

***May-Port CG
Middle & High Schools***

900 West Main Street

Mayville ND 58257

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Check our homepage: www.mayportcg.com

Patriot Pride

Pride In Self

Pride In Others

Pride In School

Student Handbook 2018-2019

This agenda belongs to:

Name _____

Address _____

City _____

State _____ *Zip* _____ *Phone #* _____

May-Port CG Middle & High School

Welcome to our School!

There are many opportunities within the May-Port CG Schools. Our primary objectives are to ensure that all students enjoy a positive, productive, safe and challenging environment. Students learning how to learn, achieving at their highest levels, and caring about one another are certainly included in these objectives. May-Port CG High School is an exciting place to be! Work hard and enjoy the school year!

*How far you go in life
depends on your being tender with the young,
compassionate with the aged,
sympathetic with the striving,
and tolerant of the weak and the strong,
because someday in life you will have been all of these.*

George Washington Carver

The time is now!

Our Mission is C.L.E.A.R.

Challenge-Learn-Empower-Assist-Respect

Core Values

The May-Port CG School District values

Caring – Citizenship – Fairness – Honesty – Respect –
Responsibility – Trustworthiness

Belief Statements

WE Believe:

- All Students have the right to a healthy physical and emotional environment.
- The school district, families, and community must provide a positive environment that ensures safety for all people.
- In preparing our students to be productive, responsible members of society where they will soon be leaders.
- We must encourage students to discover their full potential by overcoming challenges and adversity in a positive, supportive, and nurturing environment.
- We are all responsible to support and model life long learning.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AS WELL AS 9528 OF THE ESEA

The May-Port CG Public School District No. 14 has designated certain information contained in education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) as well as 9528 of the ESEA, as amended by the *No Child Left Behind Act of 2001*.

The following information regarding students is considered directory information: Name, Address, Electronic mail address, Telephone number, Date and place of birth, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, Honors and awards received, Photographs and videotapes, Dates of attendance, Grade and School.

Directory information may be disclosed by the school district for any purpose in its discretion, without the consent of a parent(s), /guardian(s) of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with consent of a parent(s)/guardian(s) or student, or as otherwise allowed by FERPA.

Any parent(s)/guardian(s) or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the building principal within 30 days of the beginning of the school term or within 30 days of the enrollment date for families new to the district. Forms for this purpose are available at the building principal's office.

In the event a refusal is not filed by the above-noted date, the school district will assume that neither a parent(s)/guardian(s) of a student or eligible student objects to the release of the directory information designated above.

NON-DISCRIMINATION STATEMENT

YOU ARE HEREBY NOTIFIED that the May-Port CG Public School, District No. 14, does not discriminate on the basis of sex, race, color, national origin, handicap or age in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, Section 504 not to discriminate in such manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title VI and Title IX of this Part may be referred to the High School Principal, who has been designated as the person responsible for coordinating the efforts of the May-Port CG Public Schools to comply with and carry out its responsibilities under Title VI and Title IX and this Part, including any investigation of complaints alleging noncompliance. Inquiries concerning the application of Section 504 of this Part may be referred to the Counselor, who has been designated as the person responsible for coordinating efforts of the May-Port CG Public Schools to comply with and carry out its responsibilities under Section 504 and this Part, including any investigation of complaints alleging noncompliance. The office address and telephone number of the coordinator is as follows: *May-Port CG Public Schools 900 West Main St. Mayville, ND 58257 (701) 788-2281*

NOTIFICATION OF RIGHTS

Each year parents and students need to be reminded of the student records policy of the May-Port CG School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the superintendent may be contacted for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of the district's student record policy, contact your school principal. Students who have questions or concerns about the student record policy may direct them to the building principal, the superintendent or the U.S. Office of Education.

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. May-Port CG Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance diplomas and awards received and most recent previous school attended. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

Procedure for Complaints

It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel should work together as a team to provide the best educational program for children.

If a parent has a concern about a teacher's judgment of a student's work or behavior, a simple procedure can be followed to keep the line of communication open. First, a parent should talk to the teacher involved. If a satisfactory solution is not reached, the parent should confer with the building principal. If the concern remains unresolved, then the parent should confer with the Superintendent of Schools. Parents should use the adopted written complaint procedure.

Finally, if the complaint remains unresolved, the parent may appeal to the Board of Education. The parent should notify the Superintendent or the business manager in order to be placed on the board's agenda.

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and is thus a violation of the laws, which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines, which the school district follows, an employer is held accountable if supervisory employees harass a person, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed

by fellow workers or by non-employees the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action. A learning and working environment that is free from sexual harassment will be maintained in the May-Port CG School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings, in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexually oriented verbal "kidding," abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by Policy AAC. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations or harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

Legal Ref: 1964 Civil Rights Act, Title VII 1972 Educational Amendments, Title IX 45 CFR Part 86 Regulations Compliance Officer: Superintendent Michael Bradner

Unstated Policy

It is impossible to list every acceptable and unacceptable behavior for students in schools. The school administration reserves the right to determine acceptability of student behavior and to make decisions and administer appropriate disciplinary action when necessary.

MAY-PORT CG MIDDLE & HIGH SCHOOL HANDBOOK

This student handbook provides May-Port CG students and parents with the written policies and regulations under which we will operate during the 2018-19 school year. These policies and regulations are necessary to insure the efficient daily operation of the school and to give everyone involved with the school guidelines to follow should questions arise.

This assignment notebook is a required tool of all students because it includes the student handbook and other valuable information. Students will be responsible for reading, understanding and then adhering to these policies during the school year. If there are any questions concerning anything in the handbook, consult a teacher, counselor or an administrator for clarification.

It should be emphasized that we expect every student to exhibit certain basic, common sense, unwritten patterns of behavior in their everyday activities and associations around the school. We treat each other with respect, kindness, caring and consideration. A positive attitude is expected.

It should be emphasized that the following guidelines may be changed at the discretion of the administration.

ACADEMIC INTEGRITY

Academic integrity is of the utmost importance. Academic dishonesty consists of cheating on tests, quizzes, written assignments, oral presentations or any other course work. This may take the form of turning in all or part of someone else's work as one's own, fabrication of data, or using the author's writing without proper documentation (intentional or unintentional plagiarism). Any source - book, periodical, database - must be properly credited, whether quoted, paraphrased or summarized. When a student commits academic dishonesty he/she is then liable for individual classroom consequences. See course syllabus.

ATTENDANCE

Terms

Absences will be recorded when a student is not present in class AND the school office has been informed by a parent/guardian of the student's absence.

Tuancy is all absences that are not confirmed by the parent or that are without the knowledge of parents. The penalty for truancy shall be detention for the first two offenses with the 3rd offense requiring a 2% deduction of the semester grade per class period missed.

Tardy will be recorded when a student arrives after the beginning of class.

Procedures:

1. A student's parent/guardian must make a phone call to the office with an explanation of the absence. If a student is absent through their first hour class and the school doesn't receive a call, the office will make every reasonable effort to contact the parent. Absences that remain unconfirmed at 3:30pm, of the day of the absences, will result in truancy. Parents must provide written documentation within one school day of recorded truancy to change record to an absence.
2. All students must sign out at the office and notify office personnel when leaving the school or school grounds. Any student leaving the school or school grounds without signing out or notifying office personnel will be regarded truant for the periods missed. Leaving without permission is a basis for assignment of detention time or suspension from school.
3. If a student leaves a class 20 or more minutes early, he/she will be counted absent.
4. A student involved in a school-sponsored activity will be considered present for classes missed as a result of that activity.
5. In order to be eligible for extra-curricular practice or events, a parent must provide prior notification of absence and student must be in attendance a minimum of 4 periods, on the day of the activity, unless pre-approval is obtained from the principal.
6. A student shall be allowed a maximum of 10 absences per semester (this includes all appointments) and on the 11th absence will be subject to loss of credit for that class.
7. If credit is lost, the student MAY be removed from the class for the remainder of the semester and placed by the principal in an alternative setting within the school.
8. The following steps may be taken upon reaching the 11th absence:
 - a. The principal may grant exemption for the 10-day limit for unusual situations.
 - b. Doctor's excuses prohibiting school attendance will be accepted. Any doctor's excuse **must** be presented upon return to school for it to have any bearing on principal's exemption.
 - c. The student must present a written appeal to the principal within 48 hours of notification that the student has reached the no-credit status. The principal shall notify the student of the time and place of the appeal hearing not less than 48 hours prior to the hearing. The principal shall also notify the student of his/her rights to present evidence and testimony on his/her own behalf and must be accompanied at the hearing by his/her parent/guardian and may have counsel. The hearing officer shall be the Superintendent of Schools.
 - d. The student has 5 days from the issuance of the superintendent's decision to appeal by presenting a written notice to the school board via the superintendent. The student shall receive at least 3 days notice of the time and place of the next hearing. The student must be accompanied by their parent/guardian or counsel.
 - i. The principal shall notify the teacher of the course for which the student's credit is being denied. The teacher shall then prepare and present an attendance evaluation to the school board
 - ii. The student shall be allowed reasonable time and opportunity to present testimony, witnesses, and evidence on their own behalf.
9. A student is responsible for completing work assigned when absent. One day will be allowed to make up work for each day of absence, unless otherwise arranged. Missed work must be completed and turned in to the teacher within the allotted time, or no credit will be given on the work assigned during the days missed.
 - a. It is the student's responsibility to have all assigned work completed, in advance, for any absence that is known ahead of time. For example, any activity trip, family vacation, or appointment known in advance.
10. Three tardies in a class period will constitute one absence. For example, if you have 4 absences and 3 tardies, it will be looked at the same as having 5 absences.

BULLYING

The May-Port CG School District will not tolerate bullying. We will investigate all reported cases according to our bullying policy as pursuant to state statute NDCC 15.1-19-18.

NDCC 15.1-19-17 contains North Dakota's new definition of bullying. Any behavior that can be classified as follows constitutes bullying under the new state definition:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
2. Places the student in actual and reasonable fear of harm.
3. Places the student in actual and reasonable fear of damage to property or the student.
4. Substantially disrupts the orderly operation of the public school.

A copy of the MPCG Bullying Policy and the online reporting form can be found on our website. www.mayportcg.com

CARS

For those who do drive, the car shall be parked when arriving at school and will not be used again until the student leaves for home at the end of the day unless the principal grants permission. Students who are to run errands should take care of them before coming to school, if at all possible. The school retains the authority to conduct routine patrols of student parking lots, including regulating driving and parking procedures. Cars should be locked while in the parking lot.

Reckless and/or careless driving will be reported to the parents and proper authorities. Students reported driving recklessly to or from the parking lot by a school employee or police will not be allowed to park their cars on the school lot.

CELL PHONES/CAMERAS

Cell phone use in a classroom is not permitted unless directly instructed by the teacher. Each teacher will have their rules and expectations for cell phones in their classrooms. Not following said rules and expectations will result in confiscation of said phone. Refusal will result in suspension.

--Confiscation of cell phone will result in the following:

--First time-1 hr. detention (served immediately) or parent must retrieve.

--Second time-1 hr. detention (served immediately) and parent must retrieve.

Also, must check phone in and out of office at beginning and end of each day. For a period determined by the Principal.

--Use of phones will be allowed, for texting only, during the passing of classes and during your lunch time. No phone calls. If you need to talk, you must ask permission in the office and step out in the entry way. You will not get permission if you are supposed to be in class, unless it is an emergency.

--Use of cell phones will not be a tolerable excuse for being late to class.

--Use of cell phones will be absolutely forbidden in locker rooms and bathrooms. Anyone found to be using one in either area will be subject to automatic severe consequences, which may include law enforcement being notified.

CELL PHONES/CAMERAS—Middle School

--Middle School Students will not be allowed to be in possession of cell phones during the school day. If you find it necessary to bring one to school, it needs to be checked in with your homeroom teacher during the day.

CLOSED NOON HOUR

Parents should not excuse students during the fourth hour of the day (11:27-12:43). Student safety concerns as well as school security issues require a closed noon hour.

Only those students who have earned senior privileges, take coursework at the college, or who participate in the school-to-work/OWE program will be allowed to use their vehicles during the school day.

COLLEGE VISITATION

Seniors are allowed to make one College/Vo. Tech visit during their senior year and not have it count against their attendance record. However, there are some procedures that need to be followed. There is a two-part form that needs to be completed. Page one of the form needs to be completed and turned in to the principal before you leave and page two will need to be completed while you are on your visit and turned in when you return to school. This visit must take place prior to May 1st of the current year. Any non-compliance will result in this day counting against your attendance record.

DANCES

Generally the Student Council will sponsor school dances. Times, dates and guidelines will be announced prior to all dances.

DETENTION

Detention will be spent in a classroom with a designated instructor. Students on detention are responsible to report to the designated classroom immediately after school with school work in hand. There will be NO morning detention, unless specifically assigned by the principal.

Detention will take place every day from 3:30 – 4:00. Students with detention time not made up will not have any privileges at the school until said time is made up. These privileges include, but are not limited to, all extra-curricular activities, senior privileges, prom, homecoming dance and all school dances, along with any function deemed to be a privilege by the principal. Also, all time must be made up before seniors will be allowed to participate in the Graduation exercises.

When assigned detention, you will have the day you are notified and the next day to take care of it. If not made up during that time, each assigned detention will constitute one day of In-School Suspension.

Detention Rules

1. Must bring school work or a book to read. NO Magazines!
2. No talking, stay in seat and must work on homework or read a book.
3. If student fails to bring work, work will be assigned.
4. NO drinks or snacks allowed.
5. Chromebooks will be used for school work ONLY!!!

DISCIPLINARY PROCEDURES POLICY

The Discipline Step Policy is included in a chart in the back of the handbook. Discipline Referrals will be used by teachers copies will be sent home to parents and logged by the principal. Multiple Discipline referrals will result in removal from class until an appropriate behavior plan can be established by student, parents, teacher, RtI coordinator and Principal.

DRESS CODE (The use of Common Sense goes a long way)

Each student is responsible for dress that is neat, clean, safe and does not disrupt the educational process during the school day. No caps, hats, shawls, bandanas or other head coverings will be worn in the school building. Chains have been defined as potential weapons and are not allowed as a part of student dress. Accessories that could be deemed as harmful are prohibited. Clothing with offensive slogans or sayings is not acceptable. Any clothing with alcohol or tobacco references of any kind are not permitted to be worn during the school day or at school functions. Garments covering the upper torso must have shoulder straps on each shoulder at least two inches wide with no mid-riff showing. While standing or sitting, students must have their entire torso covered by their garments. Bib overalls are not considered a garment covering the upper torso. Absolutely no visible cleavage will be allowed. Shorts must have an in-seam of at least five inches. Dress and skirt length, including slits, must be within 3 inches of the top of kneecap when standing. Pants should be free of any holes or tears above the knee. Any holes or tears below the knee need to be of reasonable size and look appropriate for school. Special clothing may be required for some classes. All students must dress for physical education. Appropriate clothing for winter bus rides is required for the health and safety of our students. Failure to comply will result in disciplinary action.

DROPPING CLASSES

Students may request to drop classes up to one week after the start of each semester. Classes that are dropped after that deadline, with administrative approval, will be placed on the permanent transcript as a dropped class with a failing grade.

DUAL CREDIT POLICY

The dual credit program allows juniors and seniors of May-Port CG High School the opportunity to take courses offered by an approved post secondary institution for both high school and post secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work.

EXTRA-CURRICULAR PARTICIPATION

No student shall use, possess and/or consume any drugs, alcohol or tobacco during the calendar year, this includes e-cigarettes and any/all vaping devices or materials. Violation will result in suspension from extra-curricular activities and school privileges. Possession is defined as "not removing yourself from the presence of drugs, alcohol or tobacco as soon as you realize it is present. 18-year-old students are subject to all school rules.

1. Suspensions are cumulative during each of two phases and enforced year round: Phase 1 (grades 7-8) and Phase 2 (grades 9-12).

- First offense in each phase: six consecutive weeks
- Second offense in each phase: 18 consecutive weeks
- Third and subsequent offenses in each phase: 36 consecutive weeks
- Each suspension period will begin only after the previous suspension period had ended

2. Counseling sessions for each violation are mandatory

3. Athletes will forfeit all awards, lettering rights and post season nominations to all-star teams if their suspension occurs anytime between the first day of the season through it's completion

4. This policy will be enforced through the entire school

5. The following lists are activities that students may or may not participate in while under suspension:

Suspended students may NOT participate in:

Homecoming bonfire, royalty, dance
Senior privileges Class Officer Elections
Extra-curricular activities/sports performances
Swing choir and jazz band performances or concerts
Awards Night Prom All school dances
FBLA, FCCLA, Speech, One-Act Play performances or activities
Shall not hold any officer position in any school organization.
Any activity deemed to be extra-curricular by the administration.

Suspended students MAY participate in:

Graduation Senior Academic Awards Program
Spectator at school events Band and choir concerts
Science Fair FBLA, FCCLA, Speech, Student Council,
One-Act Play meetings Athletic practices
Swing choir and jazz band practices Classes and class activities
Any activity that is considered to be academic by the administration

6. Any student found to be using, under the influence of, or in possession of alcohol or tobacco while on school property or at any school function will face the following penalty:

- | | |
|-------------------------|--|
| 1 st offense | 3 days out-of-school suspension |
| 2 nd offense | 5 days out-of-school suspension
plus student must enroll in and attend chemical dependency classes. It would be expected that a parent attend these classes with the student. |
| 3 rd offense | Meet with Board for an expulsion hearing. |

7. Any student found to be using, under the influence of, or in the possession of drugs while on school property or at any school function will be subject to proceedings for the suspension/expulsion of the student. The matter will be turned over to the local law enforcement agency.

8. To participate in an extra-curricular activity, students must be in attendance for four periods of school the day of the activity with prior approval from principal. Ineligible students will not be excused from school to travel with the team.
9. Academic eligibility criteria can be found in the Extra-Curricular Handbook.

Guidelines pertaining to extra-curricular participation are included in the Extra-Curricular Handbook that all students and parents/guardians are required to read and sign at the beginning of the school year.

FAMILY TRIPS/VACATIONS

Schoolwork missed due to family trips/vacations should be made up BEFORE the absence occurs. Class work missed or not completed prior to the absence may be made up with the approval of the teachers involved. Students are responsible for this procedure. It must be understood that some work missed may be difficult, if not impossible to make up. This could have a detrimental effect on the student's achievement.

FIELD TRIPS

Field Trips will be academic in nature. However, they are viewed as a privilege, not a right. Therefore, students can be denied the privilege if it is deemed by the administration to be in the student's best interests, or the interests of others for them to stay in school.

FINAL TEST EXEMPTION PROCEDURES--SENIORS

This will be available for all seniors, during the 2nd semester final tests, who qualify by adhering to the following criteria:

1. Score in the proficient or higher category on all areas of the North Dakota mandated tests taken during their junior year of high school.
2. Adhere to the following absentee criteria for the particular class that you wish to be exempt from:
 - a. 4 Absences in that class, must have an A average for the semester.
 - b. 3 Absences in that class, must have at least a B average for the semester.
 - c. 2 Absences in that class, must have at least a C average for the semester.
 - d. Having a D or lower average, you will not be exempt.
3. Having less than 10 tardies for the whole year for all classes combined.
4. Not being a regular on the detention list. (If you happen to get on there on a very rare occasion, you need to make up the time immediately.)

FIRE DRILLS/TORNADO DRILLS

Fire drills will be conducted periodically to help students leave the building safely and quickly. The first drill will be announced in advance, but no notice will be given for subsequent drills. Each teacher will explain which door to use and which alternate route to use if a fire blocks that door, who will be the last one out of the room, and who will check to see that all members present are out safely. Once out of the building, students are to remain out until the alarm stops, which is a sign that all is in order. To return to the building, students are to walk around the building and enter by the east door.

GRADING SYSTEM

MPCG high school uses a 4 point grading system. A ranges from 3.68 to 4.00, A- is 3.34 to 3.67, B+ 3.10 to 3.33, B 2.68 to 3.00, B- 2.34 to 2.67, C+ 2.10 to 2.33, C 1.68 to 2.00, C- 1.34 to 1.67, D+ 1.10 to 1.33, D .68 to 1.00, D- .10 to .67, F = 0.

There are three honor rolls. To be on the "High Honor Roll" a student must achieve no less than an A- in every class. To be on the "A" Honor Roll a student must achieve an A- average. To be on the "B" Honor Roll a grade average of "B" must be achieved. Anyone with an "Incomplete" (I), a failing grade (F) or an "Unsatisfactory" (U) will not be included on the honor roll. All classes count toward the honor roll. Once the honor rolls are completed they will be posted. Students should check to see if their names were inadvertently omitted and talk to Office Personnel before the list is sent to the newspaper.

Students will have two weeks from the end of the quarter to finish incomplete work. After two weeks, incomplete work will be graded zero (0), averaged with the completed work and the appropriate grade given.

GPA and class rank will be calculated at the end of each quarter. This ranking may change when final grades are given as the final GPA is calculated using only final grades. "Incompletes" (I) will not be ranked until completed.

Senior Honor Students will be selected from the graduating class rank at the end of the 15th quarter. Those students who have a 4.00 GPA will receive "Highest Honors" recognition, those with 3.75 GPA or better will receive "High Honors" recognition and those with a 3.50 GPA will receive "Honors" recognition. The final senior class rank will be calculated after the 16th quarter and published along with the 4th quarter honor roll.

GRADUATION

The following classes are required for graduation from May-Port CG High School:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English	English
Math	Social	Social	Social
Science	Math	Data Base/ Spreadsheets	Family Living
Keyboarding	Biology	Math	
Phys. Ed.	Phys. Ed.		

Twenty-two (22) credits are needed to graduate. Transfer students must meet the state minimum but will be handled on an individual basis concerning local requirements. All students are to take a minimum of 6 credits each year and to be in attendance for eight (8) semesters.

The North Dakota State Legislature has established an Academic Scholarship program for graduating seniors starting with the class of 2010. Check with the principal or counselor for the guidelines of these scholarships.

The ND Legislature has also established an alternative curriculum for those students meeting those requirements. Students need to see the principal for the guidelines, application process and a copy of the application.

GRADUATION CEREMONIES

The graduation ceremony is a privilege afforded to all seniors achieving graduation status. However, this privilege could be denied for disciplinary reasons. This will be up to the discretion of the administration.

The Graduation Ceremony is a relatively prestigious event to honor our graduates. Therefore, it is only appropriate to require that there are to be no jeans, shorts, flip-flops or tennis shoes allowed. Please be advised that if the graduates are not dressed in appropriate required attire, they will not be allowed to participate in the Commencement Exercises.

GUM, CANDY, POP, SUNFLOWER SEEDS, SUCKERS

The use of gum, suckers and candy should be limited during the school day. Sunflower seeds are not allowed inside the building at any time. Pop and other carbonated beverages are not to be consumed in the school building during the lunch hour, this is a federal regulation. Students are encouraged to bring healthy snacks (fruits, vegetables, etc.).

HALLWAYS AND COMMONS AREAS

Hallway, commons area and classroom behavior requires basic respect for fellow students. Running in these areas is prohibited and will be dealt with swiftly. Be kind and considerate.

IMMUNIZATIONS

The North Dakota Department of Health has issued new requirements for the immunization of public school students. We are required to deny access to the school for those students that do not meet the immunization requirements, unless there is a signed waiver form from parents that establishes the reason for the students not being immunized.

A copy of the requirements and a waiver form may be found on the school website or may be picked up at the school.

INDEPENDENT STUDY COURSES

Any Independent Study Course that is being taken and is necessary for graduation, must be completed to the satisfaction of the Principal and Counselor by one week before the last day of school. This will need to be completed by this time in order to go through the commencement exercises.

LASER POINTERS

Laser pointers are potentially dangerous. According to the FDA, brief exposure can cause distraction and temporary vision loss. Prolonged exposure may result in severe eye injuries and retinal turning. Therefore, a laser pointer in a student's possession will be confiscated and turned over to the administration. Parents will be contacted and only they may pick up the pointer from the office at the end of the school year.

LOCKERS

The May-Port CG School District does not charge a fee for lockers therefore lockers are school property and open to inspection as needed. High school and middle school students should provide locks to secure their belongings in their lockers. Anything posted on the inside or outside of the lockers is subject to approval by the administration. Self-adhesive stickers and tape are not allowed on the lockers.

LOCKERS-LOCKER ROOMS

All Locker Room lockers will be assigned by the administration. These will be assigned to those that are participating in extra-curricular athletic activities and physical education classes. All lockers will have an assigned padlock issued by the school and will be required to be used at all times. If it is not being used, that student or students will be denied the use of a locker. A \$5 deposit will be charged for the lock. This will be returned when the lock is returned at the end of the year.

LUNCH PERIOD

May-Port CG Middle School and High School have closed lunch periods. Students may eat the lunch provided at a cost set by the school board or bring their lunches from home. Students will not be allowed to leave school grounds during lunch with the exception of those students with senior privileges or school-to-work obligations. Parents, please do not excuse your child for lunch. Students will not be allowed to leave during lunch unless a parent is here to pick them up.

MEDIA CENTER PROCEDURES

Please observe these guidelines when using the media center:

1. The library is open at 8:00 AM each school day and remains open during noon and after school for student work.
2. Books may be checked out for three weeks; may be renewed for another two weeks.
3. Reference materials are designed to be used in the library. This includes magazines, encyclopedias and dictionaries.
4. Students are encouraged to do research in the library with a pass from their classroom teacher. The pass will be validated when the student completes work and returns to the classroom.
5. Students, with a pass from the study hall teacher, may spend time in the library doing homework, research or leisure reading.

6. There are computers available to assist students in their classroom assignments. Students must have passes from classroom teachers indicating access to computers, Internet, etc., to obtain access to Lab 3 or library computers.

7. Automated services will provide computer access to card catalog and library materials. If anyone is in need of assistance, please ask the person in charge.

MIDDLE SCHOOL PROMOTION

Middle school students will have earned 15 credits in the following course work before they will be promoted to the high school.

Grade 6: Language Arts, Mathematics, Science, Social Studies, Physical Education and Health

Grade 7: Language Arts, Mathematics, Science, Social Studies, Physical Education and Health

Grade 8: Language Arts, Mathematics, Science, Social Studies, Physical Education and Health

Failed classes will be made up through course work from the North Dakota Center for Distance Education located in Fargo, ND or another source approved by the administration. The cost of the course work will be the responsibility of the parents. Transfer students will be handled on an individual basis concerning local requirements. This coursework should be completed before the start of the next school year.

MISSED SCHOOL TIME/MAKE-UP WORK

Any time that you are going to miss school due to an activity, family trip, or for any reason that is known in advance you will be expected to talk to all of your teachers and get the assignments that you are going to miss because of that absence **before you leave**. You will be expected to have those items completed at the same time as the other students in that class. There might be some instances when you will be required to turn in assignments before you leave. This is why it is necessary to talk to each teacher before you leave. They will inform you what they expect of you at that time.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held in September/November and March/April to provide an opportunity for parents and teachers to visit regarding a student's classroom work and behavior. Please encourage your parents/guardians to attend.

PARKING

Students will be informed as to the appropriate parking spots for students. Students found to be parking in any spot other than those allowed student areas will be subject to the following consequences. Any nonsense in the parking lot will constitute loss of parking privileges.

1st offense 2 hrs School Service

2nd offense 4 hrs School Service

3rd offense Loss of parking privileges for a period of time as determined by the principal

PROGRESS REPORTS

Progress Reports are sent to parents to indicate exceptional performance by their child in a particular class, whether the student has shown improvement or needs improvement. The reports are sent as the teacher sees the need.

PROM

All members of the MPCG Junior Class will be expected to put in a minimum of six (6) hours of decorating time for the prom in order to attend. You need to make the appropriate arrangements ahead of time. (This includes work, extra-curriculars, etc.)

All prom couples must be signed up and registered at least one week in advance of the prom. This will give the principal time to contact any school that our out of town guests may attend.

Persons attending the May-Port CG Junior-Senior Prom must meet the following criteria.

--Under 21 years of age

--Eligible for activities according to the May-Port CG Eligibility Rules (excluding academic eligibility)

--Can not be a high school dropout

--Must be at least a freshman in high school (9th and 10th graders must be invited by a jr. or sr.)

REPORT CARDS

Report Cards are issued at the end of each nine week period as a report to parents of grades earned in each class by their child. Along with a letter grade, there are comments by teachers.

SCHOOL ORGANIZATIONS

Athletic Activities available to MPCG high school students are basketball, football, wrestling, volleyball, track, golf, baseball, softball, cheerleading, cross-country and hockey.

Drama Club is an organization that plans, prepares, and performs plays for the student body and the public. Usually one or two per year.

Family, Career and Community Leaders of America (FCCLA) deals with all areas of family and consumer science. Students in grades 7-12 may join this organization. Members may attend state and national leadership conferences. Advisors are Mrs. Nancy Capouch and Ms. Monica Hanson.

Future Business Leaders of America (FBLA) incorporates all areas of the business field and helps members learn about today's business world. Members compete in a State Leadership Conference to test the skills they have learned. Those who place first at the State Conference may attend the National Conference. Advisors are Mr. David Torgeson and Mrs. Cindy Strand

Jazz Band is made up of band members in grades 9-12 who are interested in playing jazz tunes in a more relaxed manner. Two practices a week gets this group ready for each concert. Tryouts are in the fall. MS students may also earn the right to participate in this organization. Advisor is Mr. Jeremy Marquardt.

Junior Bank Board of Directors is open to seniors who are interested in learning more about the operations of a bank. The group meets two mornings each month at the First and Farmers Bank in Portland and travels to Minneapolis in the spring to visit various institutions including the Grain Exchange, Federal Reserve Bank etc. Applications are taken in the fall. The Junior Bank Board is under the direction of Mr. Tom Capouch, President, First and Farmers Bank.

The **Letter Winner's Club** consists of anyone in grades 7-12 who has earned a letter in a varsity sport, or any other organization or activity that offers a letter.

National Honor Society membership is possible for juniors and seniors who have maintained a 3.3 or better gpa, have participated in community service and volunteer activities, and have demonstrated good leadership, citizenship and a genuine concern for the well being of others. Members are selected by a faculty committee. Mrs. Cindy Strand is the advisor.

One-Act Play prepares for regional and state competition in November and presents local performances for students and the public. Students in grades 7-12 may participate. A spring play is also produced, when possible. The advisor is Mrs. Teresa Agnes.

The **Speech Team** is also open to students in grades 7-12, with novice and varsity meets taking place throughout the year. Members earn the right to compete at the state level.

Student Council membership is open to all students. The Student Council representatives organize the activities of the student body. They also are involved in fund raising events and sponsor fun activities for the students. Student Council is open to interested students who will attend meetings consistently. Class officers must be active members of student council. There is a council for the MS and one for the HS. HS--Mrs. Heather Torgeson, Advisor. MS—Mrs. Marlene Johnson, Advisor.

Swing Choir is made up of students in grades 9-12 who are interested in singing and “dancing” to pop songs. One morning practice each week gets this group ready for each concert. Auditions are in the fall. Mr. Jeremy Marquardt, Advisor

SCHOOL SERVICE

School Service is the same as Community Service but it will be done at the school. This will be used in a variety of manners. When students choose to neglect other responsibilities or parking violations to just name a couple. Service will be approved and assigned by the administration ahead of time.

SCHOOL-TO-WORK/OFFICE WORK EXPERIENCE(OWE)

MPCG offers two work experience programs for high school students. STW is a work experience program that is available for juniors and seniors to gain experience in the work force. Work sites will be set up and monitored by the STW Coordinator, Mrs. Christina Connick. You are allowed to take 1 credit of STW throughout your high school years and you do not get paid for hours worked. OWE is a work experience program in an office setting available to seniors. Work sites will be set up and monitored by the OWE Coordinator, Mrs. Cindy Strand. You are required to take an Office Procedures class that corresponds with the experience. You do get paid for hours worked. Note: starting 2017-18 you will not be able to take both STW & OWE during your senior year.

SEXUAL HARASSMENT

Sexual harassment is any unwanted, not-agreed-upon sexual conduct towards another person. It is defined by what the victim feels, not by what the harasser thinks!!! May-Port CG Public School District #14 is committed to providing a learning and working environment that is free from sexual harassment and all other types of harassment. It will be a violation of policy for any member of the district employees to harass another staff member or student, or for students to harass school employees or other students, through conduct or communication of a sexual nature as defined by this policy. Contact your high school principal, Scott Ulland, or middle school principal, Jeff Houdek, if you feel that you are being harassed in any way. School phone number is 788-2281. Eric Nygaard is the Title IX coordinator; contact him at 788-2281.

SIGN OUT

All students must check out in the main office when leaving the building during the day. This includes all School-To-Work, OWE, etc. anytime you need to leave the building before the day is done. If you do not follow the proper procedure, you will be placed on the appropriate step of the discipline policy step plan. First and last name must be written legibly along with time of day and destination.

STEALING

Students who are found to be stealing the possessions of others will face school disciplinary procedures and will be turned over to the local law enforcement agency.

STUDENTS LIVING ON THEIR OWN

In order for school personnel to maintain open communication with parents and students, a form must be completed by both students and parents if the student will be living on his or her own during the school year. This form can be found on our website or picked up in the office.

SUPERVISION

All organizations and groups within the school must have a faculty/staff member assigned as an advisor or coach. No meeting/practice may take place without the advisor/coach being present. A faculty/staff member, or administration approved substitute, must be present during any use of school facilities. Each group, after it is finished with its activities, is responsible for leaving the building clean with all lights off and all doors locked. The advisor/coach is to be the last to leave the building. Support staff will not be responsible to supervise any activity unless approved by administration in advance.

SUSPENSION OR EXPULSION

Students who do not appear to benefit from other forms of discipline may be suspended for up to five days or recommended for expulsion for exhibiting any of the following behavior on school grounds:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property
3. Causing or attempting to cause physical injury to another person except in self-defense
4. Possessing, transmitting or using any firearms, knives, explosives or other dangerous objects in the school building, on school grounds, in any school vehicle or at any school function
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
6. Continued disobedience or persistent defiance of proper authority
7. Violent behavior which is detrimental to the welfare, safety or morals of other students
8. Truancy
9. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal

There are two (2) types of Suspension: 1) In-School Suspension-The student will be in school but segregated from all other students and work on their school work for the day. Students will receive all credit due to them for completed work.

2) Out of School Suspension-The student will not be allowed in the building or to take part in any activity for the duration of the suspension. The student will be required to complete all assigned work receiving the lowest possible passing grade or the grade they achieved, whichever is lower.

TARDINESS

We expect students to be on time. Tardy students disrupt the education process of not only themselves, but everyone in that class including the teacher. We feel that timeliness is important. Every student will be assigned one half hour of detention for every 2 tardies that they receive.

TELEPHONES

Parents/guardians should be acquainted with their child's schedule so that calls come at the end of a period or at a break time. We will not allow students to leave class for a phone call unless it is an emergency. The telephone outside the main office is for student use.

VEHICLES NOT ALLOWED ON SCHOOL PROPERTY

Snowmobiles, ATV's, mopeds and motorized scooters are not allowed to be driven on school property for obvious safety reasons.

WEDNESDAY/SUNDAY ACTIVITIES

No meetings or activities will be held in the school after 4:00 PM on Wednesdays for grades K-8 and after 6:00 PM for grades 9-12. No school meetings, activities or practices will be held on Sundays or designated holidays without permission of the administration.

ZAP (ZEROES AREN'T PERMITTED)—Middle School Only

If a student fails to turn in an assignment or turns in assignments that are incomplete or late, they will be placed in our ZAP program. This will mean that they will take their lunch to a supervised work area and work on those assignments until they are complete. They may also work on other assignments as well until they are released from the ZAP program. Standard late work penalties will apply. But, getting some credit is better than getting no credit.

Students will be ZAPped if:

1. They do not hand in homework.
2. They hand in homework late. If homework is due at the beginning of the hour, handing it in later in the hour will be considered late.
3. Three ZAPs in any 5 day span will constitute a discipline referral and detention time.

Students who are ZAPped will report to the designated ZAP area with their lunch and the work that they have not completed.

Names of students missing work or turning in late work will be reported to the RTI Coordinator each morning and then will be disseminated to the teachers before lunch.

Discipline

The step-ladder program for discipline is a program of ascending consequences. It is the discipline program used at May-Port CG High School. It is published so that parents, students, and other interested parties may become familiar with the system.

In order for a student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly and consistently. This program assists the student in making good choices and helps him/her manage his/her own behavior. This is a lifelong skill that is imperative to success in later life.

The “Step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the “first time” offender.

The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) school days will move one step back on the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.

INFRACTIONS:

PENALTY:

Minor

1. Excessive Tardies
2. Not working in class
3. Class disruption
4. Inappropriate physical contact
5. Inappropriate hall behavior

- 1st Offense—1/2 hour detention
 2nd Offense—two ½ hour detentions

Moderate

1. Leaving class without permission
2. Use of profane language in school
3. Not using proper procedure when checking out of school
4. Minor vandalism of school property
5. Third Minor offense

- 1st Offense—1 hour detention
 2nd Offense—2 hours detention
 (Loss of Extra-Curricular Act. & Privileges-1 Week)

Major I

1. Fighting
2. Cheating
3. Stealing
4. Talking to a teacher in a disrespectful manner (or disrupting class by arguing about assigned work)
5. Truancy
6. Openly defying a teacher’s authority
7. Third Moderate offense

- 1 day In-School Suspension
 (Loss of Extra-Curricular Act. & Privileges-1 Week)
 2 days Out of School Suspension
 (Loss of Extra-Curricular Act. & Privileges-1 Month)

Major II

1. Being under the influence of or in possession of alcohol or other mind altering drugs
2. Major vandalism to school Property
3. Profanity or other abusive language directed to any faculty or staff member
4. Third Major I offense

- 3 Days Out of School Suspension
 (Loss of Extra-Curricular Act. & Privileges-Rest of School Year)
 Notify Authorities (if applicable)

Major III

1. Physically assaulting a staff member
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of weapon on school grounds

- 4 Day Suspension or
 School Board Expulsion

MISCELLANEOUS

1. Any student that fails to show up for assigned detention will be subject to further disciplinary actions.
2. Student has opportunity to move backwards on the scale after 60 days
3. Administration has the flexibility in dealing with Minor offenses for any student above the Moderate level.
4. Administration reserves the right to place items not specifically covered into an appropriate step. (Using best judgment)
5. Teachers have the authority to assign detention as they see fit. (Using best judgment)

DETENTION RULES

1. Must bring school work.
2. No talking, stay in seat and must work on homework.
3. If student fails to bring work, work will be assigned.
4. No drinks or snacks allowed.
5. Chromebooks for school work ONLY!!!

POLICIES IN THEIR ENTIRETY MAY BE VIEWED IN THE SCHOOL BOARD POLICY HANDBOOK LOCATED IN BOTH SCHOOL LIBRARIES.

