

MONTPELIER SCHOOLS

HOME OF THE LOCOMOTIVES



High School Student Handbook 2026-2027

**1015 East Brown Road
Montpelier, Ohio 43543**

(419) 485-6700

FAX (419) 485-3487

www@montpelier-k12.org

**Steve Arnold, HS Principal
419-485-6703**

sarnold@montpelier-k12.org

TABLE OF CONTENTS

FOREWORD

Introduction
Alma Mater/Fight Song

STUDENT CODE OF CONDUCT

Academic Expectations/Classwork/Homework	4-6
Attendance, Tardiness and Truancy	5-7
Anti -Bullying/Harassment	7-8
Book Bags/ Back Packs/Gym Bags	8-9
Cell Phone Policy	9-10
Damage/Theft of School Property	10
Damage/Theft of Private Property	10
Disrespect Towards Others	10
Disruption in the Classroom	11
Dress Code Policy	11
Electronic Equipment Policy	11-12
Electronics, Media, Computers, Internet	12
Extra-Curricular Participants/Attendees	12
Failure to Serve	13
Family Educational Rights and Privacy Act	13
Food – Lunchroom Policy	13-14
Gang Policy	14
Guidance Services	15
Hall Passes/SmartPass	15
Inducing Panic	15
Insubordination	15
Leaving School or assigned area	15-16
Lockers	16
Medication Policy/Nurses Services	16
Public Display of Affection	16-17
Search and Seizure	17
Security Cameras	17
Signage	17
Student Driving/ Parking Passes	17-18
Suspension, Expulsion and Due Process	18
Threat/Assault	18
Transportation	18-19
Trespassing or Loitering	19
Tobacco Use or Possession	19
Unauthorized Fire	19
Use or Possession of Alcohol or Drug	20
Vacations	20
Visitors	20
Weapons and Explosives	20-21
Appendix A-F	22-34
School Calendar	35

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

The primary goal of the teachers, staff, and administration here at Montpelier Schools is 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 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 at www.montpelier-k12.org.

STUDENT CODE OF CONDUCT

The Montpelier Board of Education has adopted a Code of Conduct for all 9-12 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.

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 grade point average (GPA) per each 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 online each day through Schoology or PowerSchool. Anyone needing assistance in signing up to track grades should contact the HS office 419-485-6700. Report cards are stored as historical grades after each quarter. **Anyone wishing a hardcopy of a report card should contact the HS office. Report cards will be sent out quarterly to those parents signed up in the Parent Portal. To get signed up for the Parent Portal, please contact the Tech Department at ext. 1717.**

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

CLASSWORK/HOMEWORK POLICY

Classwork and homework are an essential part of the Montpelier Schools program. Teachers assign classwork/homework as a review of skills taught in class or as a way of preparing students for upcoming class assessments. 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 the homework policies are during the first week 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, and quizzes/tests. Failing to do so will be an insubordinate referral to the office.

MAKE-UP WORK

Classwork/homework 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". **Students are responsible** 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).

Students are responsible for reaching out to their teachers upon returning to school after an absence and to 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 will be accepted by teachers for up to **one (1) week after due date at 50%** of total points. After one week of being late, the work will go into the gradebook as a zero, unless arrangements have been made with a specific teacher/administration.

CHEATING, PLAGIARISM or ACADEMIC DISHONESTY

Students shall not engage in any form of academic dishonesty, including cheating on any assignment or 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.

ATTENDANCE, TARDINESS, AND TRUANCY POLICIES

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.)
11. Postsecondary Visitation: Students are encouraged to explore postsecondary options (such as technical college or university), and sometimes this must happen during the school day. Parents and guardians must coordinate with their child's building administrator to receive approval and discuss accommodations before each visit. With building approval, each student will be marked as "present" for school for up to two days each school year.
12. Driver's License and/or Driver's Permit Test: Students are allowed to have one excused absence for each of these exams in a school year, with appropriate documentation from the Ohio BMV.

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.
Per 9 weeks marking period: 3 tardies to school will result in a warning, 5 tardies to school will result in a lunch detention and a call home, 7 tardies to school will result in an after-school detention. Students who are late to class throughout the day may be given lunch detentions per teacher discretion.

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.

Truancy Mediation: A mediation meeting with an outside provider and the juvenile courts will be held approximately 30 days after the student reaches Tier 3.

Intervention Thresholds

Tier	Threshold	Intervention
Tier 1	5% of school year or 50 <u>total</u> absent hours or 25 unexcused hours	Supportive outreach via email or letter
Tier 2	10% of school year or 100 <u>total</u> absent hours or 40 unexcused hours	Phone all meeting with guardian
Tier 3	15% of school year or 150 <u>total</u> 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 reaches both of the following thresholds:

- Causes mental or physical harm to the other person or persons
- Is 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 are 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
- Electronically transmitted such as through the internet, social media, emails, 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", "Twitter", or similar platforms
 - 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, then it cannot be investigated.**

Depending upon the severity of any given violation, students found violating these policies may be subject to the following: Conference with administration, ASD, emergency removal from class, ISS, OSS, and/or immediate expulsion. 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' classrooms if too large to fit in a locker.

CELL PHONE POLICY

- High School students may possess cell phones in and on school property during **designated school hours** and during after-school activities.
- **All phones will be prohibited in all spaces during regular school time, including but not limited to classrooms, locker rooms, restrooms, the auditoria, the gymnasium, the rec center, the media center, and the nurse's station. They are to be stored in assigned lockers during class time.**
- 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 a student 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.
- **Earpods are prohibited during the school day.**

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

- **Students found to have called or texted during an unauthorized time during the school day are in violation of the cell phone policy.**
- **Students that call or text a family member with intentions of leaving school grounds without permission of school personnel will be in violation of the cell phone policy.**

Additionally, students are prohibited from the following:

- Using WCDs to capture, 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.
- Using devices to transmit, forward or receive educational materials that could be considered academic dishonesty or plagiarism.
- Using HHD in any way that might reasonably create in the mind of another student an impression of being threatened, humiliated, harassed, embarrassed, or intimidated (see Bullying Policy).

No expectation of confidentiality will exist in the use of HHDs on school premises/property.

Cell phone rights can be taken away.

CELL PHONE VIOLATION CONSEQUENCES

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

- First offense: Student will surrender the device until the end of the day (or may be asked to put it in their locker). The student will be allowed to pick up their phone at the end of the day.
- Second offence: Student will be issued a Lunch Detention for violation of the policy, and the phone will be stored in the office until the end of the day.

- Upon the third (and any subsequent offenses) the phone will be confiscated and released only to the student's parent/guardian. In addition, students may bring a phone to school where it must be turned into the office and held daily for a two-week period.
- **The building principal may refer the matter to law enforcement if the violation involves an illegal activity.**

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 damaging, stealing, and/or possibly damaging school property. The number of days of suspension and/or expulsion will depend 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 and its director 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/school-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 possibly damaging private property. The number of days of suspension and/or expulsion will depend 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 and its director Jim Lee (ext. 1717).

DISRESPECT TOWARDS OTHERS

A student shall not use undesirable, lewd, or vulgar language or raise their voice toward ANY school employee or other student. Nor shall a student intimidate, threaten in any manner, show disrespect, or show acts 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.

DISRUPTION IN THE CLASSROOM

A student shall not use undesirable, lewd, or vulgar language, use loud voices, throw items, participate in horseplay, create a disruption of the educational process, or exercise any other type behavior that the administration deems as a disruption.

- 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.

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, inappropriate language, or similar matters are prohibited.
- Hats/head covering such as hoodies covering a student's head, bandanas, or sweat bands are prohibited 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 that the administration deems inappropriate, are prohibited.
- Wallet chains, or jewelry which is perceived by the administration as inappropriate, are prohibited.
- 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 offend the standard of modesty, and/or suggestive name brands or novelty clothing ('Bong', Hooters, etc.),
- Bottoms (pants, shorts, skirts & dresses) that are too short will be at the discretion of the administration. In most cases, such attire must be at least longer than the student's finger tips to be considered appropriate.
- House slippers are not acceptable except on days considered spirit events.
- 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.
- Attempts to call home and requests for new clothing to be brought to the school may be deemed as necessary by school officials. Student will be asked to wait in the office area until the change into appropriate attire occurs.
- Refusal to change will warrant either a reassignment to the LOCOS room for the remainder of the day and/or further consequences as deemed appropriate by school officials.
- Students with repeat violations of three (3) or more dress code infractions will be determined to be insubordinate, and the student will be issued a one (1) day in-school suspension.

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 the appropriate 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 will be asked to return the device to a locker, surrender the device, and/or be issued a detention, in-school suspension, or out-of-school suspension.

ELECTRONIC MEDIA, COMPUTER NETWORK, AND INTERNET

Students are subject to 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 participating in an extra curricular activity or attending an extra curricular activity are bound by this policy. **Extracurricular participation and/or attendance is a privilege.**

Participants: Any student wishing to participate in any extra-curricular activity (athletics, band, choir, Locomotion, musical, NHS, student council, and any other clubs or sports) must follow the given guidelines:

- Code of Conduct must be followed on or off campus for any Montpelier sponsored events.
- Any student may be asked to leave an extracurricular event if deemed necessary by school officials or administration due to repeat violations of Code of Conduct.
- Students that have repeat offenses in the classroom and/or other extra curriculums which can affect their own participation eligibility may be denied participation.
- Academic eligibility is considered in allowing a student to participate in extra curricular activities. Such participation may be determined by administrators, advisors of the program, and teacher recommendations.
- Any student under school-appointed OSS is prohibited from attending any events and/or practices (see the athletic code of conduct for more information).
- Loss of this privilege is deemed by school administrators' discretion.

Attendees:

- Code of Conduct must be followed on or off campus for any Montpelier sponsored events.
- Any student may be asked to leave an extracurricular event if deemed necessary by school officials or school administration.
- Any student under school-appointed OSS is prohibited from attending any events.
- Loss of this privilege is deemed by school administrators' discretion.

FAILURE TO SERVE

Any student failing to serve an appointed Detention will be issued **double** the initial consequence. Repeated failure to serve will result in a student being assigned an ISS and/or OSS.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA is a Federal Law that requires Montpelier Schools, with certain exceptions, to obtain parents' written consent prior to the disclosure of personally identifiable information from a student's educational records. However, Montpelier Schools may disclose appropriately designated 'directory information' without written consent, unless parents 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 a student's education records in certain school publications. Examples include:

- A playbill, showing a 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 the three directory information categories of 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.

Parents wishing for Montpelier Schools to not disclose directory information from a child's education records without prior written consent **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 in the auditoria each day from approximately 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, which rings at 7:55 AM.
- Food & drink must stay in the lunchroom and should not be consumed in the hallways or classrooms.
- Students are encouraged to eat either a "type A" lunch or one of the many other options available in the cafeteria. Lunch count is taken first period.
- All students are required to stay on campus for lunch.
- Students are not allowed to call for or make carry-out orders during school hours, including lunchtime, or have outside food delivered at any time without prior consent from school officials.

- 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. Prior exceptions may be made by school officials. Students found in other locations will be subject to an after-school detention and/or ISS for leaving assigned areas without permission.
- Students 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. Running, cutting in line, and horseplay, such as yelling or throwing food, will not be tolerated.
 - Students are prohibited from moving from table to table or walking around tables eating.
 - Students are responsible for placing trays, silverware, and trash in the proper receptacles.
 - Students are not permitted to sit on the tables, stand on chairs, or use the chairs as steps or foot rests.
 - Students will comply with all directions given by school 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 and/or table areas and/or may be moved and separated from their peers during lunch. School officials also reserve the right to relocate students to the Locos room during lunch for disruptive behavior.

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 and to 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 the guidance department, classroom teachers, school psychologist, or any adult with whom they feel comfortable.

Schedule Changes

Parents/guardians and students are encouraged to 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 are found in Appendix E).

HALL PASSES/SMARTPASS

All students should be using the assigned SmartPass program. If students misuse or are in violation of the SmartPass, the student will have passes reduced from three per day to one per day. If further violations occur, students 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 a lunch detention or an after-school detention. Repeat violators may be assigned an ISS.

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. Depending upon the severity, school officials may also notify local law enforcement authorities.

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

INSUBORDINATION

Such behavior is considered insubordination:

- Students refusing to comply to any reasonable directive given to them by an adult.
- Students refusing to comply with adult instruction or refusing to perform classroom assignments.

The following consequences could occur: conference with school administrators, 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.

Students found outside their assigned areas will have a written referral to the office and be issued a Lunch Detention or a more severe consequence as 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.
- Other than food properly stored in a lunch container of some kind, **food or drink is not allowed to be kept in lockers.**
- Locker signs are allowed if an extracurricular organization is represented. Periodic removal of locker signs may be deemed appropriate by school officials.
- Lockers remain the property of the school, and officials reserve the right to periodically inspect 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, injuries, 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 to do so by the nurse or the office. Students will not be allowed to sign out without having followed this procedure. A student contacts a parent to be picked up via cell phone without having been seen by the nurse is in violation of our cell phone policy (see the cell phone policy for more information).

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 F 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 will result in both students being issued a Lunch Detention.
- Stated law (ORC 33.13.666): 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 officials 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.

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.**
- Students found to be driving on school property in a reckless manner, driving off the designated drive, creating excessive noise from the vehicle, peeling out, and/or other dangerous driving acts may be warned the first time (depending on the severity of the violation). Any future occurrences will result in having the parking privileges removed, and parents (and potentially local authorities) will be notified.
- 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 caused by reckless drivers will result in students losing their parking privileges for the remainder of the school year.

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 out of school or expelled will not be allowed on school property, or attend any school-sponsored events, 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.**
- 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, including but not limited to the following:

- Correctly loading and unloading buses, including arriving on time at the bus stops

- Properly behaving while actually on buses going to and from school. While on school buses, students shall be treated, for all purposes, as though they are on school grounds.
- Not consuming any food or drink items, including gum and candy.

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 includes 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 may result in suspension or possible expulsion.

TOBACCO USE OR POSSESSION

Tobacco possession includes lighted cigarettes, cigars, pipes, 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 disciplinary actions for suspicious activity to confiscating product. Consequences include watching educational videos, being assigned days of ISS, and/or completing on-line classes (at a cost of \$60 per 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 offense: Three-day ISS and watch an educational video on the dangers of vaping.
- 2nd offense: Five-day ISS and watch an educational video on the dangers of vaping.
- 3rd offense: Ten-day ISS and complete an on-line vaping course through the Juvenile Courts (demonstration required). The cost of the course is \$60 (family is responsible for payment). Parents must contact the Juvenile Probation department for assistance with class.

UNAUTHORIZED FIRE

Attempting to or intentionally setting a fire or igniting 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.

Student shall not use, sell, offer to sell, buy, offer to buy, transmit, cultivate, or manufacture any form of drug or alcoholic substance such as, but not limited to:

- Any form or type of alcoholic substance
- Narcotics, hallucinogenic drugs, amphetamine, barbiturates, marijuana, “inhalants,” “look-alikes,” “designer drugs,” anabolic steroids, controlled substances, dangerous substances, 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 recommendation for expulsion.
- For all further 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. Vacation forms can be picked up in the office. The administration has the right to deny any request due to a 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. Parents 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 with possible expulsion. Parents and local authorities will be notified



1015 East Brown Road Montpelier-OH 43543
Office 419-485-6700 ~ Principal 419-485-6703 ~ Fax 419-485-3487

Principal Steve Arnold ~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

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

* Appendix A



1015 East Brown Road Montpelier-OH 43543

Office 419-485-6700 ~ Principal 419-485-6703 ~ Fax 419-485-3487

Principal Steve Arnold ~Guidance Stephanie Friend ~AD Joe Brigle ~Secretary Yoli Saneholtz

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 B

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)

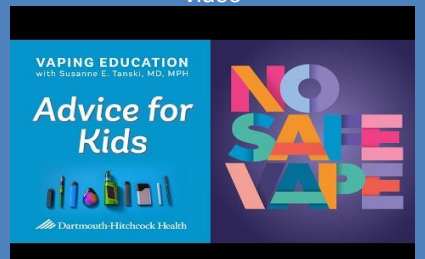
1st Offence 3- day ISS
2nd Offence 5- days ISS
3rd offense, student (s) will be sent to the ISS room for 10 days to complete the following course; cost of \$60 to the parent(s)/ or contact JP for assistance.

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



Addition to Random Drug Testing Policy Student Drivers

Student Drivers at Montpelier Schools are required to obtain a parking pass from the High School office for the cost of \$5.00; good until graduation. This opportunity to park as a student driver is a privilege; not a right. All traffic laws must be followed, no horseplay in the parking is allowed and drivers must be aware of those vehicles and pedestrians around them. In addition, our student drivers will be placed on the Random Drug Testing list, along with those students that are involved in extracurricular activities at Montpelier Schools.

This policy is designed to be non-academic related. The results of such tests will only affect the parking privileges on Montpelier School's properties. Students will not be considered for suspensions or expulsion due to the results of such tests. Results will not be documented within a student's academic records, and will not be disclosed to the juvenile authorities; unless otherwise required by law. Any student found to be positive or under the influence of illicit drugs will lose parking privileges for the remainder of the school year and repeat offences will have their student driver's pass revoked until graduation of the student.

Purpose of this policy shall be:

- To provide a safe environment for our students, staff and guests within our parking areas.
- To help combat student drivers disregard to safety rules within the parking areas.
- To discourage our student drivers from the use of illegal substances.
- To provide resources for those students that may test positive for such illegal substances.

1. COLLECTION PROCESS (Urine Screens)

Upon random selection, a student will be notified to report to the collection site within the school building. A urine specimen from the student will be collected as follows and all students must follow this same process:

- All students must present a picture ID or be identified by the athletic director or principal. No exceptions will be allowed.
- The testing area must be secured during the testing. Only lab technicians and students will be witnesses to the test. Privacy must be kept for all students.
- The athletic director is responsible for ensuring that all necessary forms are completed and signed by both parent/guardian/custodian and student. No student is allowed to participate until all forms are turned in to the athletic office.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands, or they shall wash their hands with soap and water in the presence of the lab technician. The testing staff will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the bathroom stall and listen for normal sounds of urination. When female students are submitting a urine sample the lab technician must also be a female. Likewise, when male students are submitting a urine sample the lab technician must also be a male.

- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician immediately after producing a sample.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With the student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be produced.
- When students arrive and cannot produce a sample, they will be required to start drinking water or other beverage in order to produce a sample. After 36 oz. the human body will need to urinate. Students who cannot produce a sample will be kept in a secured area to wait until they can test.
- Any student who leaves the secured testing area will not be allowed to test. A student who leaves the testing area will be treated under this Policy as if he or she has tested positive for a banned substance.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Students are not to have contact with anyone other than the lab technician until after the sample is given. Any infringement of the rules in this paragraph will result in the student being required to produce another sample. If the student cannot produce another sample this will be regarded as a positive test.
- Adulterations: Adulteration of a urine sample and intentionally diluted samples shall be treated as a positive test and shall have the same consequences of a positive test as described below. Students may also be punished under the athletic policy prohibiting lying in the code of conduct.
- Any and all adulteration of the specimen will be detected. The lab checks every sample for adulteration, such as additives that can be drank or added to urine to change the sample.
- Any suspicion of tampering with the sample will be brought to the lab technician's attention. The sample will be sent to the lab for immediate confirmation of tampering.
- A positive test shall be declared if a student refuses or cannot produce a sample after drinking 36 oz. of water or other beverage in the presence of the lab technician.

- In the event of a positive result, the urine specimen will be sent to a laboratory for confirmation of results and a certified medical review officer will determine the results.
- This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.
- When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A certified medical review officer will verify the positive test.
- Any student that tests positive or is considered under this Policy to have tested positive will have to be tested bi-weekly for the term of a six-week program with drug counseling and testing at the expense of the student and or parent. Testing will be done by an agreed upon agency or physician.

4. **RESULTS OF A POSITIVE TEST**

- Any positive urine drug test that is verified by a certified medical review officer or any student who is otherwise considered under this Policy to have tested positive will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

MISCELLANEOUS

- The Montpelier Exempted Village School District reserves the right to test any student driver based on reasonable suspicion without parental consent. If the student driver doesn't provide a urine sample or saliva sample for testing, it will be considered a positive result.
- The Montpelier Exempted Village School District reserves the right to test any student driver based on reasonable suspicion without parental consent. If the student driver is in an accident on school grounds, they shall be subject to a drug test by the school or by law enforcement.

MONTPELIER EXEMPTED VILLAGE SCHOOLS INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named below to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Montpelier Exempted Village School District. **This form must be signed by a parent/guardian on an annual basis.**

We understand that testing will be administered in accordance with the guidelines of the Montpelier Exempted Village School District Drug Testing Policy for student drivers and participants in extracurricular activities. We understand that any urine sample taken for drug testing will be tested only by a Board approved company. We hereby give our consent to the company selected by the Montpelier Exempted Village School Board of Education, its employees, or agents, together with any company, hospital or laboratory designated to perform urinalysis testing for the detection of drugs.

STUDENT NAME _____ GRADE _____

AS A STUDENT:

- I understand and agree that participation as a student driver or extracurricular activities is a privilege that may be withdrawn for violations of the Montpelier Exempted Village School District Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I choose to park in the Montpelier Schools parking lots and/or participate in any extracurricular activity I will be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to drive onto school property or participate in any extracurricular activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the Montpelier Exempted Village School system.

STUDENT SIGNATURE DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Montpelier Exempted Village School District Drug Testing Policy and understand the responsibilities of my son/daughter as a participant in athletic or extracurricular activities in the Montpelier Exempted Village School District.
- I pledge to promote healthy lifestyles for all students in the Montpelier Exempted Village Schools system.
- I understand that my son/daughter, as a student driver or participating in extracurricular activities, will be subject to initial and random urine drug and alcohol testing, and if he/she refuses, will not be allowed to park on school grounds or participate in any extracurricular activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter is a student driver or a participant in extracurricular activities in the Montpelier Exempted Village School District.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE DATE

CELL PHONE _____

*Appendix D



Montpelier High School



Criteria to be Eligible for: Valedictorian and Salutatorian Class of 2028 and beyond

To be considered for the designation of valedictorian or salutatorian a student must fulfill the following criteria:

Course Requirements	Other Requirements
• Student must take CP (college prep) courses if available ○ i.e. CP English, CP Chemistry, etc. • Student must take four years of core classes. Year four must consist of: ○ Anatomy or Physics ○ Sociology or Psychology ○ Pre-Calculus/Math Models • Student must earn Honors Diploma	• If a student commits any act of academic dishonesty as defined in the student handbook, he/she will no longer be eligible for either distinction. • Consideration for valedictorian will go to the student who met all other requirements and who has the highest GPA. ○ If multiple students tie for highest GPA, they will all earn the title of valedictorian. ○ In the case of multiple valedictorians, there will be NO salutatorian. • Students chosen for this distinction will be required to speak at the graduation ceremony

Appendix E

Valedictorians, salutatorians, and top 10 percent will be selected at the conclusion of the seventh semester during senior year. Students must be enrolled in Montpelier High School as a full-time student prior to the start of the fifth semester to be considered.

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 8:30 AM. 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.

MONTPELIER EXEMPTED VILLAGE SCHOOL DISTRICT

2026-2027 Calendar

Board Approved Oct. 14, 2025

AUGUST 2026

Student Days - 9

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Aug 17 Open House
Aug 18 Teacher Work Day
Aug 19 Students 1st Day

SEPTEMBER 2026

Student Days - 20

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Sept 7 Labor Day
Sept 14 Fair Day
Sept 15 Inservice Day-No
School for Students
Sept 25 Interim Reports

OCTOBER 2026

Student Days - 22

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Oct 16 1st Quarter Ends
Oct 22 Parent-Teacher Conf.
10 a.m. to 8 p.m.
Oct 23 No School for Students/Teachers

NOVEMBER 2026

Student Days - 18

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Nov 17 Interim Reports
Nov 25-27 Thanksgiving Break

DECEMBER 2026

Student Days - 15

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Dec 21 Early Release
Dec 22-31 Winter Break

JANUARY 2027

Student Days - 19

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jan 1 Winter Break
Jan 8 2nd Quarter ends
Jan 18 MLK Day

FEBRUARY 2027

Student Days - 19

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Feb 5 Interim Reports
Feb 15 President's Day

MARCH 2027

Student Days - 17

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Mar 12 Inservice-Teachers
No School-Students
Mar 12 3rd Quarter Ends
Mar 15-19 Spring Break
Mar 26 Good Friday

APRIL 2027

Student Days - 22

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Apr 16 Interim Reports

MAY 2027

Student Days - 19

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

May 27 Last Student Day
May 28 Last Teacher Day
May 30 Graduation
May 31 Memorial Day

JUNE 2027

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Grading Periods

1 st	Aug 18 – Oct 16	42
2 nd	Oct 19 – Jan 8	47
3 rd	Jan 11 – Mar 12	43
4 th	Mar 22 – May 27	48
		180

Total Student Days 180

Total Teacher Days 183

1170 Total Hours

Calamity make up days will be added to the end of the calendar if needed.