curriculum that encourages students to view issues from multiple perspectives, ask tough questions and thoughtfully arrive at solutions. Learning follows a natural, authentic path of inquiry.

## 4. The STEAM Approach

**RUHS uses the concept of STEAM to organize and personalize the curriculum:**

- Science
- Technology
- Engineering
- Arts & Languages
- Mathematics

STEAM relies on inquiry-based learning that involves students in original research, critical thinking, and problem solving. Students explore current issues, working collaboratively to develop optimal solutions. Students become skilled at solving problems by drawing from different disciplines--science, math, language, etc--and effectively communicating their insights through proposals, research, and projects.

## **5. Instructional Framework**

Rock University High School staff will serve as instructional guides and learning coaches; make deep connections with students, and champion an interdisciplinary curriculum. Partnerships with both local and global business and community leaders will provide expertise and/or mentoring capabilities. As such, the staff will be comprised of teachers who simultaneously embrace their roles as teachers and learners committing to:

- establish deep, lasting relationships with the students they serve.
- bridge learning between the classroom and our community and world.
- measure student progress in multiple real world ways.
- provide a safe environment for student inquiry.
- engage student curiosity.
- build a continuous learning culture.

### **Learning Designs include:**

#### **5.1 Face-to-Face Classes**

Classroom style, or as some refer to as traditional learning, provides students an opportunity for face-to-face instruction with a teacher or professor.

#### **5.2 Seminars**

Seminar style learning is a key component of RUHS, providing opportunity for presentations from respected experts and networking with other students.

#### **5.3 Learning Coaches and Small Group Settings**

Learning coaches are licensed educators who guide student work, assist in resume and portfolio development, facilitate external partnerships with content area experts, and coordinate service learning opportunities and internships. Students will be guided by learning coaches in small group settings who work with students for the duration of their experience. This model provides opportunities for strong relationship building and guidance that develops over a continuum of student growth and learning. In the context of learning, small multi-age groups will allow students to negotiate team dynamics, assume leadership positions and collaborate around content.

#### **5.4 Delivery and Interaction to Emulate a Modern Workplace**

Students shall meet in small group teams using technology and equipment that allows for real time connections and discussion. In conjunction with face to face meetings, web-based meeting tools are a mechanism for collaboration and relationship building.

#### **5.5 Learning Outside the Walls**

Through advanced technology, interviews, field trips, internships, and guest speakers students learn how to communicate and interact with different cultures and industry professionals extending their learning far beyond the traditional classroom.

## 5.6 Blended Courses

Content is delivered in a variety of ways. This allows students to move at the pace that is right for them and prepares them to adapt to a variety of delivery methods used in college and the workplace. Telepresence (or distance learning) opportunities are available as well as online curriculum.

## 5.7 Outside Courses

As part of their personalized learning plans, RUHS students do have opportunities to select a variety of online or face to face courses through another Janesville High School, or local and/or online post secondary institutions. These may be taken as needed to support academic requirement, or for personal enrichment as directed by the Individual Student Learning Plan.

- Students are expected to submit a proposal for any credits taken outside of RUHS.
- Requested courses should address learning targets/credits that are not offered at RUHS.

## 6. Attendance

RUHS has a blended learning environment. Our attendance policies are, therefore, also a blend. RUHS attendance policies are as follows:

- Attendance is mandatory for all scheduled classes, seminars, and any other face to face meetings. Any absence must be excused by a parent/guardian. Parent/guardians must call RUHS to report an absence or send a written and signed parental permission specifying the date and time of the appointment to the school educational assistant within 24 hours of the absence.
- Pre-Planned Absences, such as family trips, require a written request from a parent prior to date of absence.
- RUHS adheres to the School District of Janesville's attendance guidelines. For details about excused or unexcused absences, tardiness, and truancy see the district policy.

### 6.1 Open Campus

Students at RUHS have open campus privileges that allow them to work off-campus when not scheduled for a face to face class or meeting. To ensure the safety of students and staff, and maintain RUHS's high quality of education, student are expected to abide by the open campus expectations and school district policies. Failure to do so could result in removal from RUHS. All students need to have an RUHS open campus permission slip / waiver signed by a parent and on file at RUHS prior to attending school.

### 6.2 Attendance Limits

Students are allowed five (5) excused absences per semester, and may not exceed ten (10) excused absences per school year.

For a Pre-Planned Absence to be considered excused, the student must be excused in writing by his/her parent/guardian prior to the absence. The student is required to complete any coursework missed during the absence.

Excused absences not counted against the ten (10) day limit per year are those resulting from the following:

- A religious holiday

- A written medical excuse by a medical practitioner (licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, nurse practitioner, certified advanced practice nurse, or Christian Science practitioner) as permitted by state law.
- A death in the immediate family or a funeral for a close relative.
- A court appearance or other legal procedure with requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
- A school-ordered suspension.
- A waiver authorized by the building principal or his/her agent in special case where he/she determines exceptional circumstances exist, including but not limited to, a waiver for the purpose of serving as an election official as permitted under state law.

### **6.3 Reporting an Absence**

Parents or guardians should notify a school’s attendance officer of an absence by telephone, email, or written note, prior to 8:30 am on the day of the absence, or in advance of the day of absence if the absence is planned.

The school will attempt to contact the parent/guardian by numbers provided for home, work, or other contact number before the end of the second school day after an unexcused absence is noted.

### **6.4 Tardy Policy**

A student who is tardy in excess of fifteen (15) minutes for a scheduled class or meeting will be recorded as absent for that class.

### **6.5 Makeup Work**

All students with excused absences shall make up coursework missed. It is the student’s responsibility to immediately contact the teacher(s) to make arrangements for making up work missed from an excused absence. See “Late Work Policy” for additional information.

### **6.6 Attendance Letter**

The school’s attendance secretary will notify parents or guardians after a student has been absent the five allowable days during a school semester. A letter will be sent to the parents or guardians of habitual truants when their absences warrant that designation under the provisions of the attendance policy.

### **6.7 Open Enrollment Students**

Students who are enrolled in the School District of Janesville under the State of Wisconsin Open Enrollment Program can have their open enrollment terminated at the end of the attendance semester or school year if they are habitually truant.

### **6.8 School District Attendance Policy**

A complete copy of the School District Attendance policy if available for reading online, at any school office, or at the Educational Services Center (ESC) at 527 S. Franklin Street, Janesville.

## 7. Student Improvement Plan

A main pathway to student learning is maintaining academic success. RUHS staff work closely with each individual student to maintain adequate yearly progress, however there are some cases in which students can use additional help.

### 7.1 Check-in / Check-out Meetings

Either a student, parent, or staff can request or assign weekly Check-in / Check-out meetings to help students gain academic success. The frequency and length of Check-in / Check-out meeting times will be determined and placed on a student's schedule for a predetermined amount of time. RUHS staff will work individually with students to help with organization, assignment submission, or anything a student requests to help improve their academic standing.

### 7.2 Academic Contract

Students not making adequate academic progress will be subject to the following policies:

- A student showing inadequate credit progress will need to meet with the learning coach/proposal team to develop an academic progress plan and contract.
- If insufficient progress is made during the specified timeframe, a parent/student/staff conference will be held to develop an improvement plan.
- At the conclusion of the improvement plan period, a conference will be held to determine the suitability of student placement in RUHS.

## 8. RUHS Student Conduct Expectations

Rock University High School and the School District of Janesville believes that:

- Learning cannot take place without a safe and orderly environment.
- Every student has the right to attend school without fear of harm, physical threats, or verbal abuse.
- High expectations for student behavior is the standard.
- Parents, students, and teachers must work together to promote responsible behavior; effective communication between the school, the student, and the parents/guardians is the best way to foster positive student behavior.
- RUHS and the School District of Janesville does not discriminate against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional or learning disability.

### 8.1 Campus and Community Behavior

When on campus and in the community, students should abide by the following expectations:

- All students must carry their student ID.
- RUHS students are expected to be respectful and make good decisions.

**Since we are located on a Blackhawk Technical College campus, it is imperative that all student behavior is reflective of being part of an academic institution. RUHS students will be respectful to all BTC faculty, students, and classes that are in session.**

- RUHS/The School District of Janesville does not assume responsibility for students during the traditional school day when they have left the physical campus to engage any off campus activities.

## 9. Technology

All students in RUHS are able to check out a RUHS issued laptop and charger.

### 9.1 Use and Care

Students are responsible for the care and use of these items in accordance with the Technology Acceptable Use Agreement and must submit a signed Computer Checkout form before renting. Students are responsible for returning all of the original items checked out. Although there is no rental costs for the computer use, any missing or damaged (not covered under warranty) items will be billed to the student/family.

### 9.2 Damage to Device(s)

Please report any damage to a device immediately to RUHS staff.

If a technology device is damaged, School District of Janesville administration reserves the right to charge a student or parent/guardian the full cost for repair or replacement when the damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

1. Leaving technology devices or equipment unattended, or unlocked
2. Lending technology devices or equipment to others
3. Using technology devices or equipment in an unsafe environment
4. Using technology devices or equipment in an unsafe manner

The final determination of costs of repairs will be determined by the Chief Information Officer.

## 10. Late Work Policy

RUHS students are expected to complete all assigned work by the due date.

- If work is not completed by the due date, you will receive a score of 0.
- Work not completed by the due date must be completed within one (1) week of the due date in order to change your score; late penalties may apply.
- No late work can be turned in after the semester ends and/or grades have been reported.
- Students are responsible contacting their teacher(s) for making up missed work due to absences (excused and unexcused absences).

# 11. Credits/Academic Progress

## CREDITS REQUIRED OVER 4-YEARS TO EARN A DIPLOMA

Curricular Area	Credits Needed for Graduation
English	4.0
Math	3.0
Social Studies **	3.0
Science (see courses below)	1.0 Physical 1.0 Bio/Life 1.0 Additional Science Credit
Phy. Ed.	1.5
Seminar	0.5
Personal Finance	0.5
Additional Core Credit in: English, Math, Science, or Social Studies	1.0
Total Required Credits *	16.5
Total Elective Credits ***	10
Total Credits Required for Graduation	26.5

\*One semester of Health is required for high school graduation. This may be earned by passing one semester in 7th or 8th grade or taken in high school.

\*\*1.0 credit must be US History or AP American History

\*\*\* World Language Requirements - UW-Madison and UW-Eau Claire require 2 credits of a single world language for admission. UW-Platteville requires 2 years of a single world language in high school, or 1 year of college world language to graduate.

**The following science classes may not all be offered at Rock University High School, but will fulfill the requirements listed above.**

### Physical Science

Physical Science      Earth Science  
Chemistry              AP Chemistry  
Pre-AP Chemistry    AP Physics  
Principles of Engineering

### Bio/Life Science

Animal Science                      Plant Science  
Biology                                  AP Biology  
Anatomy & Physiology I              Anatomy & Physiology II  
Genetics I                                Genetics II  
Applied Microbiology                Medical Microbiology  
Ecology                                    Forensic Science  
AP Environmental Science



## 12. Early Graduation

Students desiring early graduation from high school must complete all required courses and enough electives to equal or surpass the minimum number of credits required for graduation by the anticipated date of early graduation. Students must also have written approval of their parent or guardian and have completed a minimum of six semesters of high school work. Students must apply at least one semester before the planned date for early graduation. They must consult with their counselor and principal prior to submitting an application. (Board Policy 6310.2)

## 13. Inclement Weather Days / Emergency Closings

The District Administrator has the authority to make the decision on whether or not to close schools due to bad weather conditions. The District Administrator's decision will be based upon information he/she is able to gather from city and county sources and from those who operate buses.

Rock University High School, located on the Blackhawk Technical College Campus, follows the School District of Janesville policies for inclement weather. However, the university campus may close independent of the School District of Janesville. The campus can only be closed by order of the chancellor or the governor. Please watch and listen to news reports of closings.

Parents have the choice of keeping their children home on severe weather days without the children being penalized. Various media outlets will be utilized to inform parents, staff and community of any closings, including, but not limited to radio, television, internet, and rapid notification services.

In the event of a **one-hour delay, all delayed classes will begin either at 9:00 am for the Middle Schools and High Schools** or 9:15 am for the Elementary Schools.

In the event of a **two-hour delay, all delayed classes will begin either at 10:00 am for the Middle Schools and High Schools** or 10:15 am for the Elementary Schools.

Students who travel between Craig, Parker and Rock University High School should check the Craig or Parker website for the delayed start bell schedule.

Please contact the RUHS office with any questions.

## Disclaimer

This handbook contains guidelines but is not intended to be all-inclusive. Additional rules, procedures, or revisions of existing school rules will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations for students.

RUHS students shall follow the guidelines in the Craig & Parker High School Handbook for all policies not covered in the above policies and expectations.

<http://www.craighighschool.org/Portals/0/Student%20Services/HS%20Handbook%2015-16%20Updated%20August%205%201.pdf>