

MONTPELIER SCHOOLS

HOME OF THE LOCOMOTIVES



Junior/Senior High School Student Handbook 2023-2024

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FOREWORD

This handbook is presented in the hopes that it will provide a resource full of information, which will be helpful in aiding students to do their part towards keeping Montpelier Schools a place of respect, integrity and safety. All students enrolled in Montpelier Schools are held accountable for Board of Education policies as stated in this handbook. Read the handbook carefully. Please keep it as a reference throughout the year.

MISSION STATEMENT

In partnership with family and community, the Mission of the Montpelier Exempted Village School District is to educate students to their maximum potential and motivate them to be productive and responsible citizens.

INTRODUCTION

It is the intent of the teachers, staff and administration here at Montpelier Schools to prepare our young people for the future and society of the 21st century. In doing so, it must be addressed that the skills and tools may look a little different than what most are accustomed to in a traditional school setting. Our young people must be prepared to master today's technology in order to find and access the information world that is in front of them. Internet, media, literacy, and career readiness skills are all a part of this new age. With that said, it is also up to the young people to openly embrace the education and tools empowered to them while here at Montpelier. These tools, once owned by our students, can be carried on for a lifetime, and they are there for the taking. Our new generation of young learners must strive to be the best that they can be and allow Montpelier Schools to guide them into the future that is so bright and promising.

ALMA MATER

**To our school we pledge allegiance,
Dear oh 'Pelier High.
We will love our Alma Mater,
Never will it die...
Oh, Montpelier, oh Montpelier
School so tried and true...
Loyalty we give as ever,
To the White and Blue
GO BLUE!**

FIGHT SONG

**March the team across the field.
Show them Montpelier is here.
Set the earth reverberating with a mighty cheer.
Rah! Rah! Rah!
Hit them hard and see how they fall,
Never let that team get the ball
Hail! Hail! The gang's all here.
As we march on to Victory!**

STUDENT HANDBOOK POLICIES

NOTE: No policy can address, in specific fashion, all possible situations that may occur. When this policy does not address a specific behavior, students are expected to conduct themselves in a spirit of social responsibility and respect for others. All policies in this handbook are a product of the Districts Bylaws & Policies.

All forms referenced in this handbook are made available to the public on the school's webpage.
www.montpelier-k12.org

STUDENT CODE OF CONDUCT

The Montpelier Board of Education has adopted a Code of Conduct for all 7-12 students at Montpelier Schools. This Handbook is used, in addition to supplemental strategies, for social and emotional learning in our PBIS system (Positive Behavioral Interventions and Supports). It is important to note that additional rules may be developed for individual classrooms, different areas of school grounds as well as for special events. Nothing stated here or not stated here should be interpreted as to limit the ability of school officials to deal with unusual circumstances or to provide for individual differences. The rules and standards set forth apply to conduct on school premises, on school buses, involving school property, and/or conduct off school premises that directly affect other students and the reputation of Montpelier Schools.

This Handbook's intentional purpose is an approach to school discipline that gives preference to keeping students in school and recommends responsibility of EACH school community member. Proactive steps of positive behavioral supports and restorative practices are available before issuing consequences for misconduct.

All reported misconduct will be investigated by administration and due process will be provided as a flexible concept.

LEARNING COMMUNITY EXPECTATIONS

All members of our learning community—including students, teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Student Code of Conduct sets forth student rights and responsibilities while at school & school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct. Administered well and appropriately, positive discipline can become a powerful tool for teaching students to succeed. When considering intervention options, we will strive to address disciplinary matters as opportunities for learning and reserve suspension and exclusion for only the most serious offenses.

ACADEMIC EXPECTATIONS

Academic standing at Montpelier Schools is based on grade point averages that are demonstrated through the classroom learning. Grades are based upon, but not limited to; classroom participation, classroom activities/projects, homework, and tests/quizzes. Each teacher is responsible for how they determine grades and will provide a syllabus at the being of each course.

Honor Roll is determined by 3.3 GPA per nine (9) week period.

Grades and Grade Point Average calculations:

Grade Point Averages calculations:

A = 4.0/94-100%
A- = 3.7/90-93%
B+ = 3.3/87-89%
B = 3.0/84-86%
B- = 2.7/80-83%
C+ = 2.3/77-79%

C = 2.0/74-76%
C- = 1.7/70-73%
D+ = 1.3/67-69%
D = 1.0/64-66%
D- = 0.7/60-63%
F = 0.0/0-59%

Grades can be tracked by students and parents on-line each day through Schoology or PowerSchool. If needing assistance in signing up to track grades please contact the HS office 419-485-6700.

Report cards are stored as historical grades after each quarter. **If you would like a hardcopy of a report card please contact the HS office. We no longer send report cards or interims home with students.**

(See School Calendar for the ending of each nine-week period.)

HOMEWORK/CLASSWORK POLICY

Homework is an essential part of the Montpelier Schools program. Teachers assign homework as a review of skills taught in class or as a way of preparing students for upcoming class assignments. Teachers have patterned their classes after the State's Academic Content Standards which makes completion of homework essential not only for good grades but also for proper preparation for State mandated tests. Students should get in the habit of doing all assignments well and on time.

All teachers will explain what their homework policies are during the first day of class.

Students with an EXCUSED absence or school related absences from classes will have one (1) additional day, for each day of absence, to complete the work upon returning to school.

It is the student's responsibility to see their teachers upon returning to school after an absence and request make up work.

Regular attendance and participation are very important for all classroom work. When students are in class, they are to be an active participant in class activities, projects, note taking, discussions, quizzes and tests.

Failure to participate in class and refusal to do assignments will evoke classroom discipline for insubordination.

Homework will not count for more than 25% of a student's final grade.

Cheating or academic dishonesty- Students shall not engage in any form of academic dishonesty, including cheating on any assignment, quiz/tests or presenting work that is not their own. Violation of cheating or plagiarism will result in a zero for the assignment and the student redoing the work. Also, parents will be notified by the teacher, and depending on the length of the assignment, the student could be reassigned to the LOCOS room until the assignment is complete.

Plagiarism – Defined as “presenting someone else’s work as their own, example, cut and paste off internet or use of other’s words”. Violation of plagiarism will result in a zero for the assignment and the student redoing such work. Also, parents will be notified by administration, and the student could be issued a one-day reassignment to the LOCOS room depending on the length of the assignment. Continued recurrence of such violation will result in possible ISS, OSS and/or recommendation of expulsion based on administrative discretion.

Missing work is an on-going challenge with some students. The following policy is put into place to aide students, parents and teachers in partnering to overcome this issue. Late work over 2 weeks after due date will be considered an F for the assignment; unless approved by teacher/administration.

Steps listed below are per quarter.

STEP 1: 3 missed/incomplete assignments 1st referral

-Student/Teacher Conference (Why are they not completing assignments, assistance, expectations for completing missed/incomplete assignments, etc...)

-Parent/Guardian will be notified by the teacher via phone call/email (Share expectations, express concerns, identify ways parent can help etc...)

-Teacher completes a conduct form to notify administration of the specific missing assignments, inform the results of the student/teacher conference, and the communication with the parent.

STEP 2: 6th missed/incomplete assignment 2nd referral

-Teacher completes and submits a conduct form detailing the assignments that were missed to administration; referral is made for the tutoring program to parent and administration.

-Student will be assigned to the school's tutoring program until the student is caught up with missed work or failing grades.

STEP 3: 9th missed/incomplete assignment 3th referral

-Teacher completes and submits a conduct form detailing the assignment that was missed to administration

-Parent/Guardian will be notified by administration to come into school for a conference

-Team meeting will be set to discuss Academic Plan moving forward

-Student will be placed onto an Academic Expectations Plan

-Student can/will be **reassigned** to the LOCOS room to complete missing work

Subsequent steps for additional referrals will follow the Academic Expectations Plan developed for the student. The Academic Expectations Plan can be found in the Appendix A.

If a student has excessive missing/incomplete assignments for multiple classes, an Academic Expectations Plan may be instituted before reaching step 3 for any particular class. Students that have excessive missing/incomplete assignments may lose special privileges (examples include dances, fun days, field trips, assemblies etc.) at the discretion of the administration and students will be reassigned to the LOCOS room to complete missing work. If a student has excessive missing/incomplete assignments for multiple courses they may start off a new quarter on an academic plan at the administration's discretion.

ATTENDANCE, TARDINESS, AND TRUANCY POLICIES

It is the responsibility of the school to monitor and encourage attendance of each student, each day during the school year. The student is responsible to attend school each day prepared and ready to learn. And it is the responsibility of the parents to make sure that they communicate with the school in the event that their student must be away from the school.

With that said, when a student is absent from school the parent is required to call the school prior to 9:00 AM the day of the absence, in accordance with the Missing Child Act.

Parents may use the automated attendance line by calling: 419-485-6700 ext. 1710.

- After 10:00 AM, a PowerAnnouncement will be sent to the primary phone number to report the absence of your student. It is the responsibility of the parents to update the school with current phone numbers as they change.
- **Parents who call in an absence are still required to provide a written note or Doctor's excuse to the office upon your student's return that includes the following:**
 - ✓ the date the note was written
 - ✓ the name of the student and grade
 - ✓ the day or days the student was absent
 - ✓ the reason(s) for the absence
 - ✓ signature of parent/guardian
- If the school is unable to make-contact with, a parent or guardian, and there is no written documentation of the absence, it will be considered unexcused. **After 5 parent notes for the year a Doctor's note is required to be excused.**

EXCUSED ABSENCES:

- Personal Illness- **After 5 excused parent notes per year, a physician's note will be required**
- Death of a relative- one (1) day max. For extended family; three (3) days max. for immediate family with prior notice to the administration.
- Quarantine
- Observance of religious holidays
- Family emergency- Upon administrative approval
- Pre-approved Family Vacation (See Vacation Policy for more details)
- Special circumstances-examples may include; Prearranged college visitation days; (2) two per year for Juniors/ Seniors only, Court appearances, Driver's license tests, Medical or social counseling.

TARDINESS:

- Students arriving after the 8:00 AM bell are considered tardy. Students who are tardy to school are required to sign in at the office.
- Tardy to first period requires the student to be sent to the office for a tardy slip.
- Being tardy to class periods, automatically invokes the teacher's classroom discipline procedures. If a student is habitually tardy to class and has already served classroom consequences, the student will be referred to the office.
- Excessive tardiness (4 times) will be reported to the absence intervention team. Parents will be contacted, and an Attendance Plan for tardiness will be implemented; this **could lead to disciplinary consequences if not followed.**
- All tardy time will be calculated in the total time missed according to HB 410.

UNEXCUSED ABSENCES:

- Any absence not satisfying the requirement set forth by the State of Ohio will be classified as unexcused, even though the parent may approve the absence.

HB 410: TRUANCY LAW:

All students legally enrolled in Montpelier Schools must be in regular attendance of school outlined by Ohio Law. Regular attendance shall be defined as participation in all activities assigned to a student during specified school hours when classes are being conducted. The only tardiness or absence from these required activities that will be excused are those provided in Ohio Law and confirmed by parents or by legal guardian.

Excessive Absences:

- Any absences (excused or unexcused) totaling 38 hours in a one-month period, or 65 hours in one school year, administration will speak with the student, and parents will be notified by e-mail of such attendance issues.

Habitual Truancy: All cases will involve the Juvenile Probation

- Unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year.
- Upon reaching the 72 hours (excused or unexcused) benchmark or the 30 consecutive hours, students and parents will be notified by mail of an administrative conference at the school to establish a plan of action. That plan of action may include extra time being assigned to the school day, privileges being removed, and/or additional interventions as deemed appropriate by the absence intervention team. This could lead to a referral to the Juvenile Court system. Once a plan is in place, a Dr's note or being sent home by the school nurse will be the only excused absences; parent notes are no longer being excepted.
- If the student has absences as noted above, but the absence intervention team determines that the student has made "substantial progress" according to the plan, the administration will not file a complaint in juvenile court.
- The student has refused to participate in or failed to make satisfactory progress on the plan, use of strategies, or alternative behaviors then the administration will file a complaint in juvenile court.

ANTI-BULLYING/HARASSMENT POLICY

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, electronic or physical act that a student or group of students exhibits towards another particular student, group of students, administrator, employee, faculty member, teacher, consultant or volunteer, **more than once**, and the behavior both:

- Causes mental or physical harm to the other person or persons and
- Sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

This behavior is prohibited whether it is in the classroom, on school property, to or from school or at a school sponsored event:

Examples of such conduct includes but not limited to:

- Name calling
- Obsessive teasing
- Physical violence and/or attacks
- Unwanted touching
- Racial slurs
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing of money and/or possessions
- And/or could include electronically transmitted acts i.e., through the internet, social media, emails, through text messages or transmitted pictures that are brought into the school that is of a disruption to the educational process.
- Exclusion from the peer group or spreading rumors such as:
 - ✓ Posting slurs on web sites or on social media such as "Snapchat", "Instagram", or "Twitter"
 - ✓ Sending abusive or threatening text messages or instant messages
 - ✓ Using camera phones to take embarrassing photos/videos and posting them online
 - ✓ Using web sites to circulate gossip and rumors to other students

Students and/or parents should immediately file a report with a teacher, the administration or the local authorities. All reports will be investigated and documented. Staff members are obligated to report any prohibited activity they witness or are made aware of, and parents will be contacted. **If a situation is not reported; they cannot be investigated.**

Students found violating these policies will be subject to the following:

- Depending upon the severity of any given violation the following could occur: conference with administration, ASD, emergency removal from class, ISS, OSS, and/or immediately expulsion.
- Plus, parents will be notified of suspected/investigated incidents.
- Severe and/or repeated acts of bullying/harassment/hazing will result in suspension and the local authorities will be notified with possible charges filed, and the student(s) may be required to attend counseling.
- These consequences are also in effect for anyone found guilty of harassment of a victim reporting such incidents.

BOOK BAGS/BACK PACKS/GYM BAGS

- Book bags, purses, satchels, or briefcases will not be allowed into the classrooms.
- All personal effects should be left in their assigned locker with the following exceptions:
 - ✓ Book bags and/or purses of necessity need to be placed in the designated area of each classroom.
 - ✓ Bags used for gym clothes can be stored in the gym locker rooms. Locks can be provided by the PE teacher.
 - ✓ Large bags used for athletic equipment may be stored in the coaches' classroom if too large to fit in a locker.

CELL PHONE POLICY

- Students may possess cell phones in & on school property during designated school hours, and during after-school activities (e.g. extracurricular activities).
- Students are personally and solely responsible for the care and security of their own cell phones.
- The Board assumes no responsibility for theft, loss, damage, or vandalism of cell phones brought onto its property or the unauthorized use of such devices.
- Parents/Guardians are advised that the best way to get in touch with your child during the school day is by calling the school office. Students are allowed to use school phones to contact parents/guardians during the school day with the permission of administration.

Below you will find the details of when and how students are allowed to use phones in the building:

- Phones or Smartwatches can only be used at lunch tables and standing at lockers in between classes for texting purposes only.
 - ✓ Facetiming, personal calls, or social media video-taping of others during lunch is prohibited.
- Phones in classrooms can be used for educational purposes only; with teacher permission only.
- Phones are prohibited in restrooms, Media Center and during emergencies
- **Earbuds and Earbuds are prohibited unless given permission by a staff member**

The following criteria must be followed to be able to keep the Cell Phone Use privileges:

- **Students found to have called or texted during an unauthorized time during the school day is in violation of the cell phone policy.**
- **Students that call or text a family member with intentions of leaving the school grounds without permission of school personnel will be in violation of the cell phone policy.**
- Students are prohibited from using WCDs to capture, record, record self or others in a TikTok, or transmit the words, (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.
- Use to transmit, forward or receive educational materials that could be considered academic dishonesty or plagiarism.
- Students are prohibited from using HHD in any way that might reasonably create in the mind of another student an impression of being threatened, humiliate, harassed, embarrassed or intimidated. (See Bullying Policy)
- Cell phones are not allowed to be used in the PreK-6 wings of the building at any times.
- No expectation of confidentiality will exist in the use of HHDs on school premises/property.
- **Cell phone rights can be taken away.**

Students found in violation of this policy are subject to the following consequences:

- The student will surrender the device until the end of the period or day and student can pick it up.
- Students will be issued a detention for violation of the policy
- If violation is a reoccurrence and the phone is confiscated, it will only be released to the student's parent/guardian and/or
- Three (3) infractions will result in loss of privilege of their phone and will need to be turned into the office daily.
- The building principal may refer the matter to law enforcement if the violation involves an illegal activity.

CONDUCT TOWARD SCHOOL PERSONNEL/DISRESPECT/CLASSROOM DISRUPTION

A student shall not use undesirable lewd, or vulgar language, raise their voice toward ANY school employee or other student, nor shall a student intimidate, threaten in any manner, show disrespect or act of deceit toward ANY school employee or other student at ANY time. Any student engaging in verbal confrontation with a school employee or another student in or out of the classroom is considered to be in violation of such a policy. Such behavior is considered insubordination, "a student not doing what is asked of them by an adult".

- Students refusing to comply with adult instruction or refuses to perform classroom assignments are also considered to be insubordinate.
- Students found in violation of this policy will be referred to the office with possible detention, emergency removal, suspension, expulsion, and/or possible charges filed with the local authorities.

DAMAGE/THEFT OF SCHOOL PROPERTY

A student shall not cause/attempt to cause damage, steal/attempt to steal, or conceal/attempt to conceal any school property in the classroom, items from the cafeteria or any location belonging to Montpelier Schools. The Ohio Revised Code provides for parent liability up to \$10,000 for such activity by a student. Parents will be notified, and 10 Days of Out of School Suspension/possible expulsion will result if a student is caught damaging or stealing, and possible damaging or theft charges may be filed with local authorities.

Damage or Theft of personal Chromebooks will be dealt with through the technology department. Jim Lee ext. 1717.

DAMAGE/THEFT OF PRIVATE PROPERTY

A student shall not cause/attempt to cause damage, steal/attempt to steal, or conceal/attempt to conceal any private property belonging to another student or adult, while on school premises, on school transportation, or while at any school function or sponsored event. Parents will be notified, and 10 days of Out of School Suspension/possible expulsion will result if a student is caught damaging or stealing personal property. Possible damaging or theft charges may be filed with local authorities.

DRESS CODE POLICY

There is an important relationship between personal appearance and general attitude. Students participating in extracurricular activities may be subjected to harsher consequences as determined by individual coaches/team rules.

Specific regulations include but are not limited to the following:

- Appropriate undergarments must be worn
- Clothing/jewelry which advertises or displays tobacco, alcohol, illicit drugs or inappropriate language or matter are prohibited
- Hats/head coverings; such as hoodies covering a student's head, bandanas or sweat bands will not be allowed to be worn throughout the school day except for ethical, religious or medical reasons or during special spirit events.
- Holes in the jeans that may display undergarments or administration deems inappropriate.
- Wallet chains or jewelry which is perceived by the administration as inappropriate will not be permitted.
- **Specific examples of dress not meeting minimum standards include the following: muscle shirts, halter tops, shirts with spaghetti straps, off the shoulder tops revealing undergarments, crop tops that show mid-drift, shirts that are low cut, revealing or offends the standard of modesty; and/or suggestive name brand or novelty clothing ('Bong', Hooters, etc.),**
- **Bottoms (Pants, Shorts, Skirts & Dresses) that are too short will be at the discretion of the administration.**
- **Pajama pants are not acceptable.**
- Dress code also applies during physical education classes as well.

Students found in violation of this policy are subject to the following consequences:

- Student will be asked to change into clothing meeting dress code policy or be sent to the nurse to change.
- Attempt to call home and request for new clothing to be brought to the school.
- Refusal to change will warrant a reassignment to the LOCOS room for the remainder of the day.
- Repeat violations of three (3) or more dress code infractions, student will be determined to be insubordinate and the student will be issued a one (1) day ISS.

ELECTRONIC EQUIPMENT POLICY

While in some instances the possession and use of electronic equipment by a student at school may be appropriate, often such equipment serves only to distract, disrupt or intimidate others. Students shall not use or possess any electronic equipment on school property without the permission of the principal, classroom teacher, and/or advisor/coach.

Specific examples include:

Cameras

Bluetooth or wireless speakers and/or playing music through phones where others can hear the sound

Laptops

Personal readers, (ex. Nooks or Kindles)

Lasers

Laser pens or pointers

Electronic games or toys

Students found in violation of this policy are subject to the following consequences:

The student will surrender the device.

Students will be issued a detention for violation of the policy.

ELECTRONIC MEDIA, COMPUTER NETWORK, AND INTERNET

Students are subject to both the Acceptable Use Policy for gaining access to school owned/controlled technology. Student violations of the Acceptable Use Policy are also in violation of the Student Code of Conduct. Use of school copy written words, images, or other material is strictly prohibited.

A complete version of Technology, e-Mail, Software, Webpage and Student Safety may be found on the school's webpage or on Final Forms:

Students found in violation of the Acceptable Use Policy and/or violations of copyright laws are subject to having accounts disabled or restricted in addition to detentions, suspensions, or possible expulsion.

EXTRA CURRICULAR POLICY

All students in any extracurricular activity are bound by this policy. Extracurricular participation is a privilege, predicated on the academic achievement of each individual student. Any student wishing to participate in any extra-curricular activity (athletics, band, choir, Locomotion, musical, NHS, student council, and any other clubs) must follow the given guidelines:

- Code of Conduct must be followed on or off campus for any Montpelier sponsored event
- Any student may be asked to leave an extracurricular event if deemed so by school personnel or administration.
- Any student under school appointed ISS or OSS is prohibited from attending any events and/or practices.

FAILURE TO SERVE

Any student failing to serve an appointed After School Detention will be issued a 2 Hour Friday School, and parents will be notified.

Any student failing to serve an appointed 2 Hour Friday School will be issued a 1 day of reassignment to the LOCOS room and lose cell phone privileges for the day, and parents will be notified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA is a Federal Law that requires Montpelier Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Montpelier Schools may disclose appropriately designated 'directory information' without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Montpelier Schools to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production

The annual yearbook

Honor roll or other recognition lists

Graduation programs

Sports activity sheets, such as wrestling, showing weight and height of team members directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories- names, addresses, and telephone listing-unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Montpelier Schools to disclose directory information from your child's education records without prior written consent, you must notify the District in writing by September 15th. Montpelier Schools has designated the following as directory information:

Student's name, address, grade level, photograph, DOB & location, dates of attendance, telephone listing, weight and height of athletes, major field of study, degrees, honors & awards, educational agency or institution attended, electronic mail listing, and participation in officially recognized activities and sports

FOOD – LUNCHROOM POLICY

Clear water bottles are allowed during the school day in the classroom. **No solid colored drinking containers.**

No carry out food or containers are allowed.

Breakfast is provided in the AM. Students eating breakfast at school must finish and make their way to class without food at the tardy bell; 7:55 AM.

Students are not allowed to eat breakfast in the halls or classrooms unless specified by teacher or administration.

We encourage students to eat either a "type A" lunch or one of the many other options available in the cafeteria.

All students are required to stay on campus for lunch.

All students are required to remain in the lunchroom area during their designated lunchtime. If found in other locations will result in an after-school detention for leaving assigned area.

They may leave to use the restroom, **with permission only after signing out of the area.**

Lunchroom conduct must be appropriate:

Food and drink must stay in the lunchroom and should not be consumed in the hallways or classrooms.

Students are not allowed to call for or have carry-out or delivered carry-out during school hours including lunchtime.

Specific rules include:

All food and drink are to be consumed in the auditeria unless special circumstances are allowed.

Students will enter the lunchroom in an orderly manner, no running or cutting in line.

Students will not be allowed to move from table to table during lunch or walk around tables eating.

Students will not throw food or food containers.

Students are responsible for placing trays, silverware and trash in the proper receptacles.

There should be no sitting on the tables, standing on chairs, or using the chairs as steps or foot rest.

Students will comply with all directions given by an adult or supervisor(s) when in the lunchroom.

Students must display all foods to the cashier during checkout.

Any minor referral made during lunch will be subject to the following:

Restorative Practices will be used to promote desired behavior during lunchroom times.

Students may be required to clean the floors or table areas

Students may be moved and separated from their peers during lunch.

Any major referrals will or can be assigned: a lunch detention, after-school detention, 2-hour Friday school detention for major disruptions, **emergency removal from classes**, suspension for insubordination and/or disrespect toward a staff member in the auditeria.

Students concealing or stealing food from the cafeteria will be subject to a parent call home, suspension, law enforcement being contacted and possible expulsion.

GANG POLICY

A gang is any identifiable group or club who displays or communicates membership in that group and whose purpose includes the commission of illegal acts or the violations of disciplinary rules of the Montpelier Schools.

PROCEDURES- In accordance with the Safe School Act of 1994, No student on school property, to or from school, or at any school activity shall:

Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.

Engage in any act, either verbal or nonverbal, including hand gestures, demonstrations, membership, or affiliation with any gang.

Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:

Soliciting membership in, or affiliation with any gang.

Soliciting any person to pay for "Protection", or threatening any person, explicitly, with any other illegal or prohibited act.

Painting, writing, tattooing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on one's self, school property or personal property.

Engaging in violence, extortion, or any other illegal act or other violation of school policy.

Soliciting any person to engage in physical violence against any other person.

Students found in violation of this policy will be subject to the following consequences:

Students may face suspension or possible expulsion, in addition to applicable criminal and civil penalties. School administration or their designee will confiscate materials and report any act of gang related activities to local law enforcement authorities, plus parents/guardians

GUIDANCE SERVICES

Guidance services are available for all students to help them in the areas of academic, career readiness, and social development.

Individual conferences with students are encouraged and should be scheduled by the student during an academic assist or before or after school. Students are encouraged to seek assistance from our guidance department, classroom teachers, school psychologist, or any adult with whom they feel comfortable.

Schedule Changes:

It is hoped that parents/guardians and students both will give much thought to the selection of courses. Once a student has finalized a schedule, changes should not be necessary.

The administration realizes that circumstances may arise that necessitates a schedule change. However, it should be stressed that schedules will not be changed if the change does not, in the opinion of the guidance counselor and/or administration, directly benefit the stated educational goals of the student.

Any course that is dropped after the first week will result in an "F" being recorded on the transcript.

HALL PASSES-SMARTPASS

All students 7-12 should be using the assigned SmartPass program. If students are misuse or are in violation of the SmartPass, the student will have passes taken away from 5 to 2 per day. If further violations occur they could lose all pass privileges in leaving the classroom.

Students that are not where they are supposed to be are considered to have "left assigned area" and will be issued an after-school detention, or possible reassignment to the LOCOS room.

HOMEWORK/CLASSWORK POLICY

Homework is an essential part of the Montpelier Schools program. Teachers assign homework as a review of skills taught in class or as a way of preparing students for upcoming class assignments. Teachers have patterned their classes after the State's Academic Content Standards which makes completion of homework essential not only for good grades but also for proper preparation for State mandated tests. Students should get in the habit of doing all assignments well and on time.

All teachers will explain what their homework policies are during the first day of class.

Students with an EXCUSED absence or school related absences from classes will have one (1) additional day, for each day of absence, to complete the work upon returning to school.

It is the student's responsibility to see their teachers upon returning to school after an absence and request make up work. If the work is not made up within 1 week of the absence, an F will be assigned to the assignment.

Regular attendance and participation are very important for all classroom work. When students are in class, they are to be an active participant in class activities, projects, note taking, discussions, quizzes and tests.

Failure to participate in class and refusal to do assignments will evoke classroom discipline for insubordination.

Homework will not count for more than 25% of a student's final grade.

INDUCING PANIC

Students engaging in verbal or written threats towards others, school personnel, or school facilities will be immediately questioned by administration, parents will be notified and/or local authorities will be notified.

The following consequences could occur: conference with administration, emergency removal, ASD, ISS, OSS, and/or immediate expulsion.

LOCKERS

Students will be assigned one at the beginning of the school year and are required to keep and maintain that same locker throughout the school year. Such lockers must stay clean enough to allow the locker doors to shut properly. No food or drink is allowed to be kept in the lockers unless properly stored in a lunch container of some type. Locker signs are allowed if representation of an extracurricular organization is represented. Periodic removal of locker signs will be deemed by the administration. The lockers remain the property of the school and the school reserves the right to periodically inspect the lockers as deemed necessary. No student should have an assumption of privacy for the contents of a locker. Any student who intentionally damages a locker will be fined for repair cost.

MEDICATION POLICY/ NURSES SERVICES

The Montpelier School system is equipped with a nurse and health clinic. Students must secure permission from a teacher or the office to go to the clinic and a Smartpass should be requested. The nurse on duty is qualified to deal with minor accidents, injury and illnesses. If a student indicates an illness, the nurse is responsible for contacting the parent/guardian to determine if the student should be sent home.

Students should not attempt to contact a parent for permission to leave school until they have been seen by the nurse or directed by the office. Students will not be allowed to sign out without having followed this procedure. If a student contacts a parent to be picked up via cell phone without having been seen by the nurse, they are in violation of our cell phone policy, and a verbal warning will be given, second offense will be an ASD.

Prescription Medication

Before any prescribed medication or treatment may be administered to any student during school hours, the school requires a written statement from a licensed health professional authorized to prescribe drugs accompanied by a written authorization of the parent. (See Appendix D-Medication Request Form)

Non-Prescription Drugs

Before any non-prescribed medication or treatment may be administered, the school shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of such medication.

Students found in violation of the medication policy, will be subject to the "Use or possession of alcohol or drugs" policy.

PERMISSION TO LEAVE SCHOOL

Students will not be allowed to leave school without prior approval from the office. If a student has an appointment during regular school hours, he/she must bring a note from the parent/guardian stating the time and reason for leaving. This excuse must be turned into the office prior to being gone or having teachers sign notes. If a note is not accompanying the student the only way for a student to be allowed to leave will be by verbal consent over the phone by a parent. No student shall be released to anyone who is not authorized in writing by the parents.

Any student leaving the school building without permission will be assumed truant. Students violating this policy will be issued one (1) day ISS. Local authorities may be contacted if deemed necessary.

PUBLIC DISPLAY OF AFFECTION

Students will refrain from inappropriate displays of affection while at school or during school sponsored events.

Such conduct includes, but not limited to:

Holding hands, walking arm-in-arm, kissing, extended hugs, etc.

Students found in violation of this policy will be subject to the following consequences:

Students will be issued a warning: Restorative Practices will be set in place and conferencing and/or counseling will be warranted. Stated law (ORC 33.13.666) any suspected or reported "dating violence" must be treated as a bullying or harassment violation according to this handbook and is grounds for similar consequences.

SEARCH AND SEIZURE

The Montpelier Schools recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure. While spaces in lockers and desks are provided for storage, such spaces remain the property of the Board and, in accordance with law, may be the subject to random searches. With the duty to safeguard the safety and well-being of all students, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules.

- **Hand held metal detectors may be used to assist in such searched when deemed appropriate by administration.**
- **The administration is authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage or illicit drugs.**
- **Locker searches by administration will occur when there is reasonable suspicion of a violation of code of conduct.**

SECURITY CAMERAS

Security cameras are used both in and out of all buildings in the district to assist in the security of students, staff and property. The primary purpose of the cameras is to monitor high traffic areas and those in which people enter/exit the school premises. At the discretion of the administration, cameras will be used in matters involving student conduct. Use of security cameras will follow law to protect the privacy rights of students, staff and other individuals.

SIGNAGE

Any posters or signage on lockers or walls must have administrative approval.

STUDENT DRIVING/PARKING PASSES

Parking in the school parking lot is a privilege. Any student parking any car, must be registered with a parking pass. Parking passes can be purchased in the HS office for \$5.

If a student is found to be driving on school property in a reckless manner, driving off the designated drive, or if there is excessive noise from the vehicle, student will be warned the first time (depending on the severity of the violation), and future occurrences will result in having the driving privileges removed and the parents and local authorities will be notified.

Drivers must follow all parking lot rules when parking their vehicles, violators will be notified and warned, repeated offences will warrant parking violations suspended and/or removed.

Cars are off limits to all students during the day unless the student has permission from the administration.

All vehicles parked within the school zone are subject to searches by school authorities and/or the local police.

Any vandalism to school or private property by drivers will have their parking privileges revoked.

Students riding with other students must have parental permission to do so. Violation of such rule will be handled on a case by case basis.

SUSPENSION, EXPULSION AND DUE PROCESS

As referenced in the Introduction of this Handbook, resources and social-emotional intervention exist to develop and maintain a PBIS plan, and/or implement restorative practices. In the event that students violate the rules, the school community will prioritize keeping them in school and helping them learn from mistakes. Restoring students and those affected by their behavior is the desired outcome of this approach.

- However, if necessary, procedures for suspension or expulsion of a student from a class and classes will be as follows and will be given due process:
 - ✓ The student will be given a written notice of the intention to suspend or expel; this notice will specify the reason for the action.
 - ✓ The student will have the opportunity to appear at an informal hearing to explain the behavior or challenge the reasons for the intended action by the school. This hearing may take place immediately or parents may be notified and a hearing scheduled for another time.
 - ✓ If the School's decision is to suspend or expel, the parent/guardian will be notified in writing.
 - ✓ The student or parent/guardian may appeal the action to the superintendent and then the Board of Education.
 - ✓ Students may be immediately removed from a class or activity if their presence poses an on-going threat to persons, property, or the academic process. However, removal for a period longer than 24 hours will be in accordance with the above procedures.
 - ✓ Any on-line work issued during OSS will be due each day assigned and/or immediately upon return to school.

THREAT/ASSAULT/DISRESPECT TO STUDENT OR SCHOOL PERSONNEL

No student shall intentionally threaten, assault, show physical aggression, or show disrespect to another student or any school personnel. Nor shall they obtain money or property by means of violence, threat of violence, or forcing someone to do something against his/her will.

- Fighting or unwanted touching on school grounds, during school hours or during scheduled school events could result in the following:
 - ✓ A 911 call being placed to check on the extent of bodily harm to the victim and assailant (cost to the parent of the student throwing the first punch)
 - ✓ Local authorities will be contacted and charges could be filed
 - ✓ ISS, OSS or recommendation for expulsion will be issued depending on the severity of the infraction.
 - ✓ **As deemed by administration discretion.**
- Threatening verbal behavior will be handled just as seriously as causing physical harm to another.
- **Misbehaving for a substitute- Students who misbehave while a substitute is in the classroom will have heavier consequences.**

TRANSPORTATION

- Students riding buses must abide by all bus rules:
 - ✓ Getting on and off buses, including time at the bus stops
 - ✓ During the time they are actually on buses going to and from school

- ✓ Students shall be treated, for all purposes, as though they were on school grounds.
- ✓ The eating or drinking of any food items, including gum and candy are prohibited while riding on any bus.
- ✓ Failure to abide by reasonable rules established by the bus driver or the transportation supervisor may result in the student being removed from the bus and consequences assigned by administration.

TRESSPASSING OR LOITERING

- Students shall not loiter around their cars on school grounds, or enter school facilities unless participating in or attending a school-sponsored activity. This rule applies to hours in which school is not in session. No student shall be present in an unauthorized place at any time.
- Refusal to leave when told to do so during or after school hours by school or law enforcement personnel will result in suspension or possible expulsion.

TOBACCO USE OR POSSESSION

Tobacco possession includes: lighted cigarette, cigar, pipe, or other lighted smoking equipment, including electronic cigarettes (e.g. e-cigarettes) and/or vaping devices and/or chewing tobacco. Tobacco possession also includes: all tobacco/nicotine containing products, including smokeless and chewing tobacco, and vaping related liquids, oils and/or waxes. It also includes lighters, matches and other materials used to ignite or produce tobacco use.

- Use of tobacco or nicotine in any form on school property, at any school sponsored events, or within sight of school property by any student, is strictly prohibited by the Montpelier Board of Education.
- Possession or use of tobacco or nicotine will result in consequences for suspicious activity to confiscating product. A minimum of watching educational videos, assigned days of ISS to possible On-line classes to be completed with a cost of \$60 period class. Subsequent infractions may result in increased consequences up to and including expulsion.
- In addition, the Board recognizes that the possession or use of tobacco or nicotine by students under the age of 21 is against the law. Therefore, the Board authorizes the school administration to work with law enforcement and the court system in enforcing of such statute based on school policies and practices.
- Any student suspected of vaping will follow the Vaping Flow Chart to determine consequences. (See appendix C)
 - 1st offence will be sent to the ISS room to view the 5-minute video and at the end of that period will go back to daily classes.
 - 2nd offence will be assigned 3 days of ISS and watch an educational video on the dangers of vaping
 - 3rd offence will be assigned 5 days of ISS and be required to demonstrate completions of a on-line Vaping course through the Juvenile Courts; Cost of \$60 to the parents or contact the Juvenile Probation department for their assistance.

UNAUTHORIZED FIRE

- The attempt to set a fire or intentionally setting a fire or ignite any form of flammable material on school property or at a school-sponsored activity is not permitted.
- Students found in violation of this policy will be suspended with possible expulsion. Parents and local authorities will be notified.
- Students should not evoke panic by pulling the fire alarm. Possible fine, suspension or expulsion will occur.

USE OR POSSESSION OF ALCOHOL OR DRUGS

- A student shall not possess alcohol or drugs at any time in locations such as, but not limited to, purses, wallets, lockers, desks, etc.
- Use, sell, offer to sell, buy, offer to buy, transmit, cultivate, manufacture any form of drug or alcoholic substance such as but not limited to:
 - Any form or type of alcoholic substance
 - Narcotics, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, "inhalant," "look-alike," "designer drug," anabolic steroids, controlled substance, dangerous substance or any other drug that is counterfeit, controlled, dangerous or intoxicant of any kind.
- Possession of smoking devices or other paraphernalia typically used in the consumption of dangerous drugs or controlled substances is also prohibited.
 - ✓ The first violation of this rule will carry an automatic ten (10) day OSS.

- ✓ The second violation in the same school year is immediate expulsion.
- For all three offenses the following will be notified:
 - ✓ Parents or legal guardians
 - ✓ The Montpelier Police Department
 - ✓ Guidance counselor
 - ✓ Juvenile Probation Department, if student is on probation
 - ✓ Juvenile judge and registrar of motor vehicles in accordance with the provisions of H.B. 204.
 - ✓ Anytime a student is selling or dispensing drugs, etc. on school property or at a school-sponsored event, he/she may be expelled from school and the Montpelier Police Dept. will be notified.
 - ✓ Students who have prescription drugs in their possession shall notify the office and fill out the appropriate forms. Failure to notify the office may be grounds for suspension and or expulsion.

VACATIONS

Students taking a vacation with their family during the school year will need to submit a Vacation Form in advance of leaving for the vacation in order for the days missed to be excused. Since vacations typically mean an extended absence from school, the student is required to inform the principal and his/her teachers in advance of the intended vacation with a parent note to be signed by the administration and all teachers of the student. Also, the student is responsible for making up all missed work. The student will be given one day for each day missed for make-up work.

The vacation form can be picked up in the office.

The administration has the right to deny any request due to student's low grades or poor attendance or excessive number of days for vacation. Also, if state testing is occurring it is advised to make alternative arrangements.

VISITORS

All visitors must report to the main office upon entering the building. Parent and/or grandparents will be issued a visitor's pass to be allowed into the main hallways. No students from other districts or recent graduates will be allowed to enter the main halls or visit current students/teachers without the approval of the administration. Adult family members will be allowed to eat lunch with approval of the administration.

WEAPONS/EXPLOSIVES/FIRES

Firearms, knives, explosives or any other materials capable of inflicting bodily harm used in an illegal manner are prohibited on school property and at school-sponsored events.

Any weapon found without intent to cause harm will be confiscated and the student will be issued three (3) days of ISS, and parents will be notified.

Any dangerous weapon or explosive found with intent to cause harm will be confiscated and the student will be issued ten (10) days of OSS, possible expulsion, and parents and local authorities will be notified.



1015 East Brown Road Montpelier-OH
Office 419-485-6700 ~ Principal 419-485-6703 ~ Fax 419-485-

Principal Su Thorp~Guidance Stephanie Friend~AD Joe Brigle~Secretary Yoli Saneholtz

Academic Expectations Plan

Date: _____

Because _____ has had a significant and reoccurring issue with _____, Montpelier’s Administration has developed an academic plan with specific criteria that will need to be upheld in order to avoid the listed consequences.

Academic Plan

- 1st consequence:** 3 Days Reassignment (an additional 3 missed assignments)
- 2nd consequence:** 5 Days Reassignment (an additional 3 missed assignments)
- 3rd consequence:** 10 Days OSS with Recommendation for Expulsion
- 4th consequence:** Expulsion

Name of Student _____ Signature

Name of Parent _____ Signature

Name of Administrator _____ Signature

*Signature confirms that the signing parties have received a copy of this document. *

Appendix A



1015 East Brown Road Montpelier-OH
Office 419-485-6700 ~ Principal 419-485-6703 ~ Fax 419-485-

Principal Su Thorp~Guidance Stephanie Friend~AD Joe Brigle~Secretary Yoli Saneholtz

Behavior Plan

Date: _____

Because _____ has had a significant and reoccurring issue with _____, Montpelier's Administration has developed a behavior plan with specific criteria that will need to be upheld in order to avoid the listed consequences.

Behavior Plan

1st consequence: 3 Days Reassignment

2nd consequence: 5 Days Reassignment

3rd consequence: 10 Days OSS with Recommendation for Expulsion

4th consequence: Expulsion

Name of Student Signature

Name of Parent Signature

Name of Administrator Signature

Signature confirms that the signing parties have received a copy of this document. *

Appendix

Vape Detector Alerts

Are students able to be seen going in/ out of restroom?

Yes

No

Are all students identifiable?

End of Investigation.

Yes

No

Build a student list

Question known students to build a student list

Question students

Student admits

Student denies

Search student, belongings, locker

Found vape

No vape found

Appendix C

- Give Consequence (3 days ISS for 1st time) And watch video
- Take vape
- Call parent
- 2nd offense is the Below course at a cost to the parent(s)

- 19 -

1st Offence 1- day ISS
 2nd Offence 3 days ISS
 3rd offense, student (s) will be sent to the ISS room for 5 days to complete the following course; cost of \$60 to the parent(s)/ or contact JP for assistance.
 3rd Millennium
<https://account.3rdmil.com/enrollment>

2nd Offence-Student (s) will be sent to the ISS room to view the following video



1st Offence-Student (s) will be sent to the ISS room to view the following video



