

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
JANUARY 10, 2012**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 7:00 p.m. on January 10, 2012, in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Chair
Sanford Langager, Vice Chair
Joel Bertolino
Sarah DeVries
Carl Easthouse (via telephone at 8:20 p.m.)

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Elta Ayre, Trisha Ayre, Kylee McDonnell, Kyle Neibauer

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

STUDENT REPORT

Trisha Ayre reported on the following events and activities going on at the school:

Two student council members are involved with planning for prom with other schools.
Basketball is going well.
We had a great Christmas concert.
BPA members attended the regional competition and all advanced to the state competition in Billings.

STUDENT ATTENDANCE ISSUES

Kylie McDonnell addressed the Board regarding her absences in the first semester.

Mr. Crump stated he doesn't have a recommendation because he thinks the student may be at only nine absences.

Trisha Ayre stated she is a state 4-H officer and has travelled over most of the state with 4-H events but there were absences from school because of that activity. She stated she also had some sick days but has doctor's notes for those.

Mr. Crump stated he was informed about Trisha's involvement with 4-H at the beginning of the year and he was anticipating the absences and recommended credit be reinstated.

Sanford Langager asked Ms. Ayre if the involvement in 4-H was educational.

Ms. Ayre stated she learned a great deal and worked on leadership skills running workshops.

Mr. Langager noted Ms. Ayre was on the honor roll for the first quarter.

Joel Bertolino stated he appreciates that the matter was discussed ahead of time and it is commendable that Ms. Ayre took on these duties.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to reinstate credit for Trisha Ayre even though she has missed ten days in the semester. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

Mr. Crump stated about an hour ago he received a letter from a parent regarding their child's attendance and we'll see if that individual comes to the meeting.

MINUTES

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the minutes of the regular meeting of December 13, 2011 as presented. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Mr. Ropp asked Mrs. Obert if she is comfortable with the percentage of budget remaining. Mrs. Obert stated she feels we are right where we need to be with the budget.

Motion was made by Sanford Langager, seconded by Sarah DeVries and carried unanimously to approve the claims, sequence, and voided checks for January, 2012 as presented. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

ADD STUDENT ACTIVITY ACCOUNT

Mrs. Obert requested permission to add a new student activity account for the Class of 2016.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to approve the addition of a student activity account for the Class of 2016. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

TEACHER REPORTS

Kyle Neibauer stated he is busy with teaching sixth grade this year but is really enjoying the experience. He stated teaching with the Promethean Board is awesome and demonstrated how to use the interactive response buttons to access if the class understands the material before moving forward. He added the district is really blessed to have the technology we have.

Mr. Neibauer stated the football season went pretty well and we are now in the middle of basketball. He stated he is taking online classes for his elementary certification and will start the second semester classes tomorrow.

Mr. Bertolino asked how much school he has left. Mr. Neibauer stated after transferring credits in, he needs to finish 13 more but some classes are only offered in the fall. He stated he has to complete the program in three years.

Mr. Ropp stated he talked with his daughter in college and she felt the classes she got the most out of used the clickers with the Promethean Board.

Mrs. DeVries asked if we are going to try to incorporate them in all the classrooms.

Mr. Crump stated the set we are currently using is on loan but we do have funding to get some sets. He stated they are also a good tool for intervention.

Mr. Langager stated Mr. Neibauer is doing a fantastic job and his efforts are appreciated.

Mr. Ropp stated he has also heard many good comments on the football season.

PUBLIC COMMENT

Elta Ayre stated the Roberts Community Foundation will be meeting this month and she would like to take a request to them for funding for a half dome mirror to put in the front hallway of the school for security purposes.

The Board stated it had no problem with the request.

Mrs. Obert stated Joyce Kober asked that the Board be informed the All-School Reunion has been scheduled for July 5-7, 2013.

STUDENT ATTENDANCE ISSUES (continued)

Mr. Ropp stated the Board would now consider another student request for reinstatement of credit and asked if the party involved would like to have the matter heard in closed session. A closed session was not requested.

Mr. Ropp stated the Board received the letter from Renee Newsome regarding Tice Newsome at the start of the meeting and asked Tice Newsome to explain his absences in the first semester.

Tice Newsome stated he had to have all his wisdom teeth pulled this fall and before that was done, he was suffering with frequent headaches.

Renee Newsome stated hopefully they will be getting braces on Tice's teeth soon but that will also require some time away from school.

Mr. Langager asked how Tice is doing in his classes.

Mr. Newsome stated he is trying to bring everything back up.

Mr. Langager asked what Mr. Newsome can do to help himself.

Mr. Newsome stated he needs to hand in his homework and study for tests.

Mr. Crump stated he is concerned that we've been here before with Mr. Newsome and he is currently at twelve absences for the first semester. He added because he just received the letter, he is not ready to make a recommendation at this time but will be in contact with the Board.

Mr. Ropp stated Mr. Newsome's request for reinstatement of credit will be tabled to allow the superintendent to review the case.

PERSONNEL

SPECIAL EDUCATION AIDE – Mr. Crump stated he is recommending Nikki Easthouse be hired for the special education aide position at the rate of \$20.00 per hour for the first two hours of the day and \$10.00 for each additional hour (7.75 hours per day position).

Motion was made by Sanford Langager, seconded by Sarah DeVries and carried unanimously to approve hiring Nikki Easthouse as special education aide at the rate of \$20.00 for the first two hours and \$10.00 per each additional hour (7.75 hours per day position). (YES—Ropp, Langager, Bertolino, DeVries. NO: none).

(Carl Easthouse joined the meeting at 8:20 p.m. via telephone.)

CUSTODIAL POSITION – Mr. Crump stated he received two applications for the part-time custodial position and plans on closing the position tomorrow and setting up interviews.

NEW BUSINESS

MHSA ANNUAL MEETING PROPOSALS – Mr. Crump stated the Montana High School Association will be holding its Annual Meeting on January 16, 2012 and the following five proposals will be considered:

1. Proposal to Amend Membership By-Law – A non-member school may petition to receive Associate Member status in order to receive sanctioning to compete in out-of-state competitions. (NO)
2. Proposal to Amend Participation By-Law – To allow non-MHSA schools to participate in regular season track and golf invitationals. (YES)
3. Proposal to Allow Wrestling Practice by Eighth Grade Students – To allow eighth grade students to practice with the high school wrestling program. (YES)
4. Proposal to Eliminate Master Basketball Scheduling. (NO)
5. Proposal to Rescind Academic Eligibility Requirements for Major Performing Groups (YES)

He stated he has discussed the proposals with Mr. Nelson and intends to cast the district's vote as indicated. He stated it is also important to attend the meeting and hear the rationale for each proposal before making a final decision.

OUT-OF-DISTRICT STUDENTS – Mrs. Obert asked for Board approval for Savanna and Saige Weimer to attend Roberts School.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to approve the out-of-district attendance agreements for Savanna and Saige Weimer. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

OLD BUSINESS

MAINTENANCE – Mr. Crump stated he spoke with High Caliber and Charlie the Plumber about adding a grease trap in the kitchen and they both felt it would be quite expensive, not only for the parts but also for the installation.

Mr. Easthouse asked that Mr. Crump talk again to High Caliber about the possibility of an above ground grease trap. He stated he'll also try to find some information.

BUS TIMERS – Mr. Crump stated he has asked the bus drivers to find timers they would be comfortable with in the bus barns.

MISCELLANEOUS – Mr. Langager asked if Petersen Building came in and did the repairs on the weight room.

Mr. Crump stated the work was done over the Christmas break.

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated his schedule for the month includes a regional meeting with our health insurance provider, MHSA Annual Meeting, Common Core Seminar, and superintendents’ meeting.

He stated he is looking at providing some sexual harassment training for staff.

PROGRAM UPDATE – Mr. Crump reported Rebecca Schiffer has proposed starting a Drill Team for grades K-5 and Dance Team for grades 6-12. He stated this would not be a school sponsored activity but would be in our building and we would need to outline our expectations. He stated he is supportive of a drill team for perhaps K-6 but not a second team at the 6-12 level. He added the group needs district approval for the use of our facility.

Motion was made by Sanford Langager, seconded by Sarah Devries and carried unanimously to allow Rebecca Schiffer to use our facility for practice for a drill team. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

Mr. Crump stated he also received a request for use of the facility for a wrestling group.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve use of the facility for a wrestling group. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

Mr. Crump stated all the BPA members are advancing from regional competition to state competition in March in Billings. He stated the group is requesting the district pay for the hotel rooms (around \$1,000) to allow the group to stay in Billings on Sunday and Monday night of the competition instead of returning home each day.

Motion was made by Carl Easthouse, seconded by Joel Bertolino and carried unanimously to allow BPA to stay overnight in Billings on Sunday and Monday evening of the state competition and to pay the cost of the lodging. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

Mr. Crump stated he spoke with a parent who may be willing to organize the ski days for students this year. He added Mrs. Wright is still working on a letter addressing problems encountered last year and he wants the mountain to understand our position and reach some understanding before the program is handed over to a parent.

Mrs. DeVries stated if we don’t act soon, we’re going to miss all the dates the students can go skiing.

Mr. Crump stated we’ve had a student go to the counselor with a request to drop their on-line AP class at the semester break. He added without taking the second semester, the student would not be able to take the AP test.

Mr. Easthouse stated our policy states the student has to take the AP test if enrolled in an AP course or they receive no credit for the first semester.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 9:15 p.m.

Board Chair

District Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
JANUARY 18, 2012**

The special meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 6:00 p.m. on January 18, 2012, in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Chair
Sanford Langager, Vice Chair
Joel Bertolino
Sarah DeVries
Carl Easthouse

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

ABSENTEE POLICY

Mr. Ropp stated there have been some issues with students exceeding the number of allowable absences in a semester, especially with tardies. He stated the Board needs to review the policy and consequences for excessive absences.

Mr. Crump stated there seems to be more of a problem with tardiness this year and two more students are in danger of losing credits for the semester because of tardies.

Mr. Langager stated the handbook addresses tardiness in two different places and he sees one section as guidelines and one as our policy. He stated the section on page 48 calls for the student serving lunch detention on the second tardy in any one class.

Mr. Crump stated that is if the teacher writes it up but we haven't been following the tardy procedures as outlined on page 48 all year.

Mr. Langager stated he sees the procedure outlined on page 48 as our disciplinary plan and we need to be following and enforcing our own policies. He stated it is important that our students be on time so they aren't a disruption to the class and every teacher needs to follow the policies.

Mr. Easthouse stated being ten minutes late says the student feels their time is more important than everyone else's. He stated education should be building a foundation for adulthood.

Mr. Crump stated he needs to be sure what is being said in the handbook is what is conveyed in the letter sent to parents.

Mr. Crump suggested adding this item to the next meeting agenda for further discussion.

ABSENTEE ISSUES

Mr. Ropp stated there are three student appeals for the reinstatement of credit and closed the meeting at 6:35 p.m., stating the next item to be discussed involves individuals and the individuals' rights to privacy exceed the merits of public disclosure.

Mr. Ropp returned the meeting to regular session at 7:30 p.m.

Mr. Crump recommended that student TIN receives incompletes in all courses for the first semester with the opportunity to receive a grade in each course after making up the hours missed to get to nine (9) absences, for each class he passes.

Motion was made by Carl Easthouse, seconded by Joel Bertolino and carried unanimously to approve the superintendent's recommendation in the case of student TIN. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

Mr. Crump recommended that student TYN receive an incomplete for his 8th period class until further investigation can occur. He also recommended credit for the student's first period class be reinstated with the understanding that the student attend the school board meetings in February and April to update the Board on both attendance and scholastic progress.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to approve the superintendent's recommendation in the case of student TYN. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

Mr. Easthouse stated the student is getting off extremely easy for having 12 tardies. He stated he wants to see the student body addressed concerning the attendance and tardy policy so they understand our policies will be followed. He added it will be difficult to reinstate credit for the next student with excessive absences.

Mr. Crump recommended that student KM have credit reinstated for her first period class and the student will address the Board in March and May concerning scholastic and attendance progress.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve the superintendent's recommendation in the case of student KM. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

SEMESTER EXAM PERCENTAGES

Mr. Crump stated the handbook states the semester exam is worth 20% of a student's grade for the semester. He stated in January, 2010, the Board changed the percentage to 10% for junior high but the change was not made to the handbook. He added the Board did take formal action and that action will be followed.

MISCELLANEOUS

QUALITY SCHOOLS GRANT – Mr. Crump stated we have been notified that we were awarded a Quality Schools Planning Grant in the amount of \$25,000.

Mr. Bertolino stated the next step will be to set up the scope of work. Mrs. Obert asked Mr. Bertolino to look at the grant proposal to see how to start the process.

MHSA ANNUAL MEETING PROPOSALS – Mr. Crump stated the MHSA Annual Meeting was held on January 16 and reported the outcome of the proposals:

1. Proposal to Amend Membership By-Law – A non-member school may petition to receive Associate Member status in order to receive sanctioning to compete in out-of-state competitions. FAILED
2. Proposal to Amend Participation By-Law – To allow non-MHSA schools to participate in regular season track and golf invitationals. FAILED
3. Proposal to Allow Wrestling Practice by Eighth Grade Students – To allow eighth grade students to practice with the high school wrestling program. FAILED
4. Proposal to Eliminate Master Basketball Scheduling. WITHDRAWN
5. Proposal to Rescind Academic Eligibility Requirements for Major Performing Groups. PASSED

FROMBERG REQUEST – Mr. Crump stated the Athletic Director from Fromberg called and asked that we consider a co-op with them for volleyball as they don't think they will have an adequate number of girls to field a team next fall. He added he is really not willing to set up a co-op until we see actual numbers and then request an emergency co-op if necessary.

Mr. Ropp stated it might be a good idea to have a conversation with the MHSA.

MAINTENANCE

The Board toured the building to look at some of the maintenance issues.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 7:55 p.m.

Board Chair

District Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
JANUARY 26, 2012**

The special meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 6:00 p.m. on January 26, 2012, in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Chair
Sanford Langager, Vice Chair
Joel Bertolino
Sarah DeVries
Carl Easthouse

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

PUBLIC COMMENT

Sanford Langager stated he was in the building and attended some of the classes today. He stated he was very impressed with what he saw and the general atmosphere in the building was very upbeat.

Frank Ropp added he is in the building quite often and finds it quiet with students where they're supposed to be.

PERSONNEL

Mr. Crump stated he had two applicants for the custodial position and it is his recommendation that the Board hire Chris DeVries for the position for five hours per day at \$12.50 per hour. He stated her shift would probably run from 3:00 p.m. to 8:00 p.m.

Mr. Easthouse asked if Mrs. DeVries will be doing snow removal.

Mr. Crump stated he will probably keep Mr. Kessner on that job.

Mr. Easthouse stated we encountered problems before with not having a janitor on the premises during the day and hopes that can be prevented.

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to hire Chris DeVries for the custodial position for five hours per day at \$12.50 per hour. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

STUDENT HANDBOOK

Mr. Crump stated there are discrepancies in the attendance policy in the student handbook and he would like to clear those up. He stated some parts of the policy refer to loss of credits after 10 days and other parts refer to 11 days and there is confusion with the procedure for tardies.

Mr. Crump stated page 45 of the handbook refers to three tardies counting the same as an absence. He added page 48 has further repercussions for tardies, including detention and Saturday school.

Mr. Langager stated we need to make sure the policy is clearly stated but we also need to be sure the policies and procedures are enforced.

Mr. Easthouse stated we aren't helping students any by allowing them to be tardy or have excessive absences.

Mr. Langager stated his hope is if we enforce the policies, we won't be hearing more appeals for loss of credit due to excessive absences.

Mr. Crump submitted the clarifications for Student Attendance in the Student Handbook (see attached). He stated if this is approved by the Board, he will send out a mailing to parents explaining the revisions and visit with students in each classroom.

Motion was made by Carl Easthouse, seconded by Sarah DeVries and carried unanimously to approve the clarifications in the Student Attendance section of the Student Handbook. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

ADJOURNMENT

Mr. Ropp adjourned the meeting at 7:15 p.m.

Board Chair

District Clerk

STUDENT ATTENDANCE

ATTENDANCE

The School Board of Trustees believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. Towards this end the following policies and procedures have been developed to insure continued academic progress. Every student enrolled in this school is subject to all school policies, procedures and rules, no matter his/her age.

1. The administration asks that parents/guardians please call (445-2421) to notify the school between 7:45 am and 9:00 am when their student is absent. In compliance with the *Missing Children Information Act* the school must make a reasonable effort to notify the parent/guardian by telephone of a student's absence as soon as the absence is noted or by 10:00 am if the school has not already been notified by the parent/guardian. This will allow authorities to get an earlier start on tracking missing children.
2. The parent of an absent student must report the absence within 24 hours of the absence by either sending a written note with the student or a phone call to the office. Please note that we have an answering system that you can leave a message on. If a student is gone for more than 24 hours it is the responsibility of the parent to notify the office. Failure to comply will result in the absence being counted as unexcused. The school reserves the right to rule on the validity of each excuse, subject to the guidelines set forth in this policy.
3. Students whose parents/guardians fail to contact the school or send a written excuse for an absence will be given an UNEXCUSED absence and be subject to disciplinary action.
4. During instructional time, students may not leave the school grounds unless they have reported to the office and received permission to leave. Failure to comply with notification may result in the absence being counted as unexcused. It is requested that parents/guardians send a note with the student if he/she is leaving the school grounds during the school day. Please note that students K-8 may not leave the building at anytime without written permission from their parents. Students 9-12 have the privilege of an open campus during the lunch period as stated in this handbook.
5. A student who is too ill to participate in or remain in class is to report to the office. If necessary, parents/guardians will be called and the student sent home.
6. An advance absentee slip from the office is required when a student will be absent from school for reasons other than illness. Procedure:
 - a. The student will need verification from his/her parent/guardian stating the reason and dates for the absence.
 - b. If the absence is approved, the student receives an advance absentee slip stating the reason and dates of absence.
 - c. Assignments are to be completed and given to the teacher at the start of each scheduled class period on the first day of the student's return to school.
7. No make-up work shall be allowed for unexcused absences (i.e. no credit for missed tests, homework, quizzes, etc.)
8. The procedures for School Sponsored Absences is as follows:
 - a. The teacher/advisor responsible for the activity must give the office a list of students who will miss school no later than 3 days before the activity's scheduled departure.
 - b. Teachers will assign the make-up work a day before the scheduled activity so students can make-up the work before they leave for the activity.
 - c. All make-up work for an absence, that comes as a result of a school activity is due the next scheduled class period following the activity.
9. An unexcused absence is an absence that cannot be or is not verified by a parent within 24 hours of the absence.

Make-up work is the responsibility of the student, not the teacher. Students must complete make-up work according to the make-up work schedule policy. Tests and quizzes announced before the absence must be taken on the day the student returns to school.

LOSS OF CREDIT DUE TO ABSENCES

1. Any student absent ten (10) or more days per semester (excused plus unexcused) in any class will earn **no credit** for that same class for that semester. Parents/guardians will be notified by mail if their child has accumulated five (5) absences, eight (8) absences, or ten (10) absences when attendance is checked each week.
2. Three (3) unexcused tardies in the same class will count the same as one (1) day's absence in calculating class attendance. Tardiness is defined as a student arriving up to ten (10) minutes late for class. When the student arrives late they will need to sign the Roberts School Check-Out Sheet. If the student is more than ten (10) minutes late, the student will be counted absent.
3. The following absences will not count towards the total absences considered for loss of credit
 - a. Participation in school activities
 - b. A family emergency
 - c. Natural disasters
 - d. Students who receive a medical waiver from the administration for an extended or chronic illness
 - e. Bereavement
4. A student may appeal loss of credit by submitting a written appeal to the Superintendent. The appeal must be addressed to the Roberts Board of Trustees. Once the appeal is submitted, the student will be allowed to remain in the class pending the outcome of the appeal.
5. A student may not appeal loss of credit if within the ten days of absence the student has three or more unexcused absences.
6. The Roberts Board of Trustees will review all previous absences and academic records during the semester before making a determination. A hearing will be conducted at either a Special Board Meeting or the next regularly scheduled Board Meeting.

If the office is not notified or given proper documentation the absence will be recorded unexcused

EA	Excused Absence	Absence verified by a parent, guardian, care taker, medical personnel, public servant (judge) or a school official. Counted towards the 10 day cap for receiving credit for the class.
ISS	In-school Suspension	Consequence assigned by administrator for rule violation - student receives credit for work/assignments missed. Not counted towards 10 day cap for receiving credit in the class Voids the assessment incentive and make-up work counted at 50% of original value
OSS	Out-of-school Suspension	Consequence assigned by administrator for rule violation. Student receives no credit for work/assignments missed. Counted towards 10 day credit cap. Voids the assessment incentive and make-up work counted at 25%
SS	School Sponsored	An absence resulting from a school scheduled activity.
UA	Unexcused Absence	Absence not verified by a parent, guardian, care taker, medical personnel, public servant, or a school official. Student receives no credit for work/assignments missed.

Counted towards 10 day cap for receiving credit.
 Consequence for UA – A zero for the class will be given for the day missed and for the next assignment due.
 Saturday School

Attendance Cap on Make-up of Missed Academic Work

1. The student has the opportunity to receive credit for academic work missed during the first nine excused absences.
2. Beginning with the tenth absence, the student will no longer receive credit for missed academic work. The student can obtain the assignment, but will not be entitled to receive make-up credit for completion.
3. On the tenth absence, credit will be lost for the class. A student and his/her parents have the right to petition the Roberts Board of Trustees for reinstatement of credit for the class or classes. The student and the parents must follow the following procedure:
 - a. Notify the Superintendent of Schools of your request to petition for reinstatement of credit.
 - b. Present your reasons for absence to the Board of Trustees. The Trustees will then determine whether credit will be reinstated.

Missed Academic Work Less than 10 Days

1. It is reasonable to expect that some course work cannot be replicated due to the nature of the assignment, especially when performance based activities and experiences are used.
2. It is the student’s responsibility to inquire about make-up course work. The student should know assignment expectations and due dates.
3. Students must make prior arrangements with their teacher for planned absences.
4. If the student has a pre-arranged assignment due during an absence, the student will submit the completed assignment the day of returning to school.
5. Prior to reaching the cap, make-up work must be completed according to the following schedule:

ABSENT	Length of Time for Make-up Work
1 Day	2 school days
2 Days	3 school days
3 Days or more	5 school days

Example of make-up schedule for one day absent

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Absent	Make up	Make up	Work Due	

Example of make-up schedule for two days absent

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Monday</u>
Absent	Absent	Make up	Make up	Make up	Work Due

Please note that this make-up work schedule is different for school sponsored and advanced absences.

Unexcused (UA)

<u>Offense</u>	<u>Credit</u>	<u>Consequences</u>
#1	No credit for missed work	Saturday School
#2	No credit for missed work	1-3 day suspension
#3	No credit for missed work	1-10 day suspension, Individual counseling and possible Alternative educational plan

School Sponsored (SS) Absence Definition

1. A student qualifies for a school sponsored (SS) absence if all following criteria have been met:
 - a. Students are supervised by school district employees or official designee
 - b. activity is a RHS or Montana High School Association/OPI activity
 - c. activity funding is part of the school budget
 - d. activity behavior is governed by RHS code of conduct

Examples of school sponsored (SS) absences:

1. band, choir, drama performances and school festivals
2. MHSAA athletic competitions in which the individual is a part
3. cheerleading for games and tournaments
4. field trips for school sanctioned clubs, class activities, work studies, or career events
5. curriculum related exams such A.P.
6. regional, state, and national conventions for school sponsored clubs
7. student council meetings and related activities
8. appointments with school administrators, school nurse or counselors

NOTE: All missing work due for school sponsored activities will follow the make-up work policy above.

Tardy Procedures

1. It is the student's responsibility to be on time to class.
2. A student will be assigned lunch detention by the Superintendent for each tardy after the first one. This is on a per class basis.
3. If a student does not attend the assigned lunch detention, a discipline slip will be added to the student's file.
4. Tardiness will be considered excessive on the third tardy in any one class. Excessive tardiness will result in Saturday School (i.e.: Three tardies will constitute Saturday School).
5. Every three tardies in a single class will be calculated as an absence for that class.
6. Students with valid excused late passes will not be considered tardy.

***The attendance policy and tardy policy will be reset with the start of each new semester.

Make-up Work Policy

It is understood that situations arise that require a student to be absent from school. Make-up work is allowed and is important to complete to keep students up-to-date with course work. Students will be required to obtain make-up forms from the office. In order to obtain the form, a student must present a note from a parent for the reason of the absence. A phone call from the parent is acceptable, but written documentation is preferred. Advance make-up forms are for those absences that a student knows is going to happen in the future.

ATTACHMENT