

# STUDENT HANDBOOK

Montpelier High School 2022-2023

Montpellier School believes that each student is unique, capable of learning, has potential, and is able to attain personal goals; Montpellier School is preparing students to succeed in a changing world while supporting students' emotion and physical well-being.

# Introduction

The following notes are derived from the school's policy book which can be found on the school's website at [www.montpelier.k12.nd.us](http://www.montpelier.k12.nd.us). This document is not official policy, but rather is a handbook designed to make policy more easily understood in an attempt to empower students and teachers in order that students can gain the knowledge they need to make their own worlds a little bit better. If clarification is needed, policy should be consulted.

## Grievances:

A grievance is an official way of complaining about something for which students think they were wronged. In the policy book there is an official grievance procedure. Below is a simple guideline explaining to students the best way to handle complications which arrive due to behavior of other students, teachers, or staff members.

If a student is in a position where another person at Montpelier School has caused offense, harm, or is otherwise acting inappropriately, these are the steps to follow:

1. Maintain calm. Confront the person who has caused the offense in a non-violent way. Most conflicts are caused by a lack of communication and as a result, most conflicts are resolved by good communication.
2. If #1 is ineffective, it may become necessary to bring a third party into the conversation. A trusted teacher, administrator or counselor should be consulted.
3. If #'s 1 and 2 both prove ineffective at resolving the conflict, it might be time to follow the official grievance procedure found in the policy book. If the grievance procedure in the policy book is intimidating or unclear, consult a teacher, counselor, or administrator to help you with the process.

a If a grievance needs to be filed, please contact:

Phil Leitner  
214 7th Avenue  
Montpelier ND 58472  
Telephone: 701-489-3348  
[phil.leitner@k12.nd.us](mailto:phil.leitner@k12.nd.us)

## Student Information:

The school does keep personal information about students. Parents and people the parents authorize are always welcome to view the contents of their child's files. The school may release student information to teachers and other school personnel but only if those people have a legitimate educational interest in the student.

# Attendance

## **Enrollment:**

Students will need to take the following minimum classes each year:

9th-10th: 6 credits

11th-5.5 credits

12th- 4.5 credits

Students may take online, IVN, or vocational courses even if the courses are available at Montpelier School in a traditional classroom setting. If the same course is offered in Montpelier School, however, the student will be responsible for payment. A course not offered by Montpelier School in a different fashion must be approved by administration if the school is to pay for the course.

A student is not able to drop or add a class after the first five days of the semester unless there is special permission from administration. Also, any change must be approved by parents.

## **Absenteeism:**

If a student is gone from school, the school does need to be notified by parents prior to the student being absent. This is especially important in the winter for safety reasons. Either the school or parents do need to know the location of students.

If a student needs to leave school during the day, there does need to be communication between the school and parents prior to the student leaving.

When a student returns from an absence, it is the student's responsibility to communicate with teachers in order to determine what was missed which might impact the student's education. The teacher will decide how much time is allotted for that student to make up the work.

Students should never miss more than 10 periods of any class during the course of the semester. If more than ten absences occur, the student will be required to make up time missed hour for hour. This will be done either before or after the 8:40-3:30 school day, or with an agreement with the educator and principal on extra work. Students who have missed more than 10 periods of any class during the course of the semester will receive an incomplete grade and have two weeks after the grading period to make up the time. Any student who has not made up the time during that time period will receive an "F" as a grade. Students may appeal to the School Board to receive credit for the class.

## **Tardiness:**

During any period of the day, if a student is late for a class they may be marked tardy. Tardiness is to be determined by the classroom teacher and recorded by the classroom teacher. If a student is tardy 4 times during the semester (and for every tardy following the fourth), they will be required to serve a disciplinary detention. If a student is tardy 10 or more times in a semester, the student will serve one

day of in school suspension and will be required to work within the office on duties determined by the administrator.

# Academics

## Graduation Requirements:

The following 22 units of high school coursework constitute the minimum requirement for high school graduation. Courses taken prior to grade 9 do not count toward graduation.

- 4 units of English
- 3 units of Mathematics
- 3 units of Social Studies including 1 credit P.O.D., 1 credit U.S. History, and 1 credit social studies elective.
- 3 units of Science including Physical Science and Biology
- 3 units of Foreign Languages, Fine Arts, or Career and Technical Education Courses
- 1 unit of Physical Education
- 1 half unit of Health
- ½ credit from an online platform
- Any 4 additional units
- All requirements for graduation must be completed before the date of graduation in order for a student to participate in the graduation exercises.
- Any senior involved with a correspondence class must complete the course or courses by May 15 to count for graduation.
- 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).
- An IEP may waive graduation requirements provided the student still meets state graduation requirements.

## Incompletes:

A student may be given an incomplete for the following reasons:

- At the discretion of the administration and educator due to extenuating circumstances.
- If a student fails to complete any assessment (projects, tests, ext) as determined by the educator.

Any student who still has an incomplete after two weeks past the grading period will receive a grade of an "F" no matter the percentage. Students have the right to appeal their grades to the school board.

## Honor Roll:

- Students having a GPA of 3.0 (B Average) or higher will be designated 'Honor Roll Students'. A "D" or "F" will disqualify that student from the honor roll. The honor roll is calculated every quarter and will be published to the website, social media, and local newspapers. If a student does not want his or her name published on the honor roll, he or she does need to request that via writing or email to the principal.

#### **Honor Students:**

- Students who graduate with a GPA of 3.0 or above will be named 'Graduated with Honors' at graduation. The student with the highest GPA will be named Valedictorian at graduation and the second highest GPA will be named Salutatorian. Foreign Exchange Students are not eligible for either the valedictorian or salutatorian award.

## When Things Go Wrong

#### **Disciplinary Detention:**

Students will receive detention at the discretion of the administration for the following reasons:

- Violation of any school rules
- Being tardy 4 or more times

All detentions will be arranged by the principal. Failure to comply with the rules of detention will result in a half day in-school suspension.

#### **In-School Suspension:**

In-School Suspension is given by an administrator. Reasons for In-School Suspension may include (but are not limited to):

- Cheating
- Not Serving Detention
- Being tardy 10 or more times within a semester
- Any Severe Behavior (as determined by the administrator)
- Having three disciplinary detentions

School work done during in-school suspension plus any extra work assigned by the teachers must be handed in upon return to class. Students are responsible for communicating with teachers before or after school in order to understand what schoolwork needs to be completed. Students do NOT get extra time for schoolwork assigned during In-School Suspension.

#### **Out of School Suspension:**

The principal or superintendent may suspend any pupil from school for:

- Disorderly Conduct

- Use or possession of tobacco, alcohol, narcotic drugs, or any controlled substance
- Willful conduct which materially and substantially disrupts the rights of others to an education
- Stealing or willful conduct which endangers the student, other students, or school property ·  
Skipping class
- Possession of firearms, knives, explosives, or other dangerous objects on school property
- Three in-school suspensions

All school work must be completed before being readmitted to class after a suspension. After three out of school suspensions, the superintendent may recommend to the school board that the student be expelled.

School work done during out of school suspension plus any extra work assigned by the teachers must be handed in upon return to class. Students are responsible for communicating with teachers before or after school in order to understand what schoolwork needs to be completed. Students do NOT get extra time for schoolwork assigned during Out-Of-School Suspension. Credit received for schoolwork completed during an out-of-school-suspension is up to the discretion of the teacher.

#### **Expulsion:**

Expulsion may be imposed by the School Board upon recommendation by the superintendent.

#### **Bullying**

If you feel you are being bullied, talk to a teacher or administrator. If the situation does not get resolved, there is a form online which can be used to file an official complaint.

#### **Martin Time**

Any student who is failing a class or has three or more missing assignments within a class will be placed in Martin Time. This is an after school homework help program that will run from 3:30-4:30. Transportation will be determined by the school dependent on student situations.

## **When Things go Wrong and Drugs are Involved**

**Drug Use and Abuse**

Montpelier School will educate students about drug and alcohol abuse in an age-appropriate program.

Students are not allowed to possess or be under the influence of alcohol, any controlled substance including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant unless dictated by a prescription. Also included in the prohibited substance list is any abusable glue or aerosol paint which could be used for inhalation.

If students are found in violation of the Drug Use and Abuse Policy (look in the Policy for further explanations), they may be suspended or expelled. In addition, if the violation of the policy also violates the law, law enforcement will be notified.

**Tobacco and Vape:**

Students possessing or using tobacco on school grounds will result in an In-School Suspension. In addition law enforcement will be notified.

**Drug and Alcohol Abuse as Related to Extracurricular Activities**

Use or possession of tobacco, alcohol, narcotics, or other harmful substances in or out of school will result in a student being suspended from any game participation or public appearances for a period of six weeks from the date of the infraction for the first offense and 18 weeks for any subsequent offense.

# The School Day

**Driving Cars:**

Students are prohibited from driving during the school day without approval from administration. Students need to keep driveways and bus loading areas clear. Students driving need to be very careful and drive slowly on school grounds.

**Telephone Calls:**

Local calls from the school by students should be made only in cases of emergency. Students will not be called out of class for a phone call unless it is an emergency.

**Gymnasium:**

Students are not allowed to participate in activities which might cause injury including basketball, weight-lifting, or other athletic activity unless supervised by a teacher or administration.

**Lunchroom**

Do not push in line. Be nice to each other. When done, take your tray and utensils to the disposal area. Use good manners.

### **Dress Code**

Clothes need to be clean and neat without violating health standards or carrying messages that violate school policy. Hats and outdoor coats are not to be worn in the building unless circumstances require it. The following will not be allowed:

- Messages containing drugs, alcohol, or profanity are not allowed
- Tops that do not cover the mid-section (top, side, or back) are not allowed
- Tops that have a strap of less than approximately 1 ½ inches are not allowed
- Shirts or tops that reveal excessive cleavage or other body parts that aren't normally considered for public display are not allowed
- Shorts and skirts need to be longer than approximately mid-thigh
- Jeans and/or pants that hang down to reveal under clothes will not be allowed
- Hats and other outerwear should be removed during school hours in the school building.
- Heavy winter coats will not be allowed in school. Lighter jackets and sweatshirts may be allowed.

A violation of the dress code may result in the student being asked to change if the violation is minor, the student will be alerted and told not to wear the clothing again. If a student repeatedly violates the same standard, other disciplinary measures may follow. To minimize embarrassment, if a teacher determines that student clothing is inappropriate due to cleavage, short shorts, or other body parts being exposed, only a teacher, administrator, or counselor of the same sex will communicate a need for change. Teachers of the opposite sex should communicate a need for change to administration or counselors. If no administrator or counselor of the same sex as the student is available, the teacher should communicate the issue to a teacher of the same sex as the student.

It should be noted that during a class period due to different activities that occur in the classroom (Physical Education activities, for example) that a student may need to change clothes. Dress code is interpreted by classroom teachers when a need for different clothing is determined. Needing to change clothes is not an excuse for tardiness unless teachers have agreed. Students do have until the ringing of the bell to change their clothes and get to class.

### **Dismissal**

Class starts at class start time. Class ends when the teacher dismisses the students. If a teacher holds a class longer than allows students to get to the next class period on time, that teacher will contact the students' next period teacher letting them know that those students should not be counted tardy.

### **Emergencies**

In case of a serious accident or other medical emergency, parents will be notified immediately. The school will take action if parents cannot be reached.

### **Lockers:**

Your locker is the property of the school. School personnel (administrators, teachers, counselors, secretaries, etc) can inspect any locker at any time for any reason. No lock is to be placed on a locker unless permission is obtained from administration. The locker room is not a storage area for anything except for Physical Education and other Athletic purposes. Books, coats, etc. should be kept in the hall locker. Items left in the locker rooms or hallways may be disposed of. Backpacks should also stay in the lockers and will not be allowed in classrooms. A student only has access to the locker assigned to him or her at the beginning of the school year unless other arrangements are made between the student and administration.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are allowed to use cell phones and electronic devices only in the commons, hallways, and locker bays. Upon entering a classroom, all cell phones and all non-school issued electronic devices will be put away in a designated location unless they are deemed to be educationally appropriate by the classroom teacher. Students are not to take their cell phones outside of class while class is in session. If a student is asked to turn their cell phone over after being found to be in violation they must comply or face the consequences of insubordination.

Consequences/protocol will include the following:

First violation – The device will be confiscated by the teacher and returned at the end of the class period. Teachers will communicate with the parent regarding the incident and communicate with the student to reset expectations.

Second violation – The device will be confiscated by the teacher and given to the administration. Administration will visit with the student and communicate with parents about future violations. Device will be returned at the end of the school day.

Any More Violations – Device will be confiscated by the teacher and given to the administration. At this point a parent will be required to pick up the phone in the office and the student will have detention. If a parent is not able to pick up the cell phone, it will be returned to the student on the next school day.

Messages and photos on a cell phone are subject to viewing by administration given reasonable suspicion of a crime and/or school infraction. In the event a student must use an electronic paging device for health reasons, the student and his/her parents must petition the administration for such use.

### **Pop and Snacks**

Outside food and beverages (other than water) must be consumed at the student lockers and can only be consumed in the classroom when deemed appropriate by the classroom teacher. Energy drinks such as Red Bull and Monster will not be allowed.

Snacks purchased from a school snack shop may be allowed in class, with teacher approval.

## Extracurricular Activities

### **Extracurricular Activities:**

Students need to be passing all classes with a “D” or better grade, and be less than 10 assignments behind in their online classes, in order to be eligible for competition or other designated activities. For non-competitive activities, eligibility will be determined by the advisor of the activity and administration.

A student must be in school on the day of any activity in order to participate in that activity unless there is a pre-arranged appointment or an emergency. An out of school suspension or expulsion does not count as a pre-arranged appointment or emergency.

Classroom education does have preference over extra-curricular activities.

A student may be suspended from an activity for the following reasons:

- Possession, use, or purchase of tobacco (regardless of a student’s age)
- Possession, use, or purchase of any alcoholic beverages. Use is defined as having odor of alcohol on the breath and possession is defined as having some degree of control over an alcoholic beverage.
- Possession, use, or purchase, or attempted sale or purchase of illegal drugs or the unauthorized possession, use, purchase, or attempted sale or purchase of otherwise lawful drugs.
- Engaging in any act which would be grounds for arrest or citation in the criminal or juvenile court system.
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, refusing to cooperate with authorities, hazing or harassment, or participating in a group doing these things.
- Mere Presence – being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave.

### **Traveling to Out-of-Town Events:**

If traveling to an out-of-town event, students are expected to return using the same method of transportation unless parents notify the school otherwise. If alternative transportation is arranged, the school personnel affiliated with the event needs to be notified by parents.

# Destruction of School 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.

# Final Assessments

Final assessments will be scheduled by administration during the last week of each semester. All students in grades 7-8 will be given final assessments. Students in grades 9-12 may be exempt from final tests in specific courses if:

- a. The student is receiving an A in the class
- b. The student is receiving an 85% in the class with less than 3 tardies in the class

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

# Open Campus

## **Grades 7-9**

- Students in grades 7-9 will not be allowed to participate in open campus.

## **Grades 10 – 12**

- Students in grades 10 – 12 will have assigned study hall times whenever they are not in a regular course.
- A student may participate in open campus if approved by the principal.