MONTPELIER SCHOOLS
HOME OF THE LOCOMOTIVES

Middle School
Student Handbook
2026-2027

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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 accustom 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.

NOTE: No policy can address, in specific fashion, all possible situations that may occur. When a 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 5-8 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.

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 JH 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 JH office. Report cards and interim reports will be emailed to parents of JH students only; each mid quarter and end of quarter.**

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.
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. Failing to do so will be an insubordinate referral to the office.

MAKE-UP WORK

Classwork missed due to an excused absence may be made up. No grade will be given unless the make-up work is completed. Make-up work not completed will be recorded as an "F" or "0". It is the **student's responsibility** to complete the make-up work in a reasonable amount of time set and communicated by the teacher. In general, students will be given the same number of days absent to equal the number of days to make up any missed work.
Students with an absence or "school related missing from classes" will have **one (1) additional day**, for each day of absence, to complete the work upon returning to school. (ex. 2 days absent + 2 days to complete work).
It is the student's responsibility to see their teachers upon returning to school after an absence and request make-up work. **One week** after returning to classes, all missing work, not submitted, will stay a zero, unless arrangements have been made with a specific teacher.

LATE WORK

Late work and/or 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 will be accepted by teachers for up to **2 weeks after due date, at 50%** of total points. After two weeks of being late, the work will be considered a 0 for the assignment; unless approved by teacher/administration.
Interventions as follows, but not limited to will be implemented with JH students:

- Email or call home to parents by the teacher
- Special privileges will be replaced with extra study hall time
- After school tutoring sessions
- Reassignments to the LOCOS room
- In-school meeting with families
- Placed on an Academic Plan (Appendix A)

Cheating, Plagiarism or academic dishonesty- Students shall not engage in any form of academic dishonesty, including cheating on any assignment, quizzes/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. Continued recurrence of such violation will result in possible ISS, OSS and/or recommendation of expulsion based on administrative discretion.

Montpelier Schools Attendance Policy

Section I: Value Statement

The Board believes that Consistent school attendance is the cornerstone of academic achievement and future career readiness, directly impacting a student's ability to master core subjects, build strong foundational skills, and develop essential workplace habits like punctuality and responsibility. By maximizing daily learning opportunities, regular presence increases graduation rates and prepares students for long-term career success.

Section II: Definition of Terms

The Board has adopted the following terms and definitions that will be consistently utilized in our attendance-related work and reporting.

Compulsory school age: A child between 6 and 18 years of age is "of compulsory school age" and must attend school each day. A child under 6 years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age."

Average Daily Attendance (ADA): A schoolwide measurement that shows the total hours ***all*** students attended school divided by the total hours ***all*** students could have attended the school year. It is an indicator of how many students typically show up each day. Average Daily Attendance tends to mask chronic absence and can make it difficult to see when a school or district has an attendance issue.

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Excused Absence: The Board acknowledges there are times when a student simply cannot be at school. The Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness of the child, which may require a written physician's statement
2. Death of a relative
3. Medical, behavioral, or dental appointment. Coming to school before and/or after the appointment is recommended

4. Observance of religious holidays, when outside “Religious Expression” below
5. Pre-enlistment reporting to military enlistment processing station, unless used to help fulfill graduation requirements and will be counted as “present” for school
6. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status
7. Absences due to a student experiencing homelessness, defined as a student who lacks a fixed, regular, and adequate nighttime residence
8. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian
9. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school
10. Absences due to vacation should be approved by an administrator prior to days missed in order to be excused. Vacation Forms can be obtained in the office and need to be signed by the guardian, teachers and administrator. The student is responsible for making up all missed work and will be given one day for each day missed for make-up work. Administration has the right to deny any request due to student’s low grades, poor attendance or excessive number of vacation days. (If state testing is occurring it is advised to make alternative arrangements.)

It is the responsibility of the student’s parents/guardian to notify the building attendance line that their child will be absent from school for a specific period of time. Notification must occur by 9:00am on the same day the student is absent from school. The phone number for reporting absences is 419-485-6700.

The parent, legal guardian, or custodian must provide a written explanation for the absence that includes the date and time of the absence, along with a signature. This is to be turned in to the office upon returning to school.

Religious Expression: A student may have up to three days excused for religious expression. To receive these days, the building principal must receive written notice from the student’s parent or guardian within 14 days of the beginning of the school year or within 14 days of the student’s enrollment date. A student absent in this way may still participate in after-school activities. The student will also receive reasonable accommodations for any academic requirement or testing missed. A non-exhaustive list of major religious holidays, festivals, and religious observations is available on the district’s website**.**

Extracurricular Activities: In-state events sponsored by the district may be considered instructional opportunities for students. The superintendent or designee may determine under what conditions these opportunities allow for a participating student to be marked as “present” for school.

Tardiness: Tardy minutes will be accumulated and counted toward unexcused absence time. Repeated tardiness may result in disciplinary action in addition to the loss of instructional time. It is the expectation that all students arrive on time and ready to learn each day.

Tardy Policy for Grades 7-8: (Resets Every 9 Weeks)

Late for School: Counted as tardy

- **3 Tardies:** Warning issued
- **5 Tardies:** Lunch Detention and parent/guardian contacted
- **7 Tardies:** After-school detention

Habitual Truancy: Any student who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the student's district or school determines the student and student's family are making satisfactory progress in improving the student's attendance at school. However, if the student and the student's family cease to continue making progress in improving the student's attendance, a complaint shall be filed with the juvenile court.

Out-of-School Suspension: A disciplinary action that removes or excludes a student from their usual educational setting. This is different from in-school suspension, which may include an alternative learning opportunity for a student in a different setting and still may be counted as present. Truancy shall not be the sole reason for a student's suspension or expulsion.

Intervention Thresholds

Tier	Threshold	Intervention
Tier 1	5% of school year or 50 total absent hours *or* 25 unexcused hours	Supportive outreach via email or letter
Tier 2	10% of school year or 100 total absent hours *or* 40 unexcused hours	Phone all meeting with guardian
Tier 3	15% of school year or 150 total absent hours *or* 60 unexcused hours	In-person intervention meeting

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
- 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, school 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 immediate 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 are prohibited from using cell phones at all times between the hours of 8AM and 3PM.

  - ✓ Cell phones will be allowed during after-school activities.
  - ✓ Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code, a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794, or as permitted under the building's comprehensive emergency management plan adopted under section 5502.262 of the Revised Code.
  - ✓ A student shall use a cell phone or other electronic communication to monitor or address a health concern if the school board receives a written statement from the student's physician requiring such use.
  - ✓ Students shall keep their cell phones in their student's locker at all times or not bring a phone to school at all if they have an issue leaving it in their lockers throughout the day.

Cell Phone Discipline

- If a student violates this policy, a teacher or administrator shall take the following progressive disciplinary measures:
  - ✓ 1st offense- Give the student a verbal warning and require the student to take their cell phone to their locker.
  - ✓ 2nd offense- Send the student's cell phone to the school's main office for the remainder of the day; student can pick it up at the 3:00 PM bell.
  - ✓ 3rd offense- Send the student's cell phone to the school's main office to be picked up by the student's parent or guardian as soon as possible, and schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

CLASSROOM DISRUPTION/CONDUCT TOWARD SCHOOL PERSONNEL/DISRESPECT

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 consider to be in violation of such a policy.

- 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,
- In or Out of School Suspension, with possible expulsion will result if a student is caught stealing and possible damage. (number of days depending upon the severity)
- Theft charges OR possible damaging 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.
- The Ohio Revised Code provides for parent liability up to $10,000 for such activity by a student.
- Parents will be notified.
- In or Out of School Suspension, with possible expulsion will result if a student is caught damaging, stealing, and possible damaging. (number of days depending upon the severity)
- Theft charges OR possible damaging charges may be filed with local authorities.

Damage or Theft of personal Chromebooks will be dealt with through the technology department.

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 and/or house slippers are not acceptable.
- Spandex/Compression shorts, Bike shorts, Volleyball shorts.
- 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 or foot ware 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; student will be asked to wait in the office area until change occurs.
- 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
- ✓ Ear buds
- ✓ 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 detention may be issued double what the initial consequence was issued. If refusing to serve a consequence will result in a reassignment to the LOCOS room

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 official activities and sports.

FOOD – LUNCHROOM POLICY

- Breakfast is provided from 7:45 AM to 7:55 AM. Students eating breakfast at school must finish and make their way to class **without food** at the tardy bell; 7:55 AM.
- Food & drink must stay in the lunchroom and should not be consumed in the hallways or classrooms.
- We encourage students to eat either a "type A" lunch or one of the many other options available in the cafeteria. Lunch count is taken 1st period.
- All students are required to stay on campus for lunch.
- Students are not allowed to call for or have carry-out during school hours including lunchtime or delivered at any time.
- Clear water bottles are allowed during the school day in the classroom; no solid-colored drinking containers or canned drinks are allowed.
- 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**.
- Specific rules include:
    - ✓ Students will enter the lunchroom in an orderly manner, no running, cutting in line; no horseplay such as yelling or throwing food.
    - ✓ Students will not be allowed to move from table to table during lunch or walk around tables eating.
    - ✓ 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.
- 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; example, lunch detention.

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/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.

- **Requirements for Valedictorian and Salutatorian is in Appendix E.**

HALL PASSES-SMARTPASS

All students in grades 7-8 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 3 to 1 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.

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.

INSUBORDINATION:

Such behavior is considered insubordination;

- When a directive has been given to a student and they refuse to comply.
- Students refusing to comply with adult instruction or refuses to perform classroom assignments.

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

LEAVING SCHOOL OR ASSIGNED AREA

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 leaving. 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.

- **Only parents or legal guardians will be permitted to pick up a student unless written notification is received by the office prior to the departure.**

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

- **Any student that is not in their assigned area during the day will have a written referral to the office and be issued a Lunch Detention or more severe deemed by administration.**

LOCKERS

Students will be assigned a locker 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 unless they are directed by the nurse or 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.
- **Students found in violation of the non- prescribed medication policy, will be subject to the "Use or possession of alcohol or drugs" policy.**

Please see Appendix C for Health and Nursing Services Handbook

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; reoccurrence, both students will be given Lunch Detention.

- 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 searches 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.

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.

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.
- Any student suspended In or Out of school, or expelled will not be allowed on school property for any reason without administration approval.

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.
  - ✓ **ALL consequences will be deemed by administration's discretion.**
- Threating 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.

TRESPASSING 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 3 days of ISS. 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 or caught vaping will result in the following disciplinary actions:
    - 1st offense will be 3 days of In-School Suspension (ISS).
    - 2nd offense will be 3 days of In-School Suspension (ISS).
    - 3rd offense will be 5 days of In-School Suspension (ISS).

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 even, 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.

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 43543

Office 419-485-6700 ~ Principal 419-485-6705 ~ Fax 419-485-3487

Principal Mike Bumb~**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 to the LOCOS room
2nd consequence: 5 Days Reassignment to the LOCOS room
3rd consequence: 3 Days OSS with Recommendation
4th consequence: 5 Days OSS with Recommendation for Expulsion
5th consequence: Expulsion

Signature **Name of Student**

_____

Signature **Name of Parent**

_____

Signature **Name of Administrator**

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Behavior Expectations Plan

Date: _____

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

Behavioral Plan

_____

_____

_____

_____

1st consequence:	**3 Days Reassignment to the LOCOS room**
2nd consequence:	**5 Days Reassignment to the LOCOS room**
3rd consequence:	**3 Days OSS with Recommendation**
4th consequence:	**5 Days OSS with Recommendation for Expulsion**
5th consequence:	**Expulsion**

Signature **Name of Student**

_____

Signature **Name of Parent**

_____

Signature **Name of Administrator**

Signature confirms all parties have received a copy of this document.

Appendix C

Montpelier Exempted Village Schools
Health and Nursing Services

Caitlyn Freese, RN MSN

School Health Office: 419-485-6707
E-mail: cfreese@montpelier-k12.org

Confidentiality Statement

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), health information is only shared with staff members directly involved in your child's education who may need to know this information to maintain his/her health and safety.

Our goal is to promote and support your child's health so they can achieve success in their education. If you have questions, please feel free to reach out to the school nurse.

Reporting Absences

In the event of an illness, parents are required to call the school by 8:30a.m. If the student has a doctor's note for their absence, please send that note into school within 5 days of the absence.

Phone number to call for absences: 419-485-6700 option #1
Elementary Office: option #2
JH Office: option #3
HS Office: **option #4**

When calling in the absence, parents should include the following information:

- Full Name of Child
- Parent Name
- Date of absence
- Reason for absence-please include symptoms for illness so we can track illnesses in the building.

Is my child too sick for school?

If your child has any of the following symptoms, please DO NOT send them to school. These symptoms would indicate a possible illness that may decrease their ability to learn and also put them at risk for spreading illness to others.

- Temperature of 100 degrees Fahrenheit or higher.
- New uncontrolled cough that may cause difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, Vomiting, or new onset abdominal pain
- New onset of severe headache, especially with fever

If you do question whether to send a child to school, please don't hesitate to reach out to the school nurse. The nurse would also be happy to check on your child during the day at school. This tends to work better than telling them if they don't feel well, you will pick them up. Children can become determined to be sent home; therefore, not being very productive in the classroom.

If your student has the following symptoms, please have your child stay home until symptoms improve and they have met these criteria:
Diarrhea-Your child needs to be FREE OF DIARRHEA before returning to school.
Vomiting-Your child should be able to keep down 2 meals without vomiting before returning to school.
Fever-Your child needs to be FEVER FREE (less than 100 F), WITHOUT fever-reducing medications for 24 hours.
Strep Throat-Your child can return to school after 12 hours of antibiotics and FEVER FREE (less than 100F), WITHOUT fever-reducing medications for 24 hours.

Eye and Skin Conditions

Conjunctivitis (pink eye)-Your child may return to school after 24 hours of medication.
Lice-Your child may return to school as long as there are no live lice bugs in the student's hair.
Impetigo-Your child may return to school after 24 hours of treatment.
Rashes-Your child's healthcare provider should be consulted before returning to school with a suspicious rash.

Covid Concerns

Montpelier Exempted Village School district follows the recommendations of the Centers for Disease Control and Prevention (CDC) regarding isolation and masking requirements for those diagnosed with and/or in contact with an individual that has been diagnosed with Covid-19. Feel free to contact the school nurse with questions regarding current isolation or return to school requirements.
CDC guidelines for isolation and returning to school may also be found at:
https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html

Illness at School

In the event a student complains of being ill at school, the nurse will evaluate your child and determine if your child should be sent home at that time. If your student needs to be sent home, parents or appointed emergency contacts will be contacted. **Please ensure that all emergency contact information is up to date and accurate in Final Forms**. Students should not contact parents or guardians to be picked up prior to seeing the nurse. Children will only be released to parents/guardians or the designated contacts on a student's emergency contact list.

Emergency Medical Information

At the beginning of the school year, and when enrolling a new student, parents/guardians are required to provide current emergency contact/medical information. Please list local people, if possible, to be contacted if parents cannot be reached in an emergency. In addition, **please keep your child's medication, allergy, and health history up to date.** In the event of an emergency, this information can be vital to health and emergency personnel.

Food Restrictions/Allergies

We are not able to substitute food based on a child's preferences, but the child has the option to utilize the pizza line or to pack their lunch and bring it to school. Lunch menus are available online and in the school office.
If your child requires special dietary needs due to a medical condition or an allergy, please provide a note from a healthcare provider and contact the school nurse to set up an action plan.
If your student has a lactose allergy and requires a milk substitute for lunch, please provide the school with a note from your child's healthcare provider stating that.

Students with severe allergies requiring the use of an EpiPen or equivalent should contact the nurse to set up an action plan and an EpiPen must be provided to the school in case of an emergency.

Gym/Recess Restrictions

In the event your child has an injury or an illness that limits or inhibits participation in gym or recess, **a written note from the treating healthcare provider** needs to be on file in the office stating the reason for restrictions and length of time the restriction is needed.

Lice

What is Head Lice?

Head lice are most commonly found in children ages 3-12. It is not a sign of uncleanliness and does not transmit disease. Lice are usually acquired by direct head-to-head contact with a person's hair that has live lice. It is less likely to come from personal items like hats, combs or brushes. Schools are not a common source for the spread of head lice. A child with active head lice has likely had the infestation for a month or more at the time it is discovered.

What to look for:

- Persistent itching or tickling of the scalp. You may notice raw areas or scratch marks on your child's scalp or nape of their neck.
- Louse/Lice-is an insect the size of a sesame seed and usually pale gray in color. It can crawl fast, but it cannot jump or fly. A louse lives on the human head (not on pets). Survival off of the scalp beyond 48 hours is extremely unlikely.
- Nits-these are tiny eggs that firmly attach to the hair, close to the scalp with a "glue-like" substance that makes nits very difficult to remove. They are white, silvery or light brown in color. A nit cannot be brushed from the hair. It can be removed only by pulling it down the entire length of the hair shaft. Be especially diligent about checking the hair at the nape of the neck, the crown and above the ears.

What is Montpelier Exempted Village Schools Head Lice Policy?

Whenever a student is found to have live lice bugs in their hair, his/her parent/guardian will be notified and requested to pick the child up immediately. When the parent picks up his/her child, the parent will be informed that the student needs to be treated before he/she returns. The student can and should return to school after the initial treatment is given. No more than one day of school should be missed. Upon returning to school, the school nurse will check the student's head for live lice, if no live lice bugs are found, the student can remain in school. The school nurse will continue to monitor the student for lice until there isn't any evidence of lice activity.

Treatment of Head Lice

1. Use a lice-killing shampoo. Lice shampoo can be purchased over the counter at your local store, or a prescription can be prescribed through your healthcare provider. Follow the directions on the shampoo box. (Be sure to check everyone living in your household.)
2. Remove the nits (lice eggs). **This is the most important step.** A lice comb usually comes with the shampoo, but rarely removes all of the nits. You will have to use your fingers to pull the nit down the entire length of the hair shaft. This is a tedious process but it is important. If the nits are not removed you risk the chance that those nits will hatch and your child will be infested again. Continue to examine your child's hair (and all those affected in your household) for **2 weeks** to make certain that no new nits appear. Paying close attention to the nape of the neck, crown, and the area above the ears. If you continue to find dark brown nits that are close to the scalp then you have not eliminated the problem.
3. Clean the home environment. Wash family bed linens, towels, and clothing (in hot water) including hats, coats, and scarves that have been recently worn. Dry those articles in the dryer on high heat for at least 20 minutes. Anything that cannot be washed (ex: stuffed animals), should be put in a garbage bag and sealed tightly for at least 2 weeks. All carpeting and furniture (including inside vehicles) should be vacuumed thoroughly. Combs and brushes should be soaked in hot water (150 degrees) for 5-10 minutes.

Follow up: Check everyone's hair daily for 2 weeks. After 2 weeks if there are still nits or lice, you will need to repeat the process.

Health Screenings

The Ohio Department of Health maintains and monitors health screening guidelines.

Montpelier Schools has the following screening schedule:
Preschool-Hearing and Vision
Kindergarten and KinderKlub-Hearing and Vision
1st Grade-Hearing and Vision
3rd Grade-Hearing and Vision
5th Grade-Hearing and Vision
7th Grade-Vision
9th Grade-Hearing and Vision
11th Grade-Hearing and Vision
Students new to the District-Hearing and Vision

Additional screenings may also be done at the request of your child's teacher if they have concerns with how your child hears or sees. If your child fails in any screening area, a re-screen may be conducted. If they do not pass, a referral letter will be sent home for your child to have a complete exam done by a licensed healthcare provider.

Medications at School

If your child will need medications at school, the medication request authorization form will need to be completed prior to any medications being administered. This form can be found in the office or downloaded from the school website. A parent/guardian and healthcare provider (prescription medications only) needs to fill out the medication authorization form and bring it to the school with the medication. Per state law, medications cannot be given in school without the properly completed medication form. **Medications are not able to be administered until this form is received.** This form must be completed every year.
PLEASE NOTE: MEDICATIONS SHOULD NOT BE SENT TO SCHOOL WITH A STUDENT.

If your student needs to take non-prescription medication in school-A parent will need to complete the Medication Request Authorization form. You may skip the top healthcare provider section. **Adult and children's strength acetaminophen, ibuprofen and diphenhydramine are the only stock medications kept in the clinic.** All other medications will need to be provided to the school and labeled with the student's name.

If your student needs to take prescription medications in school-The medication request authorization form will need to be completed by the healthcare provider and by a parent/guardian. You may return the form to the school or have the healthcare provider's office fax it to the school.

- All medications must be in the **correctly labeled, original bottle**. Medications sent in a baggie, envelope, or plastic container, other than a pill bottle, will not be accepted. Your pharmacy is able to split the prescription into 2 labeled bottles, if requested by the parent/guardian.
- Medications **MAY NOT** be sent to school with the student. They should be brought into school by the parent or guardian.
- No medication of any kind will be allowed on the school buses with the exception of emergency medications; Insulin, Inhalers, EpiPens.
- Emergency medications, as noted above, can be carried by the student, unless it is felt that the student is not mature enough or responsible enough to take the medication without supervision.
- All medications will be stored in the clinic. The student will report to the clinic to take the medication. Exceptions might be made in contained classroom situations and self-carry medications listed above.

Cough drops, Triple Antibiotic Ointment, Tums, Orajel and saline eye solution are available in the clinic that are administered based on nurse discretion. Please notify the school nurse if your child has an allergy or contraindication to these medications.

Immunizations

All Montpelier Exempted Village School students must comply with the immunization requirement, as written by the Ohio Department of Health, by the 15th day of the calendar school year or the student will be excluded from attending class.

Immunizations Required for Ohio Students

DTap, DPT or DT Must have 5. (only 4 are needed if the 4th was given after the 4th birthday)
Polio Must have 4. (only 3 are needed if the 3rd was given after the 4th birthday)
MMR Must have 2.
Hepatitis B Must have 3. (3rd must be given at 6 months of age or older)
Varicella Must have 2.
Tdap Booster Required for all students in 7th grade.
MCV4 (Meningococcal) Must have 2. (Administered in 7th and 12th grade, unless the first dose was given after 16 years old, then only 1 dose is needed).

****All KinderKlub/Kindergarten** students need to have Kindergarten booster vaccines

- DTap, Polio, MMR and Varicella

****All 7th Grade** students need to have a Tdap booster and meningococcal conjugate vaccine (MCV4)
****All 12th Grade** students need to have a meningococcal conjugate vaccine (MCV4)

All new students must provide proof of age-appropriate immunizations.

As vaccines are given to your students, please send an updated vaccine record to the school. If your child is behind on immunizations or needs immunizations, you can reach out to your healthcare provider or the health department to get those scheduled.

If you have chosen to not vaccinate your student for religious, ethical or medical reasons, an immunization waiver form must be completed and filed in the school office as soon as possible. The State of Ohio and Montpelier Exempted Village Schools will honor these objections; however, you must understand that your child may **immediately and automatically be excluded from school** in the event of an outbreak of disease for which your child is not properly immunized.