



STUDENT HANDBOOK

Montpelier High School 2018-2019

Montpelier School is an educational community working together towards the common goal of students obtaining academic and personal success in order to become productive and involved members of society.

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. 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. Almost never will it happen that a student will follow the grievance procedure. Rather, 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.

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 in grades 9-12 will take at least 4.5 units each year.

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 and may be required to come in front of the school board.

If a student misses a day of school for any reason, they will not be considered 'passing' under the flex mod plan for the following week.

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 during the course of the week, that student will not be considered 'passing' under the flex mod plan the next week.

Academics

Graduation Requirements:

The following requirements refer to courses taken in grades 9-12. Courses taken prior to grade 9 do not count toward graduation.

- Four credits of English
- Three credits of Math
- Four credits of Social Studies and must include POD, US History, World History, and ND Studies.
- Three credits of Science must include Physical Science and Biology
- Three credits of either:
 - Foreign Languages
 - Fine Arts (Band, Choir, Studio art, etc)
 - Career and Technical Education Courses (Vocational Courses, some Business Courses – ask if uncertain)
- One credit of Physical Education
- One half credit of Health
- Three and a half credits of anything else
- 22 credits total
- All students must complete eight semesters of school in grades 9-12 in order to graduate unless special permission is granted by the school board after being requested by the student and the student's parent or parents.
- Students must complete 25 hours of community service.

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 need to be good to each other and the teaching staff. If a student is not doing this, he or she may be sent to the principal's office. If this is the case, the student may serve a detention. Teachers may charge a student with detention without sending the student to the principal's office. Students may also receive a detention by being tardy 4 times during the semester and every time thereafter. Parents will be notified of the detention. Detention is served at 7:30am as soon as possible after the offense unless other arrangements are made. The student will not be considered 'passing' under the flex mod plan until detention is served.

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
- 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. Credit received for schoolwork completed during an in-school-suspension is up to the discretion of the teacher.

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

Be nice to each other. 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.

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:

Students possessing or using tobacco on school grounds will result in an In-School Suspension.

Drug and Alcohol Abuse as Related to Extra-Curricular Activities

Use or possession of tobacco, alcohol, narcotics, or other harmful substance 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 it would not cause undue interruption of the school day. 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, and 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

Students are allowed to use cell phones prior to school, after school, and during lunch. During class and resource times, cell phones are prohibited. If a cell phone is seen on a student, an administrator or teacher may take it. If a cell phone is taken from a student, it will be kept in the office for the student's parent to pick up. The school is in no way responsible for loss, theft, or breakage of any cell phone.

Pop and Snacks

There is to be no pop or energy drinks allowed in school during classes or resource periods. Water is the only allowable beverage during the school day unless a teacher provides something different. If a student has a beverage other than water, he or she will be asked to throw it away. If a beverage other than water is found in a student's locker, that beverage will be thrown away.

Snacks purchased from a school snack shop may be allowed in class, with teacher approval; cookies, chips, candy, etc. brought into the school are not allowed and will be thrown away if found.

Extra-Curricular Activities

Extra-Curricular Activities:

Students need to be passing all classes with a 74% or better grade 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 prearranged appointment or an emergency. An out of school suspension or expulsion does not count as a prearranged 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 Tests

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

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

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

Flex-Mod Plan

Rationale

- Provide Flexibility to Allow More Advanced Courses
- Provide Opportunities for Students to Develop their own sense of responsibility toward school
- Prepare students for college with an environment more closely related to what they will find in college
- Provide resource times throughout the day to allow teachers to provide extra help to students that need it in respective classes
- Provide a time for students to connect with their advisors and plan class fundraisers, community service, and to help provide time for the advisor to meet with and connect to his or her students
- Provide resource times for students taking online courses to get help from teachers
- Provide time for students to do community service within the school during school hours
- Provide an opportunity for those students from Jamestown that do not have a way to get to school outside of busing to serve disciplinary time.

Daily Schedule

- Every day will end with 10 minutes of homeroom time with each students' advisor. This time will be spent with the advisor connecting with his or her students. New policy will exist requiring students to have 25 hours of community service in their four years of high school and this will provide time for students to plan this with their advisors.
- The remainder of the day will be broken up into 20 minute mods.
- Most classes will be 2 mods long.
- Lab classes and math classes will be 3 or 4 mods long on some days.
- CTE courses will always include an extra resource time for project completion
- Lunch will be at either 12:00 or 12:20 depending on the mods in which a student is enrolled

Resource Times – Grades 7 - 9

- Students in grades 7-9 will have assigned resource times whenever they are not in a regular mod course. This resource time is assigned within PowerSchool.
- The teacher of the assigned resource time is always the person responsible for the student.
- If a student in grades 7-9 is a student with an IEP, that student may spend resource times in the learning center even if not assigned to the learning center in PowerSchool, but whomever the teacher is as listed in PowerSchool is the teacher that needs to be responsible for that student.
- If a student is passing all courses with a grade of a C or higher and all online classes are 0 assignments behind, there is potential that the student may be able to move to other resource areas but the teacher in PowerSchool of the assigned resource time will always be the teacher that needs to know where the student is at that time and will be responsible for taking attendance.

Resource Times – 10 – 12

- Students in grades 10 – 12 will have assigned resource times whenever they are not in a regular mod course.
- If a student in grades 10 – 12 is a student with an IEP, that student may spend resource times in the learning center and may be assigned to resource times in PowerSchool, but whomever the teachers is as listed in PowerSchool is the teacher that is responsible for that student unless the student has a C or higher in every class and is 0 assignments behind in every online class.
- If a student in grades 10 – 12 is passing all courses with a C or higher and as of the Monday morning notification from NDCDE or other online vendor, those students will not need to attend resource times and will be free to leave the school. They will not be able to leave school grounds unless parents, guardians, or students 18 years of age have signed a waiver.
- There will be a student lounge available for students in what used to be the music room.

Determination of ‘Passing’

- Grade check will be on Monday morning. Any student that has less than a C in any class is not considered passing. The grade-check on Monday is the final determiner for the entire week.
- Any course in which a student is recorded as being more than 0 assignments behind is not considered passing.
- Any student having had disciplinary action of any sort including detentions or suspensions in the last week is not considered passing. If grades are passing, that student will spend resource times in the principal’s office. The amount of time a student will be considered ‘not passing’ depends on the severity of the offense and is determined by administration.

Student Lounge

- The student lounge is available for students in grades 10-12 during resource times if they are considered passing.
- The student lounge must be kept in order. If it is ever determined that a student has left a mess in the student lounge, the student lounge will be off-limits for all students for a time period as determined by administration. Monetary damages will be billed.
- The student lounge will not be monitored by an adult, but there is a camera recording events at all times in the student lounge.

Weight Room

- The weight room will be available to students in grades 10 – 12 during resource times if a teacher with weight training is available to supervise them.
- All rules applied to the student lounge also apply to the weight room.
- A student can never use the weight room without an adult with weight training present.

Gymnasium

- The gymnasium will be available to all students in grades 7-12 during resource times provided there is a teacher supervising and the gym is not being used for PE or elementary recess.

Students in grades 7-12 do need to be considered passing to use the gymnasium. Students in grades 7 – 9 do need to acquire permission from their resource teacher to use the gymnasium every time they use the gymnasium and it cannot be used without a supervising adult.

Other Spaces for Grades 10 - 12

- The cafeteria will be available but students do need to be mindful of cleaning times for kitchen staff and janitorial staff. In addition, it will not be available during elementary snack times.
- High school hallways are available for individual student study, but students need to be mindful of classroom activities and under no circumstances is disrupting a class or impeding hallway traffic acceptable.

Teacher Responsibilities

- Teachers need to print and keep the list of students that are not considered passing each week and if students are on that list, teachers do need to keep attendance and alert administration if a student is not where he or she is supposed to be.
- Teachers need to be open and available to students during resource times.
- Teachers will need to modify their teaching to accommodate for the change in class schedules. It is new and is expected that it will take some time to optimize the schedule.
- If a teacher inadvertently goes over the time allotted for his or her class, the teacher will notify the teacher of the class to which his or her students were next going.

Student Responsibilities

- Students need to keep track of the time. They do not need to be clock-watching during class, but there will be no bells with the exception of a morning bell which will ring five minutes before the start of the school day. Student schedules all vary from day-to-day. Students need to know their schedule and be where they are scheduled to be every day.
- Students need to keep areas clean. If they are in spaces not normally used in school and not supervised, they always need to keep those areas clean and leave them as they found them.
- Students need to consult the list of students that is considered passing which will be posted by the high school water fountain and principal's office each week. If they are not on that list, they need to be in every resource time regardless of their grade level.
- As always, if a student misses a mod he or she is still responsible for classwork. This schedule should provide more opportunities for teachers to be available to students to connect with teachers but students are responsible for doing so.

Student Accountability for Time and Space

- Students are accountable for being to class on time. A student being late to a class or resource time will be considered tardy if less than half the class is missed or absent if they have missed more than half the class.
- Students misusing a space will have their free-time revoked for a period of time depending on the severity of the misuse.
- Any student disciplinary action will involve revocation of free-time even if the disciplinary action is a result of new-found liberation.