

## **F. Absenteeism:**

Immediately upon returning to school after an absence, every student in grades 7-12 is required to present at the office a note or receive a phone call from his/her parents or guardian briefly stating the reason for the absence. Excused absences shall be those caused by illness, injury, or emergency, or those granted in advance by an administrator for reasons of family or individual need. If for any reason the student must leave school during the day, report to the office before leaving and receive permission. An effort to contact the student's parents or guardian will be made before the student is allowed to leave, and any student leaving early must sign out before going. The secretary will document absences appropriately using Power School and notify teachers.

Students are not to miss more than 10 periods for each class per semester. ~~Excessive absences will be reviewed by the administration and may require the student and parents to request from the school board to grant credit for courses with excessive absences.~~ Students missing more than 10 periods will not receive credit for that course unless time is made up on a period-by-period basis. Exceptions may be granted by administration. The student must also have a passing grade to receive credit.

~~Time to make up work occurred during absences will be one day for each day absent plus one additional day. Circumstances may warrant changes by the administration.~~

*Amended:*

## **AR. Cell Phone/Electronics Policy**

### **Electronic Communication Device Policy**

Students will be allowed to use cell phone prior and after school and during lunch period. ~~Students will also be allowed to use cell phones during resource times unless they do not currently have passing status per the flex mod plan.~~ Montpelier Public School will not be held responsible for loss, theft or breakage of electronic devices.

**Amended: 08/14/2013**

### **Other Electronic Device Policy**

~~Students are prohibited from using any type of electronic device in hallways. Teachers may allow use in classrooms.~~

### **AC. Class Dismissal:**

Classes are in session from the ~~ringing of the bell~~ **class start time** until dismissal by the teacher. Students are NOT dismissed by the clock or the bell -- THEY MUST WAIT FOR DISMISSAL BY THE TEACHER. Students are not to interrupt a class in session on any level - high school, junior high, or elementary.

Beginning with the class of 2021, graduating seniors must have completed at least 25 hours of community service ~~in order~~ to be eligible for graduation. The class of 2019 will be required to have completed at least 10 hours of community service and the class of 2020 will be required to have completed at least 20 hours. Exemptions may be made to students entering Montpelier High School after their junior year. Community service must be completed in increments of 1 hour or more. Date of service and nature of service must be reported to class advisor or principal and signed documentation from a parent or organizer of event must be included.

Listed are some examples of community service. Other suggestions will be reviewed by administration.

Helping with church events

Volunteer hours at Senior Center; serve meals, play piano

Helping with Community events

Providing day-care without profit

Volunteer Coaches for Youth Teams

Help out ~~at Pre-School~~ in elementary classrooms

Volunteer help to elderly; yard work, painting, wash windows-

~~Shanley: No policy, but... It isn't a policy for graduation, rather it is a component for our religion classes. They have 2 hours/semester for Freshmen; 4 hours/semester for sophomores and juniors and then it goes up Senior year because one of their classes has a large service component of 50 hours because they also complete some in school. It varies from school, community and parish service hours. We focus on community service at a non-profit or a school function in which the program/school benefits and not the student.~~

### **M. Destruction of School Building or Property:**

Any school property that is willfully destroyed will be paid for by the student or his parents and additional discipline may be used. **This includes but is not limited to textbooks, lockers, the school building, and technological equipment.**

### **J. Driving Cars**

Students are prohibited from driving during the school day without prior approval from the administration **unless a leaving of school grounds waiver has been signed by parents**. All students will park in the north or east parking lot away from the school building. Please remember to keep driveways clear and the bus loading areas clear. When going or coming be especially careful of younger children who may not understand the danger of automobiles! The speed limit on or near the school grounds is 15 MPH.

### S. Fire Drills

When the fire bell rings, move out of the school building quickly in an orderly manner and get at least 50 feet from the building. Fire exits are:

ROOM	EXIT
101	Main Entrance
102	Northwest Door
Library	“ “
103 Computer Room	“ “
Office	“ “
104	North Door
105	“ “
106	East Door
107	“ “
Stage	East or West (closest)
Lunchroom	“ “
Kitchen	“ “
Math Room	<del>Fire Exit in room</del> south door
Science Room	“ “
English Room	“ “
Special Ed	South Door
Social Studies Rm	“ “
Gym	Closest Exit

During a fire drill, follow the directions given by your classroom instructor. All fire doors and exits shall comply with state laws.

## **B. Graduation Requirements**

- 1.1.1. Four units of English
- 1.1.2. Three units of Mathematics
- 1.1.3. Four units of Social Studies including ½ credit ND Studies, 1 credit P.O.D., 1 credit U.S. History, 1 credit of World History, and ½ credit social studies elective
- 1.1.4. Three units of Science including Physical Science and Biology
- 1.1.5. Three units of: 1) Foreign Languages; 2) Fine Arts; or 3) Career and Technical Education Courses
- 1.1.6. One unit of Physical Education
- 1.1.7. One half unit of Health
- 1.1.8. Any four and one-half additional credits
- 1.1.9. A total of at least 22 units
- 1.1.10. All requirements for graduation must be completed before the date of graduation in order for a student to participate in the graduation exercises.
- 1.1.11. Any senior involved with a correspondence class must complete the course or courses by May 15 to count for graduation.
- 1.1.12. All students must attend eight (8) semesters of school in grades 9-12 before graduating. Exceptions must be approved by the Montpelier School Board after being requested by the student and the student's parent(s).
- 1.1.13. All students must complete 25 hours of community service (see community service policy)

**Amended:**

## **Original Policy**

### **K. Control of Head Lice Procedure**

The Montpelier Public School, with the advice and assistance of the Central Valley Health Unit, will use the following procedure to control head lice in the building.

1. School officials will contact Central Valley Health Unit with reports of all suspected and/or confirmed infestation cases of head lice as soon as possible.
2. In suspected cases, the school nurse and/or a trained volunteer should examine the child's hair and scalp to verify the report. If diagnosis is doubtful, several shafts of hair with the suspected nits attached should be collected in a screw cap container and examined microscopically. If suspected cases are confirmed to be active, follow step 3.
3. In confirmed cases, the health unit will aid in teaching volunteers to examine all children in the classroom to detect further infestation. If students change classes during the day, students in each of the infested child's classes should be checked. If a substantial number of children appear to be infested, all students in the school should be examined.

School wide inspection has the support and cooperation of the Montpelier School Board and administration, and will be conducted as needed. The Central Valley Health Unit will be notified prior to the check.

4. Infested students and their belongings should be isolated from the classroom and sent home as soon as a parent or guardian is notified. The school nurse, through the Central Valley Health Unit, will explain proper procedure and recommendations for treatment.
5. After proper treatment and cleaning regime, students will be checked by the school nurse for presence of nits. The Montpelier Public School and the Central Valley Health Unit follow the "No Nit" policy recommended by the North Dakota State Health Department. This means the child will not be readmitted to school until hair is completely free of nits, checked by the school nurse, and has a readmission note signed by the nurse.

According to procedures recommended by the US Government's Public Health Service, a second treatment should be administered in one week. The child and the classroom should also be rechecked in one week.

## **Edited Policy**

### *K. Control of Head Lice Procedure*

***Head lice are not a health hazard and are not responsible for the spread of disease. Infestation is a nuisance rather than a major threat to the student's well-being. Information about head lice can be found at <http://www.ndhealth.gov/head-lice/publications/headlicebooklet.pdf>.***

The Montpelier Public School, with the advice and assistance of the Central Valley Health Unit **and the North Dakota Department of Health**, will use the following procedure to control head lice in the building.

- ~~1. School officials will contact Central Valley Health Unit with reports of all suspected and/or confirmed infestation cases of head lice as soon as possible.~~
2. In suspected cases, ~~the school nurse and/or~~ a trained volunteer should examine the child's hair and scalp to verify the suspicion. ~~If diagnosis is doubtful, several shafts of hair with the suspected nits attached should be collected in a screw cap container and examined microscopically. If suspected cases are confirmed to be active, follow step 3.~~ ***The siblings of the suspected student will also be examined.***
3. In confirmed cases, ~~the health unit will aid in teaching~~ ***trained*** volunteers ***will*** examine all children in the classroom to detect further infestation. If students change classes during the day, students in each of the infested child's classes should be checked. If a substantial number of children appear to be infested, all students in the school should be examined.

School wide inspection has the support and cooperation of the Montpelier School Board and administration, and will be conducted as needed. ~~The Central Valley Health Unit will be notified prior to the check.~~

4. ***Students infested with live lice and/or nits (eggs)*** ~~Infested students and their belongings should be isolated~~ ***will be removed*** from the classroom and sent home as soon as a parent or guardian is notified. ***Parents will be provided information for*** ~~The school nurse, through~~

~~the Central Valley Health Unit, will explain~~ proper procedure and recommendations for treatment. **Parents will also be provided information about proper cleaning of home, bedding, and clothing to remove head lice. Parents of children with nits will be notified and will be required to give treatment with the child being check by a trained volunteer prior to being allowed to go to class the next school day.**

5. After proper treatment and cleaning regime, students will be checked by **trained volunteers to check** ~~the school nurse~~ for presence of **lice and** nits. ~~The Montpelier Public School and the Central Valley Health Unit follow the “No Nit” policy recommended by the North Dakota State Health Department. This means the child will not be readmitted to school until hair is completely free of nits, checked by the school nurse, and has a readmission note signed by the nurse.~~ **Students found to have live lice and/or nits will not be allowed to return to class and parents will be called to bring their child back home.**

According to procedures recommended by the US Government’s Public Health Service, a second treatment should be administered in ~~one week~~ **in nine days**. ~~The child and the classroom should also be rechecked in one week.~~ **A child will be checked daily until it is believed that head lice are no longer present.**

Clean Edited Policy

#### *K. Control of Head Lice Procedure*

**Head lice are not a health hazard and are not responsible for the spread of disease. Infestation is a nuisance rather than a major threat to the student’s well-being. Information about head lice can be found at <http://www.ndhealth.gov/headlice/publications/headlicebooklet.pdf>.**

The Montpelier Public School, with the advice and assistance of the Central Valley Health Unit **and the North Dakota Department of Health**, will use the following procedure to control head lice in the building.

1. In suspected cases a trained volunteer should examine the child’s hair and scalp to verify the report. **The siblings of the suspected student will also be examined.**
2. In confirmed cases, **trained** volunteers **will** examine all children in the classroom to detect further infestation. If students change classes during the day, students in each of the infested child’s classes should be checked. If a substantial number of children appear to be infested, all students in the school should be examined. School wide inspection has the support and cooperation of the Montpelier School Board and administration, and will be conducted as needed.
3. **Students infested with live lice and/or nits (eggs)** and their belongings **will be removed** from the classroom and sent home as soon as a parent or guardian is notified. **Parents will be provided information about** proper procedure and recommendations for treatment. **Parents will also be provided information about proper cleaning of**

**home, bedding, and clothing to remove head lice. Parents of children with nits will be notified and will be required to give treatment with the child being checked by a trained volunteer prior to being allowed to go to class the next school day.**

4. After proper treatment and cleaning regime, students will be checked by **trained volunteers to check** for presence of **lice and nits, students found to have live lice and/or nits will not be allowed to return to class and parents will be called to bring their child back home.** According to procedures recommended by the US Government's Public Health Service, a second treatment should be administered **in nine days. A child will be checked daily until it is believed that head lice are no longer present.**

#### **D. Student Fees:**

Security Book Deposit ~~-----~~ \$70.00

~~For grades 7-12 a one-time deposit of \$70.00 will be charged at the beginning of the school year. Misuse or loss of textbooks will be deducted from the \$70.00 deposit. Should misuse or loss occur, the replenishment of the \$70.00 deposit to the original amount must be made up. Student will pay in full to replace the book if lost or destroyed.~~

~~The \$70.00 deposit or remaining amount will be refunded when the student moves or graduates from the Montpelier Public School District.~~

#### **W. Study Hall Rules:**

- ~~1. All students must report to all of their study halls for roll purposes.~~
- ~~2. Students will not be allowed to leave study hall for any reason until roll has been taken.~~
- ~~3. Students may not report from study hall to any part of the building unless they have a pass signed by the instructor they wish to see.~~
- ~~4. Only 1 student may sign out to the bathroom at any given time.~~

#### **G. Tardiness:**

Tardiness occurs at any period of the day. If a student is late for a class and does not have a note or other communication from a **high school** staff member it will be recorded as an unexcused tardy.

Students are allowed 3 tardies per semester. ~~On the 4<sup>th</sup> and following tardies the student will serve an hour detention before school. These will be served on the morning following the tardy unless other arrangements have been made.~~ **On the fourth and following periods marked tardy, the student will be required to spend resource times during the following week in the principal's office. If the student is not considered passing per the flex mod plan,**

the student will be with teachers during resource times but as soon as he or she is once more passing, a week of resource time will be spent in the principal's office.

Being late because of bus delay will not be recorded as a tardy.

If the buses are on time during bad weather, then those students who drive should also be on time. If the student is driving because the bus could/would not get them, then that will be taken into consideration.

The instructor will notify the student that he has been marked tardy.

**Amended**

**Test Exemption Policy:** Final tests will be scheduled by administration during the last week of each semester. All students in grades 7-9 will be given final tests. Students in grades 10-12 may be exempt from final tests in specific courses if:

- a. The student is receiving an A in the class and has less than 5 absences from the class.
- b. The student is receiving a B in the class and has less than 3 absences from the class.
- c. The student is receiving a C in the class and has 0 absences from the class.
- d. The student has not received a detention or suspension during the semester.

Teachers will post a list of students exempt from final exams the day prior to final exam day.