

Montpelier Public School



Mission: Embracing Success through Education

Parent Handbook 2025 – 2026

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2025-2026 School Year Calendar Montpelier School (Updated 7-23-25)

Aug-24 Days 9

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

August 4-5-6	New Staff Orientation
August 7 & 8	Back to School Registration 9:00-4:00
August 11-12	Staff PD (No School) BARR
Aug 13-15	Staff PD (No School)
August 14	Back to School Open House (5:00-7:00)
August 19	First Day of School

Jan-26 Days 19

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep-24 Days 21

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 1	*Labor Day (No School)
September 25	Early Dismissal - 12:30 (P/T Conferences 2-8:00)

Feb-26 Days 18

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

October 16-17	Educator Conventions (No School)
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November 11	Veterans Day (No School)
November 27-28	Thanksgiving Break (No School)
December 23	Early Dismissal - 12:30 (End Sem 1)

Oct-24 Days 21

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 5	1st Day of 2nd Semester
January 19	MLK Day (No School)

Mar-26 Days 20

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 12	Early Dismissal - 12:30 (P/T Conferences 2-8:00)
February 13 & 16	President's Day Weekend (No School)

March 20	Storm Makeup Day #1 (No School)
March 27	Storm Makeup Day #2 (No School)

Nov-24 Days 17

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

April 3	Good Friday (No School)
April 6	P/T Camp Day #2 (No School)

Apr-26 Days 20

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 15	Early Dismissal - 12:30 (End Sem 2)
May 17	Graduation

Dec-24 Days 17

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Contractual Information	
173	Total Days of Instruction
5	Professional Development Days
2	P/T Conference Days
3	Paid Holidays
183	Total Teacher Contract Days

May-26 Days 11

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*This calendar is subject to change

Welcome Message from the Superintendent

Dear Parents and Guardians,

Welcome to another exciting school year! We are thrilled to partner with you in your child's academic journey. This handbook is designed to provide you with essential information about school procedures, expectations, and supports. Please take time to review it and keep it as a reference throughout the year.

Thank you for your ongoing support! Go Martins!

Sincerely,
Phil Leitner
Superintendent, Montpelier Public School

Beliefs:

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

Mission:

Embracing Success through Education

Vision:

Preparing Today for a Better Tomorrow

PHILOSOPHY

At Montpelier Public School, we believe that:

1. All students should have an equal opportunity for an education, regardless of race, creed, color, social status, or religion.
2. Education must be considered a process of growth in which the individual is motivated by the controlled environment of the total community.
3. It is the duty of the school and community to help each and every boy and girl develop their potential to the highest degree possible. Each student should gain, in addition to fundamental skills, the development of self-discipline, self-esteem, respect for authority, and acceptance of responsibility for his own actions.
4. It is our belief that all students have a place in society and we will endeavor to help all students attain success. While each student is individually different, we

will strive to motivate and counsel him/her to meet the challenges of today and tomorrow.

Communication

We encourage open communication between home and school. Teachers can be contacted via email or phone, and we ask that you allow a reasonable time for responses especially if email late in the day or on a non school day. During the school day, teachers will be unable to take phone calls while in class, so messages may be left at the office or sent by email. Important updates will be shared through our school website and social media platforms. Parents may schedule meetings with teachers or the administration by calling the main office or emailing the individual directly. It is essential that parents regularly check their email to stay informed. If your contact information changes, such as a new phone number or email address, please call the school office to update your records.

Attendance

Parents and guardians must call the school to notify us if their child will not be in attendance. If no notification is received, the absence will be marked unexcused and may result in consequences.

At the high school level, attendance is closely monitored. Students are allowed up to 10 absences without needing to make up the time missed. This includes situations such as doctor's appointments or illness. After reaching 10 absences, students are required to make up the time on an hour-for-hour basis. This makeup time can be completed before or after school, and students should coordinate arrangements with the principal. If the makeup time is not completed by the end of the semester, the student risks losing credit for that class. At all times students need to make up for the work missed when absent.

Academic Expectations & Grading

We hold all students to high academic standards and are committed to supporting each child's success. The most up-to-date and accurate information about your child's grades and assignments can be found on PowerSchool, our online gradebook system. No physical report cards will be sent home, as grades can be viewed at any time through PowerSchool. If you need help logging into your account, please reach out to the principal or call the school office. Support services are available for students who may need additional academic help throughout the year.

For students in high school, parents will receive a low grade alert whenever eligibility is run. Typically, this would occur on Friday afternoons. This notification may come via email, text message, or phone call to keep families informed and able to support their student promptly. If your child is failing, but you did not receive a low grade alert please contact the school office to let them know.

Student Behavior Expectations

When behavioral challenges occur, we follow a progressive discipline process that focuses on restoring relationships and helping students grow from their experiences. Parents can support this effort by talking with their children at home about behavior choices and encouraging them to take pride in how they treat others and engage with their school community. Working together, we help our students build character and responsibility.

We understand that at times, parents may not fully agree with a consequence given at school. However, it is crucial that the school and families remain united in enforcing high expectations and holding students accountable. This partnership ensures a safe, supportive environment where all students can succeed. Thank you for your collaboration and support. Due to federal privacy laws staff are unable to discuss consequences and behavior of other students.

Montpelier School recognizes the responsibility to meet the educational needs of students, and believe this can best take place in a safe, structured, and orderly environment. In an effort to maintain consistency in dealing with disciplinary issues, a discipline referral form will be utilized for all disciplinary situations noting the student's name, the date, a description of the incident, and the administrative actions utilized in dealing with the incident.

Disciplinary Referral:

Students will receive detention at the discretion of the administration for violations of any school rules. Failure to comply with the rules of detention will result in a half day in-school suspension.

Suspension:

Reasons for Suspension (in school and out of school) may include (but are not limited to):

- Cheating
- Not Serving Detention
- Any Severe Behavior (as determined by the administrator)
- 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 Suspension.

Montpelier Student Discipline Referral Form

Student Name _____
 Grade _____
 Date of Incident _____

Time _____
 Location _____
 Referring Staff _____

WHO	LEVEL	EXAMPLES	CONSEQUENCES	
Teacher Handled	⚠ Below the Line	<input type="checkbox"/> Disruption <input type="checkbox"/> Minor Technology misuse <input type="checkbox"/> Disrespect <input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Warning/teacher redirection <input type="checkbox"/> Parent contact <input type="checkbox"/> Teacher consequence	
Admin Handled-Referral Required	⚠ Below the Line	<input type="checkbox"/> Disruption <input type="checkbox"/> Major Technology misuse <input type="checkbox"/> Disrespect <input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Referral <input type="checkbox"/> Detention	
Admin Handled-Referral Required	⊘ Bottom Line	<input type="checkbox"/> Repeated minor infractions <input type="checkbox"/> Academic dishonesty <input type="checkbox"/> Insubordination <input type="checkbox"/> Harassment/Bullying	<input type="checkbox"/> Threatening language <input type="checkbox"/> Fighting <input type="checkbox"/> Vandalism/Theft <input type="checkbox"/> Substance violation <input type="checkbox"/> Safety concern <input type="checkbox"/> Skipping Class/Truency	<input type="checkbox"/> Office referral <input type="checkbox"/> Detention <input type="checkbox"/> Suspension <input type="checkbox"/> Parent meeting/call home <input type="checkbox"/> Recommended Expulsion Hearing

Description of Incident

Staff Action Taken (Check all that apply)

- Student Conference
- Parent Contact
- Detention
- Loss of Privileges
- Office Referral
- Other:

Administrative Action (To be completed by office)

- Warning
- Parent Meeting
- In-School Suspension
- Out-of-School Suspension
- Law Enforcement Notified
- Other:

Bussing and Transportation

Student safety on the bus is a top priority. The bus is considered an extension of the school building, and students are expected to follow the same behavior expectations while riding. Respectful and safe behavior is essential for all passengers. Inappropriate conduct may result in disciplinary action, including the temporary suspension of bus privileges. Any changes to a student's regular bus routine must be communicated to the school office in a timely manner to ensure student safety and accurate transportation planning.

Proper bus riding etiquette

- Students must have a coat, gloves, and a hat to ride the bus during the winter months.
- Follow typical classroom behavior expectations (no swearing, roughhousing, yelling etc.).
- Students must stay in their seat and look forward when the vehicle is in motion.
- No food or beverages can be consumed on the bus. Water is allowed provided it is in a secure water bottle.
- Students must listen to the bus driver or any staff member in the bus at all times. The bus driver's main role is to ensure safe transportation in the vehicle, so it is vital that students listen to all directives given by the bus driver.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year, in the fall and spring. Additional conferences can be arranged if needed. These meetings are important opportunities to discuss academic progress and any concerns.

FFI - Personal Electronic Communication Devices

North Dakota State Law mandates that students are required to turn off their personal communication devices and not have access to them during the school day. These devices should not be used in classrooms, hallways, or any other area of the school unless specifically authorized by school staff. The school will develop procedures and protocols to comply with state law. Please contact the administration or refer to policy FFI - Personal Electronic Communication Devices Prohibition During Instructional Time or the student handbook for further information.

Parents play a vital role in supporting this policy and helping their child develop responsible phone habits. We encourage parents to have conversations at home about

the importance of following school rules regarding phone use and to remind students not to carry their phones during the school day. This partnership helps create a focused and respectful learning environment for all.

Violations of this policy will result in the following consequences:

- **First Offense:** The device must be turned in to school staff and will be held in the office. It will be returned to the student at the end of the school day.
- **Second Offense:** The device will again be turned in to staff and held in the office. A parent or guardian must pick up the device from school. If a parent is unable to pick it up, it will be returned to the student at the end of the next school day. One day of in-school suspension will be assigned.
- **Third Offense:** All penalties from the second offense apply, and the student will be required to turn in their device to the office daily for a period of one year from the date of the third violation.

Insubordination:

Refusing to comply with staff instructions or failing to turn over a personal electronic device when requested will be considered insubordination and will result in in-school suspension.

Dress Code

Students should come to school dressed appropriately for learning. Clothing must adequately cover undergarments and should not display or promote drugs, alcohol, or violence. If a student's clothing is deemed inappropriate, they may be asked to change into more suitable attire. We encourage parents to have conversations at home about the importance of wearing appropriate clothing for school each day.

For elementary students, when temperatures drop below 50 degrees, a coat is required. Once there is snow on the ground, students must wear snowpants and snow boots to play outside in the snow. Additionally, students must have a coat, gloves, and a hat to ride the bus during the winter months. Please be sure to check your child's backpack regularly to ensure they have all the necessary winter weather gear.

Bullying and Harassment

Our school has zero tolerance for bullying and harassment. Any incidents should be reported to a staff member immediately. All reports are investigated promptly and handled with confidentiality.

School Meals

We serve breakfast and lunch daily. Families who qualify may apply for free or reduced-price meals. Menus are posted monthly online and shared through our social media channels. We encourage parents to regularly monitor their child's lunch account balance.

Technology Use

Students are issued devices for learning, and all internet activity is monitored. Inappropriate use of technology will result in disciplinary action. We teach responsible digital use as part of our curriculum.

School Events and Involvement

We warmly invite families to participate in our school open house, concerts, and a variety of other events throughout the year. Parent involvement plays a crucial role in student success, and we encourage parents to engage actively in their child's education and school community.

Notification of Asbestos Containing Materials

The Montpelier School District, being aware and concerned about the health and safety of its patrons, students, and employees, has a program of monitoring and responding to the following hazard as defined by the Environmental Protection Agency, and State and Local Departments of Health.

An AHERA Asbestos Management Plan has been prepared for the school district and has been approved by the North Dakota State Health Department. The superintendent is the contact person for any questions and the Management Plan is on file in the school and available for inspection during regular school hours.

Contact Information

Main Office: 701-489-3348

Website: <http://614-new.montpelier.k12.nd.us/>

Facebook: Montpelier Public School

Superintendent:

Phil Leitner

phil.leitner@k12.nd.us

K-12 Principal:

Sara Wilson

sara.boom@k12.nd.us

Let's work together to make this a successful and memorable year for our students!