

Welcome to Montbello High School!

We, the administration, faculty, and staff, would like to take this opportunity to express how excited we are to be working with you during the 2005-2006 school year. This year you will notice several changes from last year; however, we will remain committed to provide you with a first class education. Within this agenda, you will find important information that you need to become familiar with in order to help you prepare for a successful school year. Information on school rules and procedures, as well as student expectations, can be found within the covers of this agenda. **This agenda should be in your possession at all times when you are at school.** You will need to use this information to keep track of your assignments and progress in your classes. You also must have this agenda on you in order to receive a pass and to participate in various activities at school. You should share the information within this agenda with your parents because much of the information will also be helpful to them as well. This agenda will also be used as a means of communication between your parents and the school. Please keep in mind that the faculty/staff are here to help you be the best student that you can become. Do not hesitate to see us if you have any questions or concerns. Again, we want to welcome you to what will be an outstanding year for the Warriors.

Antwan Wilson
Principal
Montbello High School

2005 –2006 Administrative Staff

<i>Antwan Wilson</i>	Principal
<i>Estevan Duran</i>	Assistant Principal
<i>Carla Carlson</i>	Assistant Principal
<i>Eugene Williams</i>	Assistant Principal

Counseling Staff

MONTBELLO MISSION STATEMENT

The mission of Montbello High School is to enable students, parents, staff, and community members to engage in a common search for knowledge and understanding.

***“Montbello High School Warriors –
“The Home of Scholars and
Champions”***

DPS MISSION STATEMENT

- The mission of the Denver Public Schools, the center of learning for the community is to guarantee that our children and youth acquire knowledge, skills, and values to become self-sufficient citizens by providing personalized learning experiences to all students in innovative partnership with all segments of the community.

DAILY STUDENT BULLETIN

A good way to stay informed at Montbello is to listen to and read the daily Bulletin. Each teacher will post a written copy in case you miss hearing the announcements.

USING YOUR SCHOOL AGENDA

We expect each student to have and use their agenda. If you lose yours, you will be required to buy a new one. Using your school agenda will help you get, and stay organized, help your teachers communicate with you and your parents, and serve as the only way you may receive any pass at school. **You need to carry your agenda with you at all times and to every class.**

When your teachers write the daily agenda for the class, you must record the daily agenda in your planner so you will know what work you have. You need to write reminders of assignments due later (such as a science project) so that you can work on it. You need to write special events in your agenda, such as the grade-level parties, or after school activities. This agenda is for you to use to become a better student. Your teachers and parents will help you by reviewing your agenda and signing it at various times. Your agenda is an easy and effective way to stay organized. Use it to your advantage.

Teachers will only give passes for emergencies.

However, when they do, a student can only receive one if they have their agenda with passes attached.

Students should only be in possession of their own agenda. Students in the possession of an agenda that is NOT their own will receive disciplinary consequences. Students should not allow other students to write in their agenda. A student will be held responsible for anything inappropriate written in their own agenda, including inappropriate names, symbols and graffiti. Absolutely NO graffiti or drawings will be allowed in the student agenda. Students should expect disciplinary consequences for violating agenda expectations.

ARRIVING AT SCHOOL

School starts at 7:30 a.m. Students should not arrive at school before 7:15 a.m. However, if because of transportation problems or the need to complete homework or study, you arrive before 7:15, you should remain in designated waiting areas. Students will NOT be allowed to move throughout the building before 7:15 unless they are on a pass, going to an approved area. Students going to the library to complete work or study will need to have the work already with them and will be expected to ONLY complete their work and/or study while in the library. The library **WILL NOT** be a hangout area.

ATTENDANCE

Compulsory attendance laws require students to attend school. Furthermore, good school attendance is a necessary component to being successful in high school. Acceptable reasons to be absent are: **student illness, severe family illness, family death or funeral, medical emergencies, doctor appointments, religious holiday, or court appointments**. Whenever possible, doctor and dentist appointments should be made outside the school day and certainly not during the first or last days of school. A student will be excused for one-half day for a medical appointment.

Absences for reasons other than those mentioned above will be considered unexcused. It will **NOT** be acceptable for students to miss numerous school days for a reason not mentioned above. The parent is charged with the duty of keeping the student attending the school on a regular basis. Anytime a pupil is absent, a parent should write a note explaining the reason for the absence or visit the attendance office. Calling the office or leaving a message will NOT suffice. The explanation note may be written in the student agenda; however, it must be signed by a parent or guardian.

- ❖ Each teacher will monitor attendance on the computer and in their official record book.
- ❖ Students and parents should also keep track of absences.
- ❖ Students will be allowed to make-up excused absences verified by the Attendance Office.
- ❖ Parents should call ahead when they know of an absence. If this doesn't happen the parent must excuse the absence within two days of the student returning to school in order to be excused.
- ❖ Only reasons mentioned above will be accepted as excused absences.
- ❖ Written notes should include the student's name, parents name, reason for the absence, parent

signature, and a daytime number the parent can be reached at.

- ❖ School-related excused absences include items covered under Colorado law and district policy; including school-sponsored activities and suspension. Students will be allowed to make-up work missed due these absences for full credit.

TARDIES

Montbello High School has a "No Tardy Policy." School starts at 7:30 am. First Hour tardies are unacceptable and disrupt the start of the school day. Severe medical emergencies, doctor or dental appointments (with documentation), or major family emergencies are the only reasons to be excused to first hour. Oversleeping is NOT an excused tardy. It is the student and parent's responsibility to make sure their student is in school at 7:30 a.m.

- ❖ Students will receive two free passes per year to cover unforeseen issues that may result in them being late in the morning.
- ❖ **All other tardies after the two free passes will result in a discipline consequence regardless of accompanying notes or excuses.**
- ❖ The administration will have the final say on whether an absence should be excused.
- ❖ A first hour tardy that is NOT excused will follow the hall sweep consequence schedule.

Each teacher determines the tardy policy for his/her class, as long as it supports the school policy. Generally, students should be in their seats and ready to begin when the bell rings. All teachers are expected to have consequences for students entering class after the bell without an official pass. Passing periods are designed for students to move to and from classes, to use the restroom and get a drink. Students are expected to use class time wisely and for learning. Teachers may only give a pass for emergency situations only! Student's who have medical conditions that require frequent trips to the restroom need have documentation from a doctor on file in the nurse's office. Students may be required to serve detention in order to receive a pass when the teacher is unsure as to whether the reason is legitimate. Class time is precious and students missing class time for non-emergency reasons will NOT be tolerated.

Administration will support classroom tardy policies with hall sweeps. Hall sweeps are conducted by the administration and staff. A student who is not in their class on time, will be 'swept', their name taken and detentions, community service, and even ISIR will be assigned.

ANTICIPATED ABSENCES

When a parent wants a student excused before the end of the school day, the parent should write a note stating the time and reason the student should be excused. The student needs to bring that note to the Attendance Office BEFORE SCHOOL and exchange it for a pass, which he/she will show to the teacher when it is time to leave. THIS PROCEDURE IS MUCH MORE EFFECTIVE THAN CALLING IN THE INFORMATION OR SIMPLY COMING INTO THE OFFICE. Your child can meet you in the office rather than you waiting for a message to be delivered to your student to come in the Attendance Office. We will then ask you to sign your child out when you and they leave.

ANY STUDENT LEAVING FROM OR ARRIVING AT SCHOOL AT A TIME OTHER THAN REGULAR ARRIVAL OR DISMISSAL TIME SHOULD SIGN IN OR OUT OF THE OFFICE AND HAVE THEIR AGENDA SIGNED.

Only a parent or an adult listed on the Registration Form is allowed to pick up a student from school. Parents may send a signed note with an adult relative listed on the Registration Form to pick up their child for prearranged excused absences. The adult must come inside to the office and sign the student out.

Students who know in advance they will be absent for several days for urgent and unavoidable reasons should fill out a “**Request to be Absent**” form in the office. Teachers will sign the slip and give assignments. It is the student’s responsibility to make up the work in the allowed time given by each teacher. Students who are truant or ‘skipping’ class will receive time in ISIR, after-school detention, or Saturday school.

STAYING SAFE IN SCHOOL

Montbello is a safe place where all you need to worry about is doing your best schoolwork possible. We are a safe school because administration, staff, and students will all work together to ensure a safe and positive environment. Some ways for you to help keep our school and yourself safe are: whenever you feel frightened or uncomfortable, **tell the nearest adult**. While you will also want to tell your parents, please talk to someone here at school first so we can get the problem solved. If you do not get prompt attention from an adult please alert a counselor, student advisor, security personnel, or administrator. Do NOT wait days to work on the problem.

Always be where you should be. If you are scheduled to be in class, be there. Stay in the designated areas during your lunch hour.

APPROPRIATE DRESS FOR SCHOOL

When you come to school, this is your work place. It is important that students dress in an acceptable manner that will not distract from the educational experience of others. We ask that you, and your parents, use good judgment in determining your school clothing. We are committed to maintaining a safe environment at our school. We know that fashions vary and are constantly changing. We are not saying the prohibited items are “Bad” items. We are saying that they are prohibited from school. The following are not permitted:

- Clothing or items that show alcohol or tobacco products, drugs, references to sex, profanity, suggestive, vulgar or obscene writing, pictures, or symbols, or show gang affiliation.
- Students will not be allowed to wear the same color (any color – red, blue, burgundy, orange, gray, etc.) from head to toe is NOT acceptable. For example wearing a khaki colored shirt and pants is not acceptable.
- Look alike clothing is not acceptable
- Any shirt/top that shows excessive amounts of skin on boys or girls (fishnet clothing, see-through shirts, bare shoulders, midriffs, skimpy tank tops, spaghetti strap shirts, etc.) At all times your shirt or blouse will touch the top of your pants, shorts, or skirt. **IF THERE IS ANY QUESTION ABOUT THIS THE STUDENT WILL BE ASKED TO CHANGE.** We will follow the two adult finger rule on shirt straps.
- Loose fitting pants, shorts, or overalls – sagging will not be tolerated. (overalls must be worn correctly). Shorts/pants considered to be sagging if they are not on the waist and/or if any part of the student’s underwear is showing. Wearing oversized shirts will not be accepted as a means of hiding sagging pants or shorts.
- Shorts and skirts must be an acceptable length (fingertip length). If there is a question students will be asked to change.
- Headgear (caps, picks, combs, scarves, rags, nets, etc.) may not be worn in the building or during the day on school grounds.
- Accessory chains, jewelry with spikes, etc. are not permitted
- Coats may not be worn to class or during the day. The only exception is when you are going outside for lunch during cold weather. Or entering and leaving the building.
- Pajamas and house shoes are not acceptable.
- Belt buckles with initials on them, wristbands, and headbands are also NOT allowed.

Montbello High School has a "ZERO TOLERANCE POLICY ON GANGS". Our students do NOT want the gang influence at our school and are tired of the perception that we have a gang problem. Students who choose to dress like gang members will suffer strict consequences.

STUDENTS WHO DISREGARD THIS EXPECTATION WILL BE WITHDRAWN FROM MONTBELLO HIGH SCHOOL AND GIVEN THE OPTION OF AN

ALTERNATIVE SCHOOL SETTING. If a student is dressed inappropriately, the student will be given an opportunity to make the appropriate changes at school. We do NOT want to send student home for violations of the dress code policy. Students ONLY run the risk of a disciplinary consequence for dress code when they are argumentative or they are repeated offenders of the policy. The decision of the building administration will be final in determining proper dress.

BRINGING EXTRA STUFF TO SCHOOL

Again, school is your work place. Do not bring items to school that distract you or others from working and/or the school from properly functioning. Other items that you bring to play with or entertain yourself and others with are also not appropriate for school. Electronic items are not allowed on school grounds during the school day (i.e. **paggers, CD players, cell phones, I-Pods, etc.**). Long chains or lots of gadgets that make your key ring jingle, toys, stuffed animals, athletic balls, and other playthings need to stay at home. Items that are especially valuable to you should never be brought to school. Any inappropriate item brought to school will be confiscated by the staff and will be returned only to a legal parent/guardian following a conference. The second time we must confiscate an item from a student we WILL NOT return the item until the end of the school year. Montbello is NOT responsible confiscated or for lost items that are inappropriate for school and we will spend NO time looking for them.

MONEY AT SCHOOL

There are not very many times you will need to have money at school. If you are buying tickets for something, paying for projects, or paying for lunch each day, you will need small amounts of money. Whenever we are doing a fund-raiser or something that may call for bigger amounts of money, you will give it to your first hour teacher. **Please do not bring money to school that is not needed for school.**

LOCKERS

You will be given a hall locker and a PE locker if you take PE. Your locker is for your belongings only. Guidelines for keeping your property safe:

- STUDENTS ARE NOT TO SHARE LOCKERS unless they are in designated areas (the main floor set of lockers and lockers in the high-tech academy pod).
- Students are only allowed to stand at their official locker before school, during passing periods, and after school. **Except for designated areas, there should only be one student per locker during these times.**
- Do NOT give your locker combination to anyone. Write it down somewhere safe so you can remember what it is. If you need help with your locker, or forget the combination, either ask an adult in the hall to help you or go to the student advisement office after obtaining a pass from your teacher.
- If you close your locker and turn the combination, no one can get into your locker.
- We do not expect you to go to your locker between every class; you don't have enough time, and can carry your books and supplies for several classes with you.
- You may not go to your locker during your lunch period.
- Students who are found to be sharing lockers will be assigned to ISIR.

Please be advised that while we expect students to personalize their lockers to their liking, lockers are property of the school district and are subject to search. The same is true of a student's desk and vehicle, while parked on campus, and the contents in each only with the approval of the Principal or designee. If inappropriate items including (but not limited to) drugs and/or paraphernalia, weapons, bombs or related material, other illegal items, or items prohibited by school policy, students will be reported to the appropriate authorities and disciplinary action will be taken.

Students need to keep their lockers clean and odor free. If there are problems with the locker the students needs to inform administration immediately upon receiving the locker. Locker searches will be conducted to prevent drugs, weapons, and other inappropriate items from the school.

It is your responsibility to follow these locker rules.

WHAT TO DO IF:

YOU WANT TO SEE THE NURSE, A

COUNSELOR OR ADMINISTRATOR—At the beginning of each class period, you may ask your teacher for a form to fill out asking that the appropriate person send for you. The form asks your name, your class schedule, the person you want to see, and the reason. (If it is an emergency, TELL YOUR CLASSROOM TEACHER. Be sure if you say it's an emergency that it really is.) If it's not an emergency, the administrator, counselor or nurse will send for you. **DO NOT GO TO THEIR OFFICES UNTIL THEY SEND FOR YOU.**

YOU HAVE LOST AN ARTICLE – Check in all your classrooms and the office. **You are responsible for your personal property.** Be sure you put your name on your belongings; you may be able to find a lost article if you do. Ask for a pass to check the lost and found. You may also report your lost item to the SRO for the ***Crimestoppers Program***. We will not spend time looking for items that do not belong at school.

IF YOU MOVE – If you have a change of address or phone number during the school year, please tell someone in the office so we can change you records. It is very important for your safety and education that we keep complete and accurate records for you.

YOU LOSE A TEXTBOOK – Check in all your classrooms, locker and at home. If the book cannot be found within a few days, be prepared to pay for the book. Notify your teacher and ask for the price of the book. Another book will be issued to you and you must pay the full price for the lost book. If the original book is found, your money will be refunded.

FEES AND SUPPLIES

Throughout the year, there may be various fees for art projects, field trips, etc. Each student should listen in class for the details of these fees. Most teachers will also send home notes about such fees. Each student must furnish his/her own pencils, pens, notebooks, paper, etc.

TRANSPORTATION

CARS – All student cars parked in school parking lots must be registered and have an official parking permit. Students may register their cars in the Main Office before school, during lunch, or after school. Parking permits are only valid for the car registered with the Main Office. Any student parked in areas designated for other use or not containing an appropriate permit will be ticketed and/or towed. Montbello High School will assume no responsibility or liability for cars parked in the parking lots or in areas around the school. All drivers are expected to follow Colorado driving laws.

To obtain the parking permit students must fill out a registration form indicating that you understand the policies and consequences. All guests and visitors must register their cars with the Main Office. All cars parked without a proper permit are subjected to warning stickers, ticketing, and towing. Neither Montbello or Denver Public Schools are liable for any damage or loss of property.

BICYCLES - Students riding bicycles to school should be sure they are licensed. They must be kept locked in the racks in front of the school.

NO SKATEBOARDS OR SCOOTERS ARE ALLOWED ON CAMPUS

WALKING - Students should walk on sidewalks if they are available. If there are no sidewalks, walk on the extreme left side of the street facing the traffic. Use intersections when going from one side of the street to the other. Be respectful of our neighbor's property – please stay off of private property.

TELEPHONE

The office telephone will be limited to use for school business only. Students use the office phone only for emergency calls and with permission from an office staff member.

SCHOOL MEDICATION POLICY

The school nurse must receive a request from the student's doctor before she is allowed to give medicine to a student. **ALL** medication will be kept in the nurse's office and will be administered by the nurse or other school official. No aspirin, Tylenol or other non-food items of that nature may be provided to pupils by any school personnel. School personnel will collect any medicine-type items brought to school by students. Sometimes, after a consultation with parents, the nurse can give non-prescription drugs. When parents have questions about medicines at school, they should call the school nurse.

It is against school district policy for any student to have in his or her possession any drug-legal, illegal, prescription or over-the-counter.

CAFETERIA

Students may bring lunch from home or purchase all or part of it in the cafeteria. Students are to be in an appropriate seat and are not allowed to move about in the cafeteria. Students are only allowed to talk to other students sitting in their area. Lunchtime will be from 11:05

until 12:00. The lunchroom will be emptied and doors closed at 12:00.

Breakfast will also be served from 6:45 am to 7:20 a.m. All meals must be paid for in advance or at the time they are served. The lunchroom will be cleared out and doors closed for breakfast by 7:25.

FREE AND REDUCED MEALS are available for students whose families meet federal guidelines. If your parents think you may qualify, talk to the cafeteria manager or a secretary to pick-up an application. The application must be returned for approval by the cafeteria manager.

FORGOTTEN LUNCH MONEY OR LUNCH. If you forget your lunch money or lunch, tell an adult in the office or cafeteria. We can arrange for you to eat and then pay us the next day.

Montbello High School does have vending machines which students are **NOT** allowed to use during lunchtime!

LUNCH RULES

Montbello will have one lunchtime that will run from 11:05 until 12:00. Lunchtime will be structured and supervised in order to maintain order and security. Teachers are responsible for walking their 4th hour class to the lunchroom area. The procedures are as follows:

1. Beginning at 11:05 designated teachers will walk their students to the lunchroom area. As a rule classes with juniors and seniors will be walked to the lunchroom area at this time. **A schedule will be provided by the administration.**
2. Juniors and seniors will be allowed to leave the campus for lunch; however, they are **ONLY** allowed to enter and exit through the doors near the student parking lot.
3. They must be out of the building by 11:10 or they will NOT be allowed to leave. They need to show their official student ID in order to leave. A driver's license will NOT suffice.
4. Only students who are official juniors and seniors in good academic standing will be allowed to leave with proper ID's. Just because a student has been in high school 3 years or more does not mean they are an official junior or senior.
5. Any freshmen or sophomores escorted with the first group of students at 11:05 must go into the lunchroom to eat or report to their designated area and check in with their supervisor.
6. At 11:10 another bell will ring and the rest of the classes will be walked to the lunchroom area.
7. **ALL** students need to be escorted to the lunchroom area. Students are **NOT** to go to their lockers at this time. Students are **NOT** allowed

to use the vending machines during lunch.

Students will be allowed to go to their lockers during the 12:00 – 12:05 passing period.

8. After being escorted to the lunchroom area, this second group of students must go into the lunchroom to eat or report to their designated area and check in with their supervisor.
9. Students who choose to go to the lunchroom to eat will **NOT** be allowed to sit and loiter. They will be asked to leave the lunchroom and go to their designated areas once they are done eating.
10. Students will be expected to remain in sit in designated areas in the lunchroom and will not be allowed to move about except to get their lunch or to exit the cafeteria.
11. Juniors and seniors leaving for lunch are NOT allowed to loiter in the parking lot. They are NOT allowed to bring outside food back into the school.
12. Returning students will only be allowed to enter through the northeast doors near the student parking lot.
13. **Students who are late arriving back to class from lunch will receive after-school detention.**
14. Repeated violations will lead to revocation of your open lunch privileges.
15. Juniors and seniors caught escorting freshmen and sophomores off campus will receive a disciplinary consequence, along with the students they are trying to escort. They may also lost their open lunch privileges.
16. Repeated problems during lunch will result in ISIR and a more restrictive lunchroom setting for the student.

Once students are in their designated areas they will **NOT** be allowed to leave the area until the lunch period is over at 12:00

DISCIPLINE POLICIES AND PROCEDURES

The goal of disciplining students is to modify student behavior so they can be successful in school and to keep any student from causing another student to be unsuccessful. An administrator will initiate all discipline detentions, community service, ISIR placements, suspensions and/or expulsions. When students break rules, we will work with them and their parents to correct those behaviors. The students should expect a consequence every time. Our School rules are clear and they constitute the only warning the student should expect to receive. The teacher is in charge of the classroom and is responsible for normal classroom discipline. Teachers will usually be the first ones who may work with you or your parents regarding behavior. Each classroom teacher will share with students their specific established classroom

behavioral expectations and consequences. The teacher may conference with the student, contact the parent, and/or assign a detention. Students are expected to serve any consequence detention assigned by a teacher.

If, after having worked with a student on behavior, the classroom teacher believes additional help is needed, a student may be referred to the appropriate student advisor or administrator. Some behaviors, which are severe in nature, will result in an immediate referral to administration.

When you are referred to a student advisor and/or administrator, or told to go to the office, you need to report immediately to the student advisement office. Some options available to administration to resolve the problem can include a conference with the student, behavior contract, detention, parent conference, community service, referral to the School Resource Officer, ISIR, suspension, and/or expulsion. We do expect that students will NOT continue doing the same behaviors for which they were referred to the office.

The **“Warrior Expectations”** are strictly enforced at Montbello High School. Students should learn the expectations and use the expectations when making decisions at school. Failure to follow the Warrior Expectations will result in a consequence. A student may discuss their concerns about a write-up with their student advisor and/or administrator, with a pass; however, arguing with a teacher will ALWAYS result in a consequence. Teachers, like all adults do make mistakes. However, being argumentative and disrespectful only tends to worsen the problem and will prevent us from working on the underlying student concern. Please handle all disputes with staff members in an appropriate manner.

1. First comply with the request of the staff member – regardless of how hard it may be for you.
2. Schedule a time to meet with the staff member to discuss your concern in a calm and respectful manner.
3. Inform an administrator of your problem if it's not solved.
4. The administrator will meet with you and the staff member separately to see if we can get you to work it out on your own. If not, the administrator may decide to meet with both of you together.
5. If this doesn't solve the problem the staff member, administrator, and student will meet to work out the issue.

DETENTION

Detentions will be assigned for some consequences. They may during lunch, or after school. Your teacher will drop you off on the way to lunch detentions. Students who do

not follow detention rules will be placed in ISIR or suspended.

Teachers for may also assign detentions during lunch, before or after school. A teacher will give you twenty-four hours notice if a before or an after school detention is assigned. Transportation will be provided by the parent for these detentions. Students not serving teacher detentions will be referred to the student advisor for further consequence.

IN SCHOOL SUSPENSION ROOM (ISIR)

Students may be assigned to ISIR (the ice room) as an alternative to out of school suspension. Our goal is to allow the student to remain in school to complete assignments needed, increase their learning ability and to deter the behavior from occurring again. Each student must bring all textbooks, paper, pencil and work to keep him/herself on track for the completion of their classroom assignment work. Students will be required to complete their ISIR room assignments, homework assignments received from teachers and learning activities provided by the ISIR teacher. If a student fails to complete ALL work assigned, he/she will continue to serve ISIR time until all work is completed. Students will be taken to the restroom and served lunch separate from other students. Students must be seated in the ISIR, prepared to work, by the 7:30 bell or they may receive more time in ISIR. If all rules of ISIR are not followed, the student will be suspended for the rest of that day and an additional full day will be served. We expect students to follow every rule explicitly. There will be limited number of times a student is assigned to the ISIR.

SUSPENSION

While suspension is not our favorite discipline consequence, there are times when student behavior is such that suspension will be necessary. Certain actions by students are grounds for suspension from school. These include but are not limited to:

- Fighting on campus (or school sponsored activity), on bus stops, or on the way to and from school.
- Assault (aggravated assault) and battery (aggravated battery).
- Inciting a disturbance (i.e. verbal confrontation, aggressive behavior, instigating a fight, or posturing to fight, etc.).
- Stealing.
- Cheating.
- Vandalism/destruction of property.
- Extortion, intimidating, and/or threatening others.
- Possession of or use of drugs/alcohol.

- Repeated possession of or use of cigarettes, chewing tobacco, matches, and lighters.
- Possession of weapons, explosive or incendiary devices and/or fireworks.
- Sexual harassment
- Defiance of authority and/or disrespect to an adult.
- Profanity/Obscenities directed at another person, said or written.
- Repeated violations of school the “Warrior Expectations”

Pupils who are suspended from school are **not allowed to attend school, any school activity, or be on ANY DPS school campus during the time of suspension.**

Students will be assigned work when they are suspended. **This assigned work must be completed and returned to their student advisor or administrator upon their return to school, before entering class.** Students who fail to complete their assigned work will report to the ISIR until they have completed all assigned work to the satisfaction of their teacher. A parent will always be notified when a student is suspended, either by a telephone call or a note sent home at the end of the day with the student. Suspensions may extend from the “rest of the day” up to 10 days for very serious or repeated offenses.

EXPULSIONS

Any violation of BOE Policy regarding student conduct may be grounds for expulsion from school.

HALL TRAFFIC

Students are expected to proceed through the hallways at a normal walking pace, keeping to the right-hand side as they walk. Running in the halls, horseplay, using profanity, and yelling is disruptive and is not allowed. Passing period is the time to go from one room to the next, use the restroom, and go to lockers. Students are only allowed to stand by the locker they were assigned during passing period. Students will not be allowed to loiter in the hallways, restrooms, or on benches during passing periods.

Hall sweeps are conducted to encourage all students to be in class on time and ready to learn when the bell rings for class to start.

LOITERING

Any person who is not a Montbello High School student or a member of the staff and is found loitering on school grounds will be cited by the police and removed from the premises. In addition, Montbello High School students are NOT allowed to loiter on school grounds before or after school. Students with excused periods(s) are welcomed to

use the library if necessary (to study, read, or work on a project), provided they enter the area before the tardy bell rings and has an appropriate pass. Students involved in after school activities are required to follow these guidelines as well. We request your cooperation in clearing the hallways after school, after dances, and/or after school activities. Students must ALWAYS be under adult supervision to be in our building.

PUPIL ACTIVITIES

ASSEMBLIES-School assemblies are provided to give students entertainment, educational experiences and to allow student participation. We are proud that our students consistently demonstrate proper assembly etiquette and look forward to many assemblies. Students are expected to follow the “**Warrior Expectations.**” Everyone is expected to be respectful during the assembly. Absolutely no distractions or disruptions will be tolerated and will result in immediate removal from the assembly, disciplinary action, or in the case of large-scale disruption the immediate canceling of the assembly and possible cancellation of future assemblies.

INTER-SCHOOL ACTIVITIES-We strongly encourage all Montbello students to become involved in extra-curricular activities at school. Montbello High School students may take part both as individual and group performers in many school activities, student council, student clubs, sporting activities, JROTC, etc. . If you are interested in any of these activities, ask your teacher to direct you to the appropriate sponsor for more information.

STUDENT COUNCIL-The Student Council is composed of elected student representatives. The purpose of the organization is to work with school personnel and the student to establish student participation in the school. The Student Council will also work with the principal to help improve the educational environment of Montbello High School.

ID CARDS

ALL STUDENTS MUST WEAR A CURRENT MONTBELLO ID CARD AT ALL TIMES. This is VERY important for student safety! Students will be issued a FREE photo ID during registration. If a replacement is needed, the student is responsible for the **\$5.00** fee. If the student does not have the \$5.00, a replacement will still be given; however, the student will be charged an obligation for the fee. Students who need an ID must come to the Main Office during lunch. **Students will be expected to show a current ID to conduct school business and may be requested to show their ID to teachers, security, and staff.** Students must present their ID to check out books in the library and to purchase tickets for school

functions. Most school activities will require a student ID for admission. Failure to wear a current MHS student ID card will result in disciplinary action.

INTERNET USAGE

Students will be expected to adhere to the districts Internet and computer usage policy. Student ID's will be marked to indicate whether or not the student has Internet privileges. Without properly marked ID, students will not be allowed to use Montbello computers. Violation of the policy will result in revocation of privileges. **NO EXCEPTIONS!**

SUPPORT SERVICES

OFFICE-All administrative details of the school are handled through the office by the Principal, Assistant Principals, and support staff. Student advisors and administrators, in particular, will work with students and their parents on discipline and attendance concerns, as well as other issues. Please be mindful that our offices are places of business. It is NOT a student hangout and professional behavior is expected from all who enter our offices.

LIBRARY-All students are encouraged to use the library whenever they have a pass from a teacher. A student may have up to three books checked out at one time. Student progress reports will be held for overdue library books and fines over one dollar. Teachers may also schedule their classes for library use. As mentioned earlier we want our students to come into our library to WORK before school, during school, or after school with appropriate passes.

SCHOOL NURSE-We have a nurse who handles regular vision and hearing screenings, does preliminary assessments for special programs, and takes care of students who may become sick or injured at school. If a student has a chronic health problem, the parents must notify the nurse before school, so that a health plan can be prepared. The nurse's purpose for being here is NOT to diagnosis illnesses or to take care of students who are already ill. Ill students should not be sent to school to be checked by the nurse.

SOCIAL WORKER-We have a social worker who will work with staff, students and parents to help students overcome concerns which may keep them from learning: lack of clothing, poor attendance etc. She may make referrals to community agencies as needed and will work with the student and the family to help them resolve problems they may have.

COUNSELOR-The counselors may work with you on relationships with others (students, your teachers, your parents); help you with your personal problems, educational planning, and other areas. They may come to

your classroom to teach lessons. The counselors, like the social worker, are also available to parents to help with family problems, which may affect school or be a concern to you. Students desiring to see the counselor should sign up in the Counselors' office for an appointment before school or after school. You may also sign up to see the counselor by completing a "request" in your classroom. The counselor will send for you after you have signed up to see her. The counselors are here to serve you and to help you reach your goals. Please inform the counselors and administrators should your needs NOT be met by the counselors.

MEDIATION

The student advisors provide mediation to students who are having difficulty with one or more students. If you are having problems with other students, you may choose to may get a pass to meet with a student advisor to help you with the problem.

VISITORS

Parents are always welcome, but are encouraged to make appointments if you need to speak to your child's teacher(s). Because our teachers must give their attention to their students, we ask that visits be limited only to parents or guardians.

WE ASK THAT ALL VISITORS SIGN IN WITH THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING. ALL VISITORS MUST WEAR A VISITORS PASS AND INFORM THE OFFICE WHERE THEIR VEHICLE IS PARKED

SCHEDULE CHANGES

When students are not being successful in class, there may be a variety of explanations. Many times, students and parents immediately decide that a change of teachers is the best answer. Usually, that is not the problem at all. Whenever a student has a classroom problem, the parents and/or student should discuss the concern with that particular teacher and/or team. If the problem cannot be solved, then the assistant principal for curriculum will be happy to have a conference with the parents, student and teacher. **The principal is available to conference with students and parents ONLY after all other steps have been taken.** We do not change students' schedules except to balance class sizes, correct an error in a schedule, or at administrative request. **STUDENT OR PARENT REQUESTED SCHEDULE CHANGES WILL NOT BE MADE.** We will work on the issue instead. Our students must be taught to overcome, solve, and/or work

around problems and frustrations that arise with teachers and classes.

MEDIA CENTER

Students are welcome to use the library in the morning beginning at 6:45 to 3:30 daily. However, they are not allowed to bring ANY food or drink into the library. Backpacks will need to be left outside or checked in. The library is NOT responsible for lost or stolen backpacks or items taken. Students will be held accountable for overdue books and charged a fee for each day the book is overdue until it's returned. Reference materials may be checked out overnight.

POSTERS/FLYERS

All signs must receive administrative approval and contain an official stamp in order to be displayed in the school. Approved signs must be removed immediately upon the expiration date. Only posters/flyers promoting activities of specific interest to Montbello High School will be approved. All posters/flyers should be NEATLY tacked to approved bulletin boards. NO SIGN SHOULD BE TAPED ON THE WALL OR GLASS FOR ANY REASON. THIS IS UNSIGHTLY AND UNPROFESSIONAL. IT DOES NOT ACCURATELY REFLECT THE TYPE OF INSTITUTION WE ARE AT MONTBELLO HIGH SCHOOL. It is the responsibility of the person or group hanging the posters to remove them upon the expiration date. Failure to follow these rules will result in the poster/flyer being confiscated and discarded.

PHONE CALLS

Emergency messages from a parent or legal guardian can be left for a student by calling the Attendance Office. An emergency is considered a situation that would require the student to leave the school and meets the criteria to receive an excused absence. Montbello High School does NOT have sufficient staff to deliver non-emergency messages. There will be absolutely no paging of a student during school hours. Use of the office telephone is restricted. Because our focus is on student learning, we cannot afford disruptions for non-emergencies. REMEMBER THAT STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES AND/OR PAGERS.

Need Help?

Located in our building:

Community Resources:

BOARD OF EDUCATION POLICIES

Student and parents should familiarize themselves with BOE policies concerning internet usage, sexual harassment, weapons, drugs, and other policies concerning student discipline.

**Montbello High School:
"Warrior Expectations" 2005-2006**

- 1. Attend School**
- 2. Do what any staff member asks you to do the first time asked.**
- 3. Respect yourself and others.**
- 4. Keep your hands, feet and objects to yourself at all times.**
- 5. Be on time to class and have assignments and materials.**
- 6. Be responsible for your own learning and behavior.**

Montbello Bell Schedule

Period #1	7:30 – 8:20
Period #2	8:25 – 9:15
Period #3	9:20 – 10:10
Period #4	10:15 – 11:10
LUNCH	11:10 – 12:00
Period #6	12:05 – 12:55
Period #7	1:00 – 1:50
Period #8	1:55 – 2:45