

# Montpelier Public School



**Mission: Embracing Success through Education**

**Student 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) |
|---------------|----------------------------------|

|                |                                     |
|----------------|-------------------------------------|
| 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 Comp 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 TO Montpelier SCHOOL DISTRICT**

The purpose of this handbook is to acquaint both students and parents of students with the general rules and guidelines of Montpelier School. The administration and the School Board believe that an understanding by each student of the rules and regulations is necessary in order to create a learning atmosphere and to maintain each individual student's rights.

Keeping in mind that no rule or regulation can cover every circumstance, we simply expect you, as a student, to act like a young lady or gentleman and work together with both staff and fellow students to create an educational environment that is conducive to both teaching and learning for everyone. Accept your responsibilities: attending school, being on time for all classes, being prepared for class, completing your schoolwork, and being respectful at all times. Personal responsibility, initiative, and respectful human relations are necessary components for a successful transition from childhood to adulthood. Our nation, state, and community guarantee many rights and freedoms, but there are expectations of every individual to maintain those rights and freedoms.

Welcome to Montpelier School ~ Have a great year!

### **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.

## **WELLNESS POLICY**

The Montpelier School District recognizes the important role of the school district in educating all students regarding healthy lifestyles. It is the intent of the board to implement comprehensive wellness activities that should occur in all schools and impact all students. The Board designates building principals of each school with the responsibility to work towards healthy living for all students.

## **COMMUNICATION WITH THE SCHOOL**

In order to meet the needs of our students as fully as possible, it is imperative that the home and the school communicate openly and frequently. The school shall endeavor to meet this need through open reporting procedures and both formal and informal parent-teacher communications. It is important that parents inform school personnel of developments that may influence the student's school performance.

## **ACCREDITATION**

Montpelier School is accredited by the North Dakota State Department of Public Instruction.

## **HANDLING OF COMPLAINTS**

Any person having a grievance to be filed at the Montpelier School District shall first have a conference with the individual closest to the problem. If a satisfactory solution is not made, he/she has the right to go to the next person in line of authority. Proper authority can be reached by contacting the appropriate building administrator. After all avenues have been exhausted a complaint may be filed in accordance with Board policy.

## **ACADEMICS**

### **GRADING SCALE**

#### **7-12 Grading Scale**

- **A - 94-100**
- **B - 88-93**
- **C - 80-87**
- **D - 74-79**
- **F - 73 and below**

### **GCBA- GRADING**

The grading system shall be fair and applied consistently in each district school. Grades shall not be assigned in an unreasonable, discriminatory, arbitrary or capricious manner and shall not be influenced by parental or community pressure. Grades shall reflect student's ability to master educational goals and objectives as established by administration and the teaching staff.

Grades will be based on a number of factors: quizzes, tests, oral and written assignments, daily work, classroom participation, and attendance.

Montpelier School believes not all students learn at the same pace and want to provide every opportunity for students to demonstrate their knowledge. Due to this belief, late points will not be deducted if assignments are late. A zero will be entered into PowerSchool and the assignment will be marked missing. Late assignments must be turned in by the end of the semester by a date determined by the principal.

## **PARENTAL TRACKING OF STUDENT PROGRESS**

Montpelier School uses an internet based, state supported network-grading system called "PowerSchool". On the PowerSchool system, parents can access their child's grades, assignments, attendance, and daily announcements at any point in time provided they have an internet connection, login and password. Parents will be issued a login and password upon request. If parents do not have access to the internet they may request quarterly mid-term progress reports, and they will be mailed.

## **REPORT CARDS**

Student report cards will only be issued by the school upon request. Students and parents can utilize the PowerSchool system for checking the most accurate student grading information. Additionally, students and parents can request a print out of a student's current grades by contacting the school office.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are an integral part of a student's total education as they encourage parents, students and teachers to meet and discuss possible methods to assist, encourage, and enable students to get the most from their educational experience. Conferences will be held semi-annually. Check the school calendar at the front of the handbook for the dates.

# **ATTENDANCE**

## **ATTENDANCE REQUIREMENTS**

The Montpelier School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen.

## **ATTENDANCE POLICY**

The school board recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. The absent student loses the benefits of lectures, discussions, and participation with other students. In addition, North Dakota State law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exceptions for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Students are expected to be in all classes to which they are assigned on every school day except in the case of illness or injury, school-related activity, family emergency or religious observance. It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parent's responsibility to ensure that their children are in school unless a valid reason for absence exists and to notify the school when their child will be absent.

Excused absence is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.

Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student must make up for class work and time missed by their absence.

Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. Family vacations should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return.

To be considered for the granting of credit at the high school level, a student shall have accumulated no more than 10 absences for a semester class. Accumulated absences that exceed the standard for students in grades 9-12 may result in a loss of course credit. Students who have exceeded 10 absences in a semester, have the opportunity to make up time hour for hour outside regular school hours which should be done in a timely manner. Building administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases. For additional information, please refer to Frequently Asked Questions on Attendance and Absence Policy- FFB-BR1 on the school website.

### **SCHOOL NOTIFICATION**

Parental acknowledgement of an absence, by note or phone call, is necessary to excuse the absence. Prior notification of the absence is essential for student safety and the smooth operation of the education process. Parents/Guardians need to call the school in the morning if their child is to be absent from school that day.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

No students will be allowed to leave school grounds for any reason during the instructional school day without the consent of both a parent/guardian and a school official.

### **INJURY**

If a student is injured at school, the student's parent/guardian will be contacted. The parent/guardian will determine if any further treatment is necessary.

## **STUDENT DISCIPLINE**

### **STUDENT DISCIPLINARY POLICY**

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.

Courtesy and respect of other people are major components of the type of environment we hope to achieve. Always remember, "Treat others, as you would like to be treated".

### **Disciplinary Referral:**

Students will receive detention at the discretion of the administration for violations of any school rules. 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:**

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.

### **CONDUCT – NDCC**

An individual is guilty of Disorderly Conduct if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual's behavior, the individual:

- a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
- b. Makes unreasonable noise;
- c. In a public place, uses abusive or obscene language, or makes obscene gestures;
- d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- e. Persistently follows a person in or about a public place or places;
- f. Creates a hazardous, physically offensive, or seriously alarming condition by an act that serves no legitimate purpose; or
- g. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.




### **DISTURBANCE OF A PUBLIC SCHOOL - NDCC**

Any person, whether pupil or not, who willfully disturbs a public school that is in session, willfully interferes with or interrupts the proper order or management of a public school by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, or who in the presence of a student, rebukes, insults, or threatens a teacher, shall be guilty of willful disturbance of a public school.

## Montpelier Student Discipline Referral Form

Student Name \_\_\_\_\_  
 Grade \_\_\_\_\_  
 Date of Incident \_\_\_\_\_

Time \_\_\_\_\_  
 Location \_\_\_\_\_  
 Referring Staff \_\_\_\_\_

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

**Description of Incident**

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**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:

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**TARDINESS**

Tardiness is being late for a class during the school day. **A student is tardy if he or she arrives to class after the bell rings, but less than 10 minutes after class has started.** Since instructional time is already limited, it is necessary that students be in class and prepared to learn when the bell rings. Tardiness not only means lost instructional time for the tardy student, but is also disruptive to the teaching and learning activities being conducted in the classroom. After 4 tardies, the student must serve a detention. Every subsequent tardy will result in an additional detention. Tardies will be reset each semester.

**TRUANCY**

Truancy is being absent from school or class without the knowledge and approval of either the school or parent.

**INTEGRITY / HONOR CODE POLICY**

Montpelier School is committed to providing an atmosphere of trust. To achieve this goal, students must develop a sense of responsibility and personal honor. To this end, the school prohibits all acts of dishonesty, disrespect and behaviors unbecoming of a Montpelier student. This includes academic dishonesty, where students obtain or assist others in obtaining credit for work which is not their own. Behaviors such as posting pictures demonstrating inappropriate acts or slanderous statements on electronic devices or the internet are in violation of the student honor code, and may be subject to investigation. As well, acts that affect the public and community, such as fighting, theft, etc., in a negative manner are in violation of the honor code. Any of the above actions by a student may result in disciplinary action by school personnel.

**INSUBORDINATION**

Insubordination means disobeying teachers or staff members, not following instructions concerning conduct, or in any way, by actions or words, demonstrating a defiant attitude. Penalties for insubordination can include detention, suspension or expulsion.

**WEAPONS POLICY**

The Montpelier School Board has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents, or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C.921, to school will require that the principal initiate proceedings for the expulsion of the student involved for a minimum of one year. The Superintendent may determine that a modification of the expulsion or staying its execution is appropriate on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. The Superintendent will notify law enforcement.

Other violations of this policy will require that proceedings for suspension and/or expulsion until the end of the current school term be initiated immediately by the principal. It may be determined that modification of any suspension or expulsion is appropriate based on additional investigation. Proper due process proceedings will be observed in all suspensions and expulsions under this policy.

A student, who is defined as having a disability under the Individuals with Disabilities Education Act, may be placed in an alternative educational setting for up to 45 calendar days. During which time a determination will be made as to whether bringing a weapon, as defined by IDEA Regulation 300.520 (d)(3), to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

## **GENERAL INFORMATION**

### **ADMINISTERING MEDICATIONS**

The Montpelier School District has established a program for providing medication to students during the school day. Eligible school medication providers may provide oral and non-oral, noninvasive medication (i.e., medication provided by non-parental routes) to students covered by this policy. A parent/guardian must sign a written form authorizing his / her student to receive medication from an eligible school medication provider prior to carrying out this service. A new authorization form is required anytime the student has a change in his / her medication regimen, when a new medication is to be provided, and at the beginning of each school year. State Law prohibits Schools from administering medicine without the proper authorization.

## **BUS CONDUCT**

The driver of the school bus shall be responsible for the safety of the students on the bus, during the ride, and while students are entering or leaving the bus. The bus driver shall be certain that passengers understand and observe the rules of safety. The bus driver will notify the superintendent if any student persists in violating the established rules of conduct. After warnings have been issued to the student and parents, the principal or superintendent may deny the student the privilege of riding the school bus. Additional rules for bus conduct can be found on the Montpelier Website: School Bus Rules ST6170.

## **CAFETERIA (HOT LUNCH)**

Montpelier School offers hot lunch and all students are encouraged to take advantage of this program. While in the cafeteria, students are expected to not only conduct themselves appropriately but are also expected to bus their own tables when finished eating.

Free and reduced meals are available as determined by government criteria and all families are encouraged to submit an application. Students are notified and parents are strongly encouraged to be aware of their student's lunch account status by checking Power School.

## **PERSONAL MOBILE COMMUNICATION DEVICE**

At no time should a personal mobile communication device be in a student's possession. All personal mobile communication devices are to be turned off and stored in a place that prohibits use from students. Devices can be left at home, kept in student vehicles, placed in student lockers, or turned into the office. The school will offer secure storage for personal devices affected by this policy.

### **Violations**

First Offense – The personal communication device will be required to be turned in to school staff and turned into the office. The device will be returned to the student at the end of the school day.

Second Offense – The personal communication device will be required to be turned in to school staff and the parent or guardian of the student can pick it up at the school. In the event that a parent is unable to pick up the device it will be given back to the student at the end of the next school day. A day of in-school suspension will be given.

Third Offense – All penalties from the second violation and the personal communication device will be required to be turned in to the office every day for a period of 1 year from the date of third violation. A day of in-school suspension will be given.

### **Insubordination**

Any student refusing to comply with staff will face the consequences of insubordination which may include suspension depending on severity of offense.

## **DRESS CODE**

Students are encouraged to use sound judgment in dress and grooming. As indicated in board policy ST6190, the District provides the following guidance for clothing or decoration at school-sponsored functions and/or on school property.

1. Shoes must be worn at all times. Outdoor coats are not to be worn in the building unless circumstances require it. Students will be asked to cover over or change clothing/hats that show drugs, alcohol, or profanity: tops that do not cover the midsection: shirts that have the sleeves cut or ripped off; tops that do not have a strap of at least 1 1/2 inches in width. Shirts or tops that reveal excessive cleavage are deemed inappropriate. Short shorts and skirts that are shorter than mid-thigh will be deemed as inappropriate. Students with jeans and/or pants that hang down to reveal underwear will not be allowed
2. Blankets, pillows, etc. are not part of a proper dress code and will not be allowed in classrooms. If a student brings any of these items they must be stored in their locker.

### **GUIDANCE**

The guidance department of Montpelier School District exists for the express purpose of helping students. The school counselor is available to assist and advise each student with personal problems, academic concerns, career choices, course selections, college choices, and scholarship applications.

### **INCLEMENT WEATHER**

At times, we may encounter bad weather, extreme cold, or blizzard conditions. As soon as possible, notification of school cancellation or late start of classes will be sent out through the phone message system and broadcast over radio and television stations. Announcements regarding school cancellation or late starts will be broadcast over local media and the school's all-call system.

If in your opinion, the road or weather conditions are so severe as to pose a threat to the well-being of your child, exercise the same judgment in keeping the child home, as you would if the child were ill. When school is in session, and the weather deteriorates, parents must also exercise their judgment about getting their child early or before regular dismissal. In the event school is canceled or dismissed early, all activities and/or practices for that day will normally be canceled. Only essential personnel will be in the building.

If an early dismissal occurs, students are encouraged to leave their vehicles parked at the school and to ride home on school provided transportation. The district will not assume responsibility for students selecting other means of transportation.

### **LOCKERS**

Each student is assigned a locker at the beginning of the school year, and students may only use the locker they are assigned. Regardless of the assignment, the locker remains the property of the school. As property of the school, school officials with or without a student's consent, may inspect lockers. If a reasonable suspicion exists a student's locker will be searched. Random searches of all lockers will be conducted during the school year. No items or substances are allowed on or in the locker that are not appropriate for a school environment. Please use good judgment in what you place in your locker as Montpelier School District is not responsible for any items taken from lockers.

## **STUDENT DANCES / ACTIVITIES**

School approved dances/activities sponsored by various organizations occur throughout the year for the entertainment of students. All organizations must adhere to the following regulations:

1. All dances/activities at the school must be sponsored by a school organization, have the approval of both the advisors and school administration, and secure a date on the school calendar.
2. Students who come to school dances/activities must arrive by established times and may not leave the premises and return.
3. Dances/activities end no later than 12:00 AM, unless a time extension has been approved by the administration.
4. In order for guests to be eligible to attend any dances at Montpelier, a student may only be one year out of high school. A guest may not be 21 years of age.

## **STUDENT DRIVING & PARKING**

Students driving automobiles must use the utmost caution and care when entering or leaving the parking lot and when driving in the vicinity of the School, as there are numerous children present. Students should park in appropriate areas.

Students are not allowed to drive cars during the regular school day, from 8:40-3:30, without permission from the principal.

## **TECHNOLOGY/COMPUTER USE**

Montpelier School believes that computer use by students is an important privilege and the school will attempt to provide opportunities for computer usage as often as possible. With the increase of technology, there is also an increase in the responsibility of students to be ethical in the use of computers. Student's misuse or unethical practices on computers will not be tolerated and will result in disciplinary and/or legal action. If any computer is lost or damaged, the student will be responsible for the cost of replacement.

## **TEXTBOOKS**

Students are generally issued textbooks at the beginning of each course. At the conclusion of the course, it is the student's responsibility to return all textbooks in good condition, with allowances made for general use. If any book is lost or damaged, the student will be responsible for the cost of replacement.

## **VISITORS**

All visitors must check in at the main office in their appropriate school. Parents wishing to visit school should inquire at the Principal's office, or prearrange with the teacher prior to entering the classroom. Students are not to bring friends or guests to school as visitors, unless it has been prearranged and approved by the principal.

## **POLICIES/REGULATIONS/GUIDELINES**

### **SECTION 504**

Montpelier School District has a duty to locate, evaluate, and identify any child attending the public School who may require Section 504 accommodations or services. Children eligible for

Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity. If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the school office.

### **TITLE IX**

It is the policy of the Montpelier Public School not to discriminate based on sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to:

|                          |    |                     |
|--------------------------|----|---------------------|
| Superintendent           | or | Director of the OCR |
| Montpelier Public School |    | Department of HEW   |
| 214 7th Ave              |    | Washington, DC      |
| Montpelier, ND, 58472    |    |                     |

### **NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

The Montpelier School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

The Board designates the Superintendent as the Nondiscrimination Coordinator. S/he can be contacted at: 214 7th Ave, ND 58472, 701-489-3348.

### **BULLYING POLICY**

#### **Bullying - Definition.**

BULLYING POLICY A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

The Montpelier Public School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist the Montpelier Pubic School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

#### **Definitions**

For the purposes of this policy:

- Bullying is defined in NDCC 15.1-19-17 as:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- ii. Places the student in actual and reasonable fear of harm;
- iii. Places the student in actual and reasonable fear of damage to property of the student; or
- iv. Substantially disrupts the orderly operation of the public school;

b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- ii. Places the student in actual and reasonable fear of harm;
- iii. Places the student in actual and reasonable fear of damage to property of the student; or
- iv. Substantially disrupts the orderly operation of the public school.

c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:

- i. Places the student in actual and reasonable fear of:
  1. Harm; or
  2. Damage to property of the student;
- ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- Electronic communication is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- Protected status are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- School-sanctioned activity is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and

- c. Receives district support in multiple ways (i.e., not school facility use alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- School staff include all employees of the Montpelier School District, school volunteers, and sponsors of school-sanctioned activities.
- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While on school property a student or school staff member may not:

1. Engage in bullying.
2. Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District. Reporting Procedures for Alleged Policy Violations
  1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school sanctioned activities, other corrective measures.
  2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
    - a. Completing a written complaint form. A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy. All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later.

### **Investigation Procedures**

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the

administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/ complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within no more than 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

### **Reporting to Law Enforcement & Others Forms of Redress**

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property.

Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

### **Disciplinary & Corrective Measures**

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual’s contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

**Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim’s parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim’s teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator’s schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator’s contact with the victim.

**Dissemination & Education**

The District shall review and revise this policy as it determines necessary. A copy of this District bullying policy and any amendments must be filed with the Department of Public Instruction. The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

End of Montpelier School Policy ACEA.....Adopted: 9/11/2019

**MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Montpelier School District has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The complete board policy may be found on the school website or by contacting the school office.

Parents who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **PARENT'S RIGHT TO KNOW CLAUSE**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration at 701-489-3348. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will receive information regarding the names and qualifications of the paraprofessionals at our school.

### **SCHOOL DISTRICT PROFILE**

Every year the Montpelier School District, in cooperation with the North Dakota Department of Public Instruction publishes an annual progress report on student achievement called the School District Profile. This Profile is available for your review. You are encouraged to access and review this important information. The report demonstrates the progress our students are making in terms of challenging academic standards.

You may access the School District profile for the Montpelier District at <https://insights.nd.gov/> on the DPI's website. Simply select the Montpelier School District and the most recent year to access various reports available. If you would like a copy, contact the school office and one will be provided for you.

The annual School District Profile summarizes how well our students performed this past year in reading/language arts and mathematics on the North Dakota State Assessment and on other academic indicators. The annual School District Profile presents the percentage of students who have achieved proficiency in reading/language arts and mathematics. The Profile also provides our student attendance rates and graduation rates. The Profile reviews the achievement of all students and of specific subgroups of students. Additionally, the Profile compares our student results over two years to those of the State as a whole.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and

address of the Office that administers FERPA is: Family Policy Compliance Office;  
U.S. Department of Education; 600 Independence Avenue SW; Washington, DC  
20202-4605

### **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.

### **MCKINNEY VENTO HOMELESS ACT**

The McKinney Vento Homeless Act provides educational rights to students that are living in a shelter, motel, vehicle, campground, on the street, or in other inadequate accommodations. For more information contact the Superintendent.

### **FUNDRAISING**

No person may sell, solicit for sale, or advertise the sale of any merchandise, product, or service on school premises, or organize students for any such purpose, without first obtaining the permission of the school board, the school district superintendent, or the school principal. This section does not apply to a student or school district employee who sells or attempts to sell a single item of personal property or a limited number of personal property items.

### **CLASSIFICATION OF STUDENTS**

High school students are classified not by the number of years they have attended but by the number of credits they have earned.

**Freshman:** Any student who has less than five high school credits.

**Sophomore:** Any student who has at least five high school credits and has attended one year of high school.

**Junior:** Any student who has earned at least 10 high school credits and has attended two years of high school. Any student who comes to MPS via a foreign exchange service will be classified as a junior.

**Senior:** Any student who has earned at least 16 high school credits and has attended three years of high school.

\*Students must consider themselves members of the class into which the number of credits earned places them and should not presume to participate in activities of any other class regardless of the time they have spent in high school.

### **GRADUATION REQUIREMENTS**

#### **Graduation Requirements GDA**

- 4 units of English
- 3 units of Mathematics
- 3 units of Social Studies including 1 unit POD, 1 unit U.S. History, 1 unit of a Social Studies elective
- 3 units of Science: Physical Science, Biology and an elective science or Chemistry, Biology and Physics.
- 3 units of: 1) Foreign Languages; 2) Fine Arts; or 3) Career and Technical Education Courses
- One unit of Physical Education or ½ unit of PE and ½ unit of Health
- Any 5 additional units
- A total of at least 22 units
- Must be ND Choice Ready\* as Defined by the North Dakota Department of Public Instruction (starting with the Class of 2025)
- Complete a minimum of 25 hours of community service (Montpelier Community Service Policy)
- 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.

Those wishing to graduate early must be approved by the Montpelier School Board after being requested by the student and the student's parent(s).

Any student that will not be ND Choice Ready by the date of graduation can apply for an exemption to the requirement by petitioning the high school principal. The request will be heard by a staff committee consisting of 4 teachers and the high school principal. The committee will consider the student's dedication and ability to achieve ND Choice Ready standards when deciding to approve or deny the request.

An IEP may lessen graduation requirements provided the student still meets North Dakota State requirements.

\*ND Choice Ready information is found at the following address:

<https://www.nd.gov/dpi/districtschools/essa/elements/choice-ready>

### **SCHEDULE CHANGES**

Student changes of class schedules will only be allowed in the first five (5) days of a semester and will only be granted with demonstration of good cause, and only if the change doesn't create a scheduling hardship elsewhere. Parent and Principal's approval is mandatory prior to making a change of schedule.

### **HONOR STUDENTS**

Honor Students: Students who graduate with a GPA of 3.0 or above will be named "graduated with honors". A Salutatorian and Valedictorian will be named based upon the highest two GPAs among students who have completed at least 3 units of Math, Algebra I or higher, and 3 units of High School Science. The valedictorian and salutatorian shall

be determined by grade at the end of the third nine-week grading period of their senior year. Foreign exchange students are not eligible for the valedictorian or salutatorian awards.

### **HONOR ROLL**

Honor Roll: Montpelier High School employs a grade point average system in deciding its honor students. Under this system, students will be awarded points in the following manner: Students having a GPA of 3.0 and higher will be designated honor roll students. A “D” or an “F” or an incomplete on a report card will disqualify that student from the honor roll for that grading period. Music and Physical Education grades are counted in the honor roll calculation. Any student may decline publication of his name on the honor roll list by making a request in writing to the principal.

### **ONLINE COURSES**

Any courses delivered through electronic means are considered online classes. This includes courses offered through the North Dakota Center for Distance Education and the North Dakota University System. Students must meet all necessary criteria to enter these education delivery models.

Students will be ineligible for online courses under the following conditions:

- The student has failed an online course.
- The student did not complete an online course in the allotted timeframe and needed an extension.
- The student was found guilty of academic fraud in an online course.
- The student violated Montpelier School’s technology use policy.

### **POST-SECONDARY SCHOOL APPLICATIONS**

Transcripts and recommendations for admission to School of higher learning are handled through the counselor or principal’s office, and scholarship, loan, and application information is available from the counselor.

### **SCHOLARSHIPS**

Many scholarships are available to students who may need financial assistance to attend college. Students interested in applying for scholarships or other kinds of financial aid should consult the guidance counselor or the principal for information. Announcements for scholarships are generally posted on the bulletin board.

### **EXTRACURRICULAR ACTIVITIES**

NDHSAA rules/regulations apply to all extracurricular activities at Montpelier High School. The NDHSAA rule reads as follows, “the use or possession of tobacco, alcohol, or any other controlled substance as defined by North Dakota Law is prohibited. Any student who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum of six consecutive school weeks for the first offense and a period of 18 consecutive weeks for any subsequent offense.”

- A. This rule applies to all school sponsored activities.
- B. The NDHSAA eligibility rule shall be interpreted as:
  - a. Self-indulgence in the listed substance.

- b. Possession is interpreted as being responsible for obtaining, carrying, transporting, or distributing the listed items.
- C. Suspension shall result from:
  - a. Legal action, substantiated reports from responsible adults or students, or self-admission.

### **ACADEMIC ELIGIBILITY**

In addition to NDHSAA academic standards, the Montpelier School District also requires that no Junior High or High School student may participate in a contest if he or she is failing any class as computed from the beginning of the quarter. Eligibility will be checked at noon on the last day of each school week after the conclusion of the 10th day of each quarter. If a student becomes ineligible, they cannot become eligible until the next grade check. If a student is ineligible at the end of a quarter or semester they will remain ineligible until 10 school days in the next quarter has occurred. A student must pass both the semester and the quarter to remain eligible.

### **CONDUCT ELIGIBILITY**

On the recommendation of the administration a student may be removed from all activities when they fail to do required class work, cause a disturbance to a class or activity, disobey the instructor, or display an attitude unbecoming of a Montpelier student.

### **ALCOHOL, TOBACCO, AND ILLICIT DRUGS**

In accordance with the NDHSAA, individuals will be suspended from all extracurricular activities for a period of six weeks for the first offense and 18 weeks for any subsequent offense in the same school year. The suspension is for all extracurricular activities covered by the NDHSAA and school related activities, such as contests, dances, homecoming, Prom, clubs, and other events.

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering will be regarded as possession. The building principal will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

### **ATTENDANCE**

To participate in extracurricular activities, including practices, a student must be in attendance the whole school day. The only exceptions to this rule are pre-arranged medical and dental appointments, which have to be accompanied by a doctor's note, unavoidable family emergencies, or other school sponsored activities. *If a pattern of tardies or absences presents itself, administrative disciplinary action may be taken.*

### **EXTRACURRICULAR ACTIVITY CODE OF CONDUCT**

The Montpelier School District recognizes the importance and value of co-curricular activities in the physical and mental development of those who choose to take part in the many opportunities afforded by the district. Along with the privilege of taking part all coaches, players

and fans must recognize the importance of good sportsmanship during activities. Failure to meet these standards could result in loss of the privilege to participate in any or all district sponsored programs.

### **TRANSPORTATION**

All participants in extracurricular events that are being held outside of their home school must ride to and from the event in school buses or other modes of transportation arranged by school officials unless parents provide notification of other transportation arrangements.

### **CONSULTATIVE REVIEW**

According to North Dakota Law, each student in grades 9-12, upon request, can receive a consultative review of the student's individual high school education plan each school year. Students wishing to have a consultative review shall contact the school counselor. (NDCC 15.1-21-18.3)

### **FOOD & BEVERAGES**

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.