

**Mt. Pleasant School Dist. #4
K-12 Handbook
Student Handbook
2017-2018 Edition**

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**“Learning Today to Prepare for Tomorrow”
School Calendar 2017-2018**

August 17, 18	Teacher In-service	January 2	School Resumes
August 23	First Day of School	January 12	End of Quarter 2
September 4	Labor Day (No School)	January 15	MLK Day (No School)
October 4	Parent/Teacher Conferences (3:30-9:00)	January 15	NESC Inservice for Teachers
October 6	P/T comp day (No School)	February 7	Parent Teacher Conferences **(HS 3:30-9:00; Elem 3:30-6:30)
October 19	NDU Conference (No School)	February 8	Elem PT Conferences (3:30-6:30)
October 20	NDU Conference (No School)	February 16	P/T Comp Day (No School)
October 27	End of Quarter 1	March 2	Storm Day (No School)
November 10	Veteran’s Day (No School)	March 16	Storm Day (No School)
November 23-24	Thanksgiving Break (No School)	March 16	End of Quarter 3
December 21	Last Day of School Before Holiday	March 30	Good Friday (No School)
December 22-January 1	Christmas Break	April 2	Easter Monday- Storm Day (No School)
		April 27	Spring Break (No School)
		May 23	Last Day of School/ End of Quarter 4
		May 24-25	Storm Day Make-up Day
		May 27	Graduation

Any day off could be used as a possible storm makeup day, except holidays.

*Every Wednesday there will be a late start for school (9:00). Busses will run at normal times. 7-12 students who arrive before 8:50 AM on Late Start Wednesdays will report to the old commons. Elementary students who arrive before 8:50 AM on Late Start Wednesdays will report to the library.

Forward

Welcome to Mt. Pleasant School District #4. We hope every school experiences at Mt. Pleasant School District will be interesting, challenging and enjoyable. It is the student’s decisions as to the values placed upon what he or she wishes to achieve in school. The student will only receive from school, what he or she puts into it.

Along with increasing knowledge and developing skills, a student’s major responsibility while at Mt. Pleasant Public School will be to respect his or her fellow students, teachers and staff members at all times (including after school and at school sponsored events and activities). No individual at Mt. Pleasant Public School has the right or privilege to infringe or deny the rights of another student.

It is the intent of the information provided in this handbook to help answer many questions that may confront the student during the school year. The contents of this handbook cannot possibly be comprehensive enough to cover every aspect of the regulatory phase of the school operation. Students, parents and staff must all take into consideration that situations will come about during the school year that will require additional guidelines or decisions.

Accreditation:

The Mt. Pleasant Public School is accredited by the North Dakota Department of Public Instruction. Mt. Pleasant School District #4 will strive to maintain that high standard.

Enrollment:

A student registering for the first time must provide a birth certificate from the State Division of Vital Statistics. Entry requirements for North Dakota Century Code 15-47-01 and inoculations as required by 23-07-17 will be met before any child starts school.

Students entering kindergarten need to be five years of age by August 1.

An early enrollment application and/or an open enrollment form may be obtained at the school office.

Withdrawing and Transfers:

Parents must notify the office when a student is to be withdrawn from Mt. Pleasant Public School. Textbooks and library books need to be returned and fees paid to school prior to withdrawal. Notification will enable us to complete school records and provide any necessary documentation for entry in the next school.

Student Privacy Act:

The Mt. Pleasant School District follows the Family Education and Privacy Act (FERPA) The Family Education Privacy Act affords parents and students over 18 years of age certain rights with respect to the students’ education records. Information will be given to parents at registration and posted on the school web site.

Attendance:

Attendance is a major concern of everyone at Mt. Pleasant Public School District. Classroom learning experiences are a meaningful and essential part of the educational system. North Dakota State Law mandates that students between the ages of 7 and 16 be in attendance every day school is in session, with exceptions for illness and certain other incapacity. The law also provides local school boards with the authority to establish standards for attendance. This

school district considers consistent and timely attendance a major responsibility. Regular attendance is the best assurance of success in academic work and also represents the best recommendation for present and future employment opportunities.

Rules for student absences:

1. Attendance is the responsibility of the student and his/her parents or guardian. This responsibility includes being aware of the school district standards for attendance, informing appropriate school officials of reasons for absences, and developing an acceptable attendance pattern for the student.
2. Parents shall send a note or preferably phone the office to notify the school of the reason for the student's absence. When students return, both elementary and high school students will check into the office to have agenda signed.
3. Makeup work will be required for all absences regardless of reason for absence. Failure to complete all makeup assignments on time and to the satisfaction of the instructor shall be subject to grade reduction. Students must make arrangements with each teacher for making up their missed assignments within two days of the students' return to school. Prearranged assignments are to be completed within two days of return unless other arrangements are made.
4. If a student has been absent for the day or for the afternoon he/she shall not participate in any school activities scheduled for that day unless prearranged with the AD or principal.
5. Excessive absences will result in the student making up the time with the building principal.

Attendance Check for students under 16 years of age

Every Monday, an attendance check will be done by the administration and letters will be sent home for students at 5 absences and for students at 9 absences in a semester.

The eleventh full day (more than 4 periods) absence in a semester will result in referral to the Rolette County Social Services and a charge of educational neglect will be filed.

The tenth absence in a semester in a single class will result in the student having to meet with an administrative team. This team will meet with the student and parent outlining a plan to assist the student in improving attendance. If further absences occur, then the administrative team will meet again to discuss additional plans to ensure attendance.

Attendance check for students 16 years of age and older:

Every Monday, an attendance check will be done by the administration and letters will be sent home for students at 5 absences and for students at 9 absences in a semester.

The eleventh absence in a semester may result in immediate removal of the student enrollment pending a hearing with the high school principal, student, and the parents/guardians.

- Mt. Pleasant Public School does not distinguish the difference between an excused and an unexcused absence. All absences, outside of an absence for a school sponsored event or activity counts toward the allowed number of absences.

HS Tardiness:

Students are to be in the classroom when the bell rings to begin each new period of the day.

1. Tardy students will serve detention after school on the day they were tardy, 15 minutes per tardy. If unable to serve the same day, the time will be doubled and served the following day.
2. Students kept in class by another teacher are to bring a tardy excused slip from that teacher prior to entering the next class.

Fees:

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

1. **Activity Fee:** Allows students to attend all school activities except tournaments.
2. **Ag. Ed., Family and Consumer Science:** Students may incur costs per individual take-home projects.
3. **Band Rental:** Only applicable if a student rents an instrument from the school.
4. **Participation Fees:** Fees charged to participate in athletics.
5. **Lunch and Breakfast:** Tickets may be purchased at the school office. Information on free and reduced price meals is provided to parents of students at the beginning of the school year. Breakfast and lunch meals are to be prepaid.

Other costs to the student may include the cost of field trips, yearbooks, extra shop supplies, class rings, etc. These types of expenses are not required of the student, but are examples of the optional expenses a student may incur. Personal equipment and supplies not provided by the school are the responsibility of the student.

Selection of Instructional Materials:

The school board is legally responsible for all school operation matters. The selection of instructional materials is adopted by the school board and is stated in a formal policy to the professionally trained personnel employed by the school.

The responsibility for coordination of the selection of instructional materials for the school library media center rests with the professionally trained media personnel. Administration, faculty, students, and parents are involved in this selection process. If a student or parent objects to a specific book or its content, they can file with the principal a Citizen's Request for Reconsideration of a Book Form. This form can be picked up in the office on request.

Building and Grounds Regulations:

1. School doors open at 8:00am.
2. Students are to be out of the building by 3:20 unless supervised by a teacher or a coach. Students waiting to be picked up are to be in the new commons area, unless supervised by staff.
3. Elementary classes begin at 8:20. High School classes begin at 8:35.
4. Students are not allowed to leave the building during school hours without written permission from the principal or superintendent or principal's designee. Such slips are to be returned to the principal upon return.
5. Mt. Pleasant Public School follows a **closed noon schedule**. Any outside food must be brought to the school prior to the students' scheduled lunch period. A student may not sign out during lunch unless the parent picks them up in person. A phone call or note will not be accepted to sign a student

out during lunch. No food or drink will be allowed to be brought back to the school if a student leaves with their parent during lunch period. All students will eat in designated commons areas.

6. School functions:

- A. Outside doors may be locked by chaperones one hour after the scheduled starting time of the function. Any student who leaves the function after this time will not be re-admitted.
- B. School functions are planned and held only for the students of Mt. Pleasant Public School and invited guests. The class, the advisor, and the principal will regulate attendance. No school activities are to be scheduled after 6:00 P.M. on Wednesdays. Wednesday evenings are set aside for church activities.

7. Lockers:

- A. Lockers are assigned to all students for their convenience.
- B. Keep locker doors closed at all times. All items are to be in lockers, not left on the floor due to fire regulations.
- C. Lockers are subject to inspection at any time by school officials.
- D. Students who write on or otherwise deface their locker will be responsible for cleaning the locker and/or paying for damages.
- E. The school is not responsible for items stored in lockers.

8. Telephone:

- A. Telephones are installed for the use of students and teachers. Students are not to be taken from class to answer telephone calls. A message will be taken and will be delivered.
- B. Cameras are prohibited during school hours. Cell phones are allowed between classes and at lunch periods, and in class at discretion of the classroom instructor. Elementary students are to keep phones in the classroom safe basket. Social networking sites such as Facebook are not to be accessed during school hours. Any student using a cell phone or media player during class will be subject to the following consequences:
 - 1st Offense: Student will pick up the phone from the building principal at the end of the school day.
 - 2nd Offense: The student's parents will have to come to the school to pick up the phone from the building principal.
 - 3rd Offense: The phone will be taken to the office and the student will serve 15 minutes of detention the same day.
- C. Cell phones are prohibited in bathrooms and locker rooms at all times.

9. Fire Drills: During fire drills, the students shall pass rapidly, in single file without running, to the nearest exit and to their designated area. Students will be counted and all missing students will be reported.

10. Tornado Drills: All students and staff members are to go to the predetermined locations upon hearing the city civil defense siren. Everyone is to stay out of the commons, gymnasiums and other structures with wide free-span roofs.

11. Bomb Threats: The building will be evacuated in the same manner as for a fire drill. Upon notification by the principal, the staff and students will go where directed until the proper authorities conduct the search for the bomb. No one is to return to the building for any reason until notified that it is safe to do so.

12. Shelter in Place/Lockdown: See shelter in place/lockdown procedures.

13. Food and beverages: Whether these are allowed will be up to each classroom teacher.

14. Alcohol, Tobacco, and Narcotics: School policy does not permit being under the influence of, using, consuming, or possessing tobacco, alcohol, or any illegal drugs on school premises or at school activities. Any student that violates this policy, per NDHSAA rules, will be given 6 weeks suspension from school activities and meet with the school counselor for education and informational materials. A second violation within the school year will result in an 18 week suspension. A third offense will continue for the remainder of the school year. See the Eligibility section for a list of activities.

15. Weapons: The possession of weapons of any kind are prohibited on school property at all times. See School Board Policy and posting of weapons policy on office bulletin board.

Pupil Progress Grading System of Mt. Pleasant Public School:

Parent teacher conferences will be held midway through the 1st and 3rd quarters. Report cards will be mailed to the parents at the end of each quarter.

The marking system shall be a letter grade system based on a percentage range. The grading scale used at Mt. Pleasant School District #4 is:

A 93%-100% B 85%-92% C 77%-84% D 70%-76% F 0%-69%

Plagiarism:

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Students caught plagiarizing work may receive a zero or reduced points for the assignment in which the plagiarism took place.

Promotion and Retention:

The Mt. Pleasant Board of Education bases its promotion and retention policy on the following guidelines:

- 1. Teachers of students in grades K-8 may recommend retention of students based on the year's classroom work. This recommendation must be made prior to the middle of the 3rd quarter, if possible.
- 2. Parent conferences and meetings are necessary with the classroom teacher and the RTI team prior to any recommendations for retention.
- 3. The above-mentioned committee (parents, RTI team, and classroom teacher) will make the decision based on the educational benefit of retention.
- 4. The Mt. Pleasant Board of Education recognizes that students in grades 9-12 are promoted or retained based on the grades earned for each individual class.
 - a. Freshman—students with fewer than 5 credits.
 - b. Sophomore – students with fewer than 10 credits.
 - c. Juniors – students with fewer than 15 credits.
 - d. Seniors – students with more than 15 credits.

Manner of Dress:

During the school hours, students will be dressed as young ladies and gentlemen at all times. Because there are many do's and don'ts concerning student dress, we do not expect that it should be necessary for a faculty member to tell the student his or her dress is not up to standards.

- 1. For school events, dress should be appropriate for the occasion.
- 2. Good judgment should be used to present a neat appearance in school or at school activities. The manner of dress creates a favorable or unfavorable image of students at Rolla School.
- 3. Clothing with derogatory, vulgar, offensive, or other inappropriate messages is not allowed. Clothing that advertises alcohol, tobacco, or other illegal substances is not allowed. Clothing that may be considered gang related in nature is not allowed. Clothing that has an excessive amount of potentially dangerous additions such as chains or other heavy metal is not allowed.
- 4. No midriffs or undergarments may be showing.
- 5. No halter tops, no spaghetti straps, no strapless tops, and a modest neckline are to be enforced.

6. Skirt and shorts length should be modest and appropriate in nature.
 7. Hats or caps and hoods are not to be worn inside the school building.
 8. Students wearing clothing that is considered inappropriate by staff members will be asked to turn it inside out, cover the objectionable clothing, or will be sent home to change.
 9. Non-marking, clean, soft sole shoes are needed for activities on the gym floors.
 10. Students need to have appropriate clothing and footwear for the weather; shoes must remain on for safety purposes.
 11. Hats, gloves, warm coats and boots are needed for the winter months.
- **Specific requirements in terms of a dress code may be posted by the building principal.

Student Guidance and Discipline:

The purpose of school discipline is to facilitate the best possible conditions of learning. Although self-discipline is the ideal, until that is achieved, students who lack self-control will receive guidance from school staff and parents. Inappropriate behavior includes but is not limited to: violence, body contact, disruptive behavior, use of controlled substances, possession of weapons, cheating, stealing, non-compliance, and disruptive behavior.

Conduct standards will be enforced through the following disciplinary measures:

- 1) Placement on the No Privilege List
- 2) Parental contact
- 3) Removal from class
- 4) Detention
- 5) In-school suspension
- 6) Out-of-school suspension
- 7) Expulsion

The preceding measures will be used at the discretion of the building principal. The principal reserves the right to make the appropriate judgment based on the actions and attitude of the student.

Students should respond positively to all school employees even if they disagree; doing as they are told at the time and reporting any problems to the principal.

Detention:

Staff members are in charge of their own detention. Detention may be assigned by members of the staff for minor class disciplinary instances, for lack of completed homework, or for any other type of behavior that is inappropriate of the students. Not serving detention will result in referral to the building principal.

In-School Suspension:

1. Students assigned in-school suspension will spend all the time assigned without contact with other students.
 - A. Students will report to the appropriate supervisor (building principal) upon entering the school building.
 - B. Students will not leave the suspension room without permission.
 - C. Students will not use any school facility without permission.
 - D. Teachers will bring class assignments to the student serving suspension. It is permissible for teachers to assign relevant extra work in lieu of class discussion missed. All work made up in suspension will be eligible for grading.
 - E. No student may participate in extracurricular activities in any manner (practice or competition) while suspended.
 - F. No student may return to the regular classroom until the time assigned for suspension is completely fulfilled.
2. The building principals and superintendent will be responsible for supervising in-school suspension. The primary supervision will be the responsibility of the principal who assigned the suspension with arrangements made with the other administrators in the event that an absence is necessary.

Non-Discrimination Clause:

The Mt. Pleasant School District #4 of Rolla, North Dakota does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs/activities and employment policies/practices.

Section 504:

Section 504 requires that schools make their programs accessible to handicapped and non-handicapped persons alike. The school is to provide a free and appropriate public education for every handicapped person in the least restrictive environment.

Harassment/Bullying:

The following is the definition of bullying as per North Dakota Century Code (NDCC 15.1-19-17). A copy of the Rolla School Bullying Policy in its entirety may be obtained at the Mt. Pleasant Public School District #4 central office and is posted on the Rolla school website.

"Bullying" means:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - 1- is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities,
 - 2- places the student in actual and reasonable fear of harm,
 - 3- places the student in actual and reasonable fear of damage to property of the student, or
 - 4- substantially disrupts the orderly operation of the public school. OR
- b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - 1- is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities,
 - 2- places the student in actual and reasonable fear of harm,
 - 3- places the student in actual and reasonable fear of damage to property of the student, or
 - 4- substantially disrupts the orderly operation of the public school.
- c. "Conduct" includes the use of technology or other electronic media.

Title IX: Grievance Procedure:

1. Title IX can be defined as: No person shall, on the basis of sex, be excluded from participation in, be denied the benefits or be subjected to discrimination under any educational program or activity under the sponsorship of the school. The same affirmation shall pertain to age, race and national origins.
2. A complaint must be filed no later than 180 days from the time of the alleged discrimination, unless the time for filing is extended by the responsible official or his designee.
3. A copy of the formal appeal procedure can be obtained by request from the office.

Instructions For Students Who Attend Out-of Town Functions:

1. If students go by bus, they must return by the same bus. Individual exceptions may be made by the advisor/coach with parental permission. Advisors of out of town functions will have a sign out form for students not returning by school transportation.
2. All students are to adhere to bus rules.
3. Rest Stops:
 - A. The chaperones will set the length of time for rest stops.
 - B. On the return trip, chaperones will set departure times. Students are expected to be on the bus at that time.
4. At out of town functions, we must insist that students conduct themselves in a manner that will not bring discredit upon themselves, their family, their school, or city. **SMOKING, DRINKING OF ALCOHOL, OR USE OF ILLEGAL DRUGS ON SUCH A TRIP WILL RESULT IN SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES AS PRESCRIBED BY THE MT. PLEASANT PUBLIC SCHOOL DISTRICT PLUS A FIVE-DAY SUSPENSION FROM SCHOOL.**
5. Sportsmanship is important. Mt. Pleasant School District does not have a reputation for booing or other exhibits of poor sportsmanship.
6. At any school function, Mt. Pleasant School District students are expected to abide by the rules of our host school. The same is expected from guests to our school and social functions.

Library:

See Media Policy on school website.

Medication Policy:

The school does not provide medications. If a student must bring medication to school, the following requirements must be met:

1. Medications must be marked clearly to identify the name and type of medication.
2. Medications must be in the original container.
3. A note, dated and signed by the parent/guardian must accompany the medication, giving the child's name, dosage amounts, specific dosage time, and other instructions if necessary.
4. Medications will be kept by the classroom teacher or in the office.
5. North Dakota Century Code allows for students to carry epi-pens and prescription inhalers if a physician feels it is necessary.
6. Refrigeration is available if requested in the note.

Computer Use/Rules for Acceptable Computer Use:

The Mt. Pleasant School District is committed to having electronic facilities used in a responsible, efficient, ethical, and legal manner. Acceptable uses of computers and the internet are activities which support teaching and learning.

Unacceptable uses of the computers/internet include:

1. Violating the rights of privacy of students and employees of the district.
2. Use of or downloading, storing or printing messages that are profane, obscene, or use language that is offensive or degrading to others.
3. Reposting communications without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the computers or internet for financial gain or for any commercial or illegal activity.
6. Spreading computer viruses.
7. Threatening, harassing, or terrorizing through electronic communications.
8. Building or working on personal webpages.
9. Accessing any personal internet communities.

Violation of the computer use policy will result in loss of privileges. School, teacher, and administrative rules must be followed at all times.

Visitors:

1. Visitors/parents to the school must use the buzzer system outside Door #1 and then immediately check into the office.
2. Students will not be allowed to bring guests to school without prior permission granted by the administration.
3. Parents are welcome to observe class as long as it is prearranged with either the teacher or administration., but are asked to limit their visitations so as not to disrupt the education process.
4. Visitors/parents must sign in at the office upon entering the school and must pick up a visitor's pass which is to be returned when the visitor signs out.

Outside Agencies/Interviews on School Property (NDCC 50-25.1-05.6):

1. Outside agencies such as law enforcement, social services, or like agencies shall notify the school principal or other appropriate school administrator of its intent to conduct an interview on school property pursuant to NDCC section 50-25.1-05. The school administrator may not disclose the nature of the notification or any other related information concerning the interview to any person, including a person responsible for the child's welfare. The school administrator and department or law enforcement agency shall make every effort to reduce the disruption of the educational program of the child, other students, or school staff when an interview is conducted on school property.

Safety:

- A. **Accidents at school:** First aid will be administered by the teacher, the principal, or the secretary. If the accident is serious, parents will be contacted immediately. If the school is unable to contact the parent, a doctor will be called.
- B. **Insurance:** The Mt. Pleasant District #4 does not sponsor any form of health insurance; therefore, all students must depend on their family insurance in case of injury or illness.

- C. **Contagious Diseases:** If a student has a contagious disease the school should be notified as soon as possible. This will enable the staff to take measures to protect the other students and notify parents.
- D. **Lice Policy:** Mt. Pleasant School believes that the school's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the educational process. If a student is found with active adult head lice, the parent/guardian shall be informed and provided information about recommended treatment procedures and sources of further information, and the student will be sent home. The parent/guardian also will be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected. Staff will maintain the privacy of the students identified as having head lice.

Special Programs:

- A. **Title I** supplements the curriculum to help students make progress toward meeting higher standards.
- B. **Special Education** provides educational programs and services to children who are disabled to the extent that the regular educational program does not meet their unique needs

The Mt. Pleasant District #4 cooperates with other school districts in the area, through the Peace Garden Special Education Program, to serve these children.

Emergency Closing:

In cases of storm or emergency dismissal, the instructions on each student's registration form will be followed. In cases of emergency closing, school patrons will be notified by automated phone system and also the following media:

School Website: www.rolla.k12.nd.us

Radio Stations:

KEYA	Belcourt	88.5 FM
KDLR	Devils Lake	1250 AM
KNDK	Langdon	1080 AM 100.1 FM
KBTO	Bottineau	101.9FM

TV Stations:

KMOT	Minot	Ch. 10
KXMC	Minot	Ch. 13
WDAZ	Devils Lake	Ch. 9
KVLY	Fargo	Ch. 11

Rolla School and Rolla Athletics Twitter Page
Rolla School Facebook Page

Student Class Load:

1. Every student in grades 7 through 12 are expected to enroll in a minimum of 7 subjects each semester. Unless approved by HS principal.
2. Students have 5 school days following the start of class to make adjustments to their schedule.
3. The procedure for adjusting class schedules is:
 - a. Obtain a schedule change form from the principal's office.
 - b. Obtain necessary signatures on the form for final approval.
 - c. Principal must approve all changes.
 - d. If a student is permanently removed from a class for disciplinary reasons, he/she shall receive a failing grade in the course.

Senior Aids

Students anticipating being a senior classroom aid will fill out an application their junior year.

Rolla High School Graduation Requirements:

1. Beginning in the year 2014-2015 students need 24 credits to receive a diploma.
2. Of those 24 credits*, the following 18 are required.
 - A. 4 credits of language arts.
 - B. 3 credits of social studies (World History, U.S. History, and PDP/Am. Government)
 - C. 3 credits of math
 - D. 3 credits of science. (including physical science, biology)
 - E. 1 credit of P.E.
 - F. 1 credit of Child Development/Financial Literacy
 - G. 3 credits of foreign language or Native American language, fine arts, or career tech
3. The other 6 credits may be electives.
4. Guidelines for entrance to North Dakota University System 4-year colleges and universities require the following classes be taken:
 - A. 4 credits of language arts.
 - B. 3 credits of college prep math (this does not include Applied Math).
 - C. 3 credits of science.
 - D. 3 credits of social sciences
 - E. Foreign language recommended but not required.
5. Any transfer students will be dealt with on an individual basis.
6. Seniors will be required to pass the US Civics Test.

Courses not Offered Through Rolla High School:

A Rolla High School student may receive approval for correspondence course enrollment under the following conditions.

1. To pursue a course of study not offered by RHS.
2. Financial responsibility for correspondence course work rests with the student.

3. Correspondence credit may be accepted for a required course **only if** the student has failed the required course and opts to enroll in a correspondence course to meet the requirement.
4. Students must receive approval from the principal or counselor to enroll in courses through correspondence (independent study) or online.
 - If a course that is required for graduation is offered at RHS it must be taken at RHS, unless it is taken from another source for credit recovery.
 - The only exception to this policy will be if a college-level dual credit course is taken and approved by the administration.
 - Beginning with the 2013-14 school year, any required course taken out of compliance with this policy will result in the non-issuance of a Rolla High School diploma, and the student will not be allowed to participate in commencement ceremonies.
 - Transfer students or other unforeseen situations will be dealt with on an individual basis by the administration and school board.

Early Graduation Policy:

Mt. Pleasant Public School believes that with rare exception, the many benefits of a high school education cannot be fully realized in less than four years. Further, it views the entire senior year as an important period during which the student should be able to enjoy many experiences providing academic growth and enrichment, exploration of new areas, and social growth and maturity.

Only in unusual or extenuating circumstances should a student forego the opportunities available during the eighth semester. But for those who may have special needs or goals and who would benefit from early graduation, the following policy is established.

Requirements: The candidate must have:

- 1- Completed seven semesters of high school attendance
- 2- Satisfied all of the requirements of a four-year graduate
- 3- Earned at least a 3.0 average GPA.
- 4- Qualified by virtue of extenuating circumstances or special goals.

Procedures:

If the applicant meets the above requirements, he/she will submit a written request for early graduation to the high school principal by the end of their 5th semester (1st semester of their junior year). The request must contain a statement of endorsement and the signatures of the parents or legal guardians and must clearly express the reasons for the request.

The matter will be thoroughly reviewed in conference to include the student, counselor, parents/guardians, and the high school principal. After a complete evaluation of the request, the principal will forward recommendations to the superintendent for approval or denial.

Graduation: If early graduation is approved, the student may participate in commencement exercises on the same basis as other graduates. Students who do not participate in commencement will receive their diplomas as soon as practical after the exercises.

Honor Roll:

The honor roll will be published every nine weeks for students who are presently enrolled in a minimum of 4 academic classes taken at Rolla High School. It will consist of an "A" honor roll and a "B" honor roll. The "A" honor roll will be limited to students who have attained a GPA of 3.67 or higher. The "B" honor roll will be limited to students who have attained a GPA of 3.00 or higher. Students who receive an I or a D+ or lower grade on their report cards are not eligible for the honor roll.

Selected Honor Students For Graduation:

Honor students are selected in the following manner:

- A. All averages are figured at the end the senior's 3rd quarter of their senior year.
- B. The grades used for each student are taken from his/her PowerSchool transcript for grades 9-12.
- C. The grades earned in academic classes are totaled and then divided by the total number of credits earned in those subjects to determine the average grade for each student.
- D. All students who attain an average of 3.33 or higher are considered honor students and will wear honor cords at graduation. Students who attain an average of 3.67 or higher are considered high honor students and will wear honor cords and honor medallions at graduation.

Selected Students for Graduation:

The Mt. Pleasant School Board shall confer high school graduation diplomas to those students who have completed the requirements for graduation according to the State of North Dakota and Mt. Pleasant Public School at the commencement ceremonies. Only students who have completed all district graduation requirements shall participate in the ceremony. The administration is authorized to make exceptions to this policy under the following circumstance:

- A student who is within one credit of meeting graduation requirements at the end of the school year will be permitted to participate in graduation ceremonies with his/her class if he/she has made arrangements to complete the credit. His/her diploma will be awarded when the requirement has been met.

Dual Credit:

Rolla High School does accept courses for Dual Credit (high school and college) with the following guidelines.

1. Some Dual-Credit courses may be offered during the summer or through the ITV system.
2. A student wishing to take a college class during the summer and receive dual-credit must fill out the proper paper work prior to enrolling in that class. The paper work will include a release of information form that will permit the college to send the student's grade to the high school.
3. Credits earned through dual-credit shall be included when determining a student's GPA.
4. In the event that a student enrolls in a Dual-Credit class, the student and parents are responsible directly to the college.

ITV:

Mt. Pleasant School administration reserves the right to control the enrollment of students in ITV classes based on academic and behavioral guidelines. Fees will be applied for any student who drops an ITV course. Additional information for these classes will accompany spring registration materials.

HS Bulldog Period:

Bulldog Period is a period scheduled into every student's schedule. This period will be used as a period for students to receive extra help from teachers, work on school improvement goals, etc. This period is a very important period for our students and presents a great opportunity for students to receive help from teachers or from peer tutors. If students have missing work, they are required to go to that teacher until work is completed.

Elementary Catch Up Café: Students in grades 3-6 with missing work from the previous day will attend Catch-up Café during their lunch period. A teacher will supervise and assist while students complete their work. The goal of Catch-up Café is to keep students from falling behind in classwork. Student

attendance is recorded and sent home to parents at the end of each month. If Catch-up café attendance becomes excessive, parents will be contacted so a plan can be developed to foster assignment completion.

Bus Rider Rules:

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested by the parents. The bus driver is in complete charge of the bus and occupants at all times.

Eligibility for Activities:

1. The following activities will abide by the eligibility rules:
 - A. All forms of athletics
 - B. Cheerleading
 - C. Band (interscholastic competition)
 - D. Chorus (interscholastic competition)
 - E. FFA (interscholastic competition)
 - F. Speech (interscholastic competition)
 - G. FCCLA (interscholastic competition)
 - H. Student Council membership.
 - I. Drama Club
 - J. Science Olympiad
 - K. National Honor Society
2. Prom:
 - A. Prom attendance will be governed by the NDHSAA banned substance guidelines.
 - B. Prom is for RHS students in grades 9-12. Students eligible to attend the prom may bring a guest who is no older than 1-year removed from high school.
3. Mt. Pleasant Public School guidelines exceed the guidelines set by the NDHSAA for academic eligibility. The school will use an eligibility check for academic eligibility each Monday.
 - A. A student receiving more than one failing grade will be determined to be academically ineligible.
 - B. A JH student athlete participating in a HS activity may not be receiving any failing grades.
 - C. Academic eligibility will run from the Monday after the check until the following Monday. Eligibility is based on semester grades.
 - D. All other academic eligibility guidelines that pertain to transfer students, semester eligibility, attendance, etc., and set by the NDHSAA are also in force.
4. Any teacher may remove a student from extra-curricular participation for the following reasons:
 - A. Failure of the student to do academic work
 - B. Improper behavior
 - C. Insubordination shown towards a teacher
5. The above rules are in effect for the entire school year.
6. The NDHSAA eligibility rules govern the eligibility of all students in North Dakota. Individual schools may impose stricter standards than the NDHSAA. These rules will be posted and the principal shall make any interpretation of these rules.
7. Amendment: A student apprehended by the administration, teachers, school personnel, law authorities, or citizens and lawfully charged with illegal entry and/or theft and/or damages to the Rolla Public School buildings or properties or the properties of Rolla Public School personnel or subjects the employees of Rolla Public School to any harassment anytime during the calendar year shall be suspended from all extra-curricular activities for a three month probationary period. A six-month probation will be imposed with the second offense. More serious penalties will be imposed with further offenses. These penalties will be decided at a special meeting of the school board and administration.
 - **These eligibility guidelines are the minimum requirements set forth for athletes at Mt. Pleasant Public School. Individual coaches/advisors may make rules specific to their programs that are stricter than what has been listed above. Athletes/students and parents will be notified of individual coaches' rules at the beginning of their season.**
8. If an elementary student has any "Fs" they will not be eligible to participate in athletic activities. Elementary eligibility will be determined day to day.

Student Driving and Parking:

Students are expected to use extreme caution while driving, especially in the area of the school buildings.

Staff and visitors may park in the main parking lot west of the main entrance. It is recommended that students park on the streets around the school.

Electrical plug-ins are provided in the winter for staff members. Students may request permission from the administration to use plug-ins for their vehicles during evening and weekend school sponsored events. Bus unloading will be near the main parking lot (Door #1). Bus loading will be at Door #11. The school administration reserves the right to enforce parking lot guidelines for students on a daily basis.

A separate form will be provided to parents/students at registration to be signed upon reading the handbook. This form must be returned to the administration within one week from the first day of school in the fall.