Junior/Senior High School
Student Handbook
2017-2018
1015 East Brown Road
Montpelier, Ohio 43543
(419) 485-6700
FAX (419) 485-3487
www@montpelier-k12.org

Su Thorp 7-12 Principal 419-485-6703
Steve Brancheau 7-12 Assistant Principal 419-485-6702
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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 and integrity. All students enrolled in Montpelier Schools are held accountable for Board of Education policies as stated in this handbook. Read the handbook carefully. Please keep it as a reference throughout the year.

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

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

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

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

NOTE: No policy can address, in specific fashion, all possible situations that may occur. When this policy does not address a specific behavior, students are expected to conduct themselves in a spirit of social responsibility and respect for others. All policies in this handbook are a product of the Districts Bylaws & Policies. All forms referenced in this handbook are made available to the public on the schools webpage. www.montpelier-k12.org

STUDENT CODE OF CONDUCT
The Montpelier Board of Education has adopted a Code of Conduct for all students at Montpelier Schools. 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 here 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.

DISCIPLINE PROCEDURES
The intent of any discipline procedure is to tailor consequences that will change repeated behaviors. With this goal in mind, students who are habitual offenders of the Code of Conduct will have consequences accelerated. If a student receives ten (10) written consequences in a school year, regardless of the infraction, he/she will be placed on a behavior plan and/or referred to the superintendent for possible expulsion.

ACADEMIC EXPECTATIONS
In order for students to achieve and to reach their highest potential it is important for them to complete work assigned to them. Students who choose to not complete the assignments or work asked of them will be written up for insubordination. Students failing to complete assignments or work asked of them will be issued consequences. Those consequences may include, but are not limited to lunch detentions, afterschool detentions, 2hr Friday detentions, removal from class, possible ISS. Recurrence of such violations may result in possible OSS and/or recommendation of expulsion.

ACADEMIC HONESTY
Students are expected to perform the requirements of their school work with the highest level of integrity. Students shall not engage in any form of academic dishonesty, including cheating on any assignment, quiz, or test. Students found in violation will receive a zero on the assignment, parents notified and will be issued either a 2 hour Friday School or possible ISS. Plagiarism - presenting someone else’s work as their own, (example, cut and paste off internet or use of other’s words). Students found in violation of this rule will receive a zero for the work performed, parents will be notified, and will be issued in a one (1) day ISS. Recurrence of such violation will result in possible OSS and/or recommendation of expulsion.

ATTENDANCE, TARDINESS, AND TRUANCY POLICIES
It is the responsibility of the school to monitor and encourage attendance of each student, each day during the school year. The student is responsible to attend school each day prepared and ready to learn. And it is the responsibility of the parents to make sure that they communicate with the school in the event that their student must be away from the school. With that said, when a student is absent from school the parent is required to call the school prior to 9:00 AM the day of the absence, in accordance with the Missing Child Act.

Parents may use the automated attendance line by calling: 419-485-6700 ext. 1710. After 10:00 AM, a PowerAnnouncement will be sent to the primary phone number to report the absence of your student. It is the responsibility of the parents to update the school with current phone numbers as they change. Parents who call in an absence are still required to provide a written note or Doctor’s excuse to the office upon your student’s return that includes the following:

- the date the note was written
- the name of the student and grade
- the day or days the student was absent
- the reason(s) for the absence
- signature of parent/guardian
If the school is unable to make contact with a parent or guardian, and there is no written documentation of the absence, it will be considered unexcused.

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

**ATTENDANCE RULES:**

- All students legally enrolled in Montpelier Schools must be in regular attendance of school outlined by Ohio Law. Regular attendance shall be defined as participation in all activities assigned to a student during specified school hours when classes are being conducted. The only tardiness or absence from these required activities that will be excused are those provided in Ohio Law and confirmed by parents or by legal guardian. **Any absences (excused or unexcused) totaling 30 hours consecutively, 42 hours in a one month period, or 72 hours in one school year will meet with the absence intervention team to establish a plan of action days per quarter will be subject to a parent/student/administrative conference by phone or at the school to establish a plan of action. That plan of action may include extra time being assigned to the school day, privileges being removed, and/or additional interventions as deemed appropriate by the absence intervention team. This could lead to a referral to the Juvenile Court system.**

**Excused absences are:**

- **Personal Illness** - After 5 parent excuse notes a physician's note will be required
- **Death of a relative** - **one (1) day max. for extended family and three (3) days max.** for immediate family with prior notice
- **Quarantine**
- **Observance of religious holidays**
- **Family emergency** - Upon administrative approval
- **Special circumstances** - examples may include; Pre-arranged college visitation days (2) per year, Court appearances, Driver’s license tests, Medical or social counseling.

**Tardiness**

- Students arriving after the 8:00 AM bell are considered tardy. Students who are tardy to school are required to sign in at the office. Students who are tardy to school three (3) or more times in a nine (9) week period will be assigned an after school detention. An afterschool detention will be assigned for each tardy thereafter for the remainder of the quarter.
- Students tardy three times to a classroom will be issued and after school detention by the teacher.
- Being tardy to class automatically invokes the teacher's classroom discipline procedures. If a student is habitually tardy to class and has already served classroom consequences, the student will be referred to the office.
- Excessive tardiness will be reported to the absence intervention team. This could lead to a referral to the Juvenile Court system.

**Truancy cases are filed with Juvenile Court system for the following:**

School administrators shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year
- The district has made meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives
If the student has absences as noted above, but the absence intervention team determines that the student has made “substantial progress” according to the plan, the attendance officer shall not file a complaint in juvenile court.

ANTI-BULLYING/HARASSMENT POLICY
Harassment, intimidation, or bullying means any intentional written, verbal, graphic, electronic or physical act that a student or group of students exhibits towards another particular student more than once and the behavior both:
- Causes mental or physical harm to the other person or persons and
- Sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

Examples of such conduct includes but not limited to:
- Name calling
- Obscure 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
- Exclusion from the peer group or spreading rumors such as:
  - Posting slurs on web sites or on web logs such as “Twitter” or “Facebook”
  - 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

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.

Students or parents should file reports with a teacher or the administration. 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.

Students found violating these policies will be subject to the following:
The first report of any of the above behaviors will result in an assigned session with the 7-12 Guidance Counselor for Social Intervention. This includes the victim and the accused together or in possible separate sessions. Below is an outline of our new Social Intervention Program. This plan can be accelerated as deemed necessary by the administration.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Session with the guidance counselor or administration; call home</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>After school detention</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>2 hour Friday school</td>
</tr>
<tr>
<td>4th Offense</td>
<td>1 day of ISS</td>
</tr>
<tr>
<td>5th Offense</td>
<td>3 days of ISS</td>
</tr>
<tr>
<td>6th Offense</td>
<td>5 days of OSS</td>
</tr>
<tr>
<td>7th Offense</td>
<td>10 days of OSS and recommendation for possible expulsion</td>
</tr>
<tr>
<td>8th Offense</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Students found violating these policies could also be issued one of the following consequences:
- Depending upon the severity of a given violation; ISS, OSS, and/or expulsion could occur immediately.
- 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.

*Sessions with the guidance counselor will cover the following topics, plus any other topics that are relevant to the situation at hand:
- How to get along with others
- How to walk away
- How to report harassment/bulling issues
- How to deal with boy/girl relationships
This can be handled through the following teaching methods:

- Literature
- Role play
- Movie clips
- Discussions
- Worksheets or even possible homework in how to handle certain situations.

We appreciate your cooperation with this very serious issue. It is our hopes that the steps provided in this policy will ensure the safety and cultural change we are all looking for within our building here at Montpelier Schools.

**BOOK BAGS/BACK PACKS/GYM BAGS**

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 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.

**CONDUCT TOWARD SCHOOL PERSONNEL/DISRESPECT/CLASSROOM DISRUPTION**

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 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. Such behavior is considered insubordination.

Students refusing to comply with adult instruction or refuses to perform classroom assignments are also considered to be insubordinate.

- Students found in violation of this policy will be referred to the office with possible detention, suspension, and/ or possible charges filed with the local authorities.

**DAMAGE/THEFT OF SCHOOL PROPERTY**

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

**DAMAGE/THEFT OF PRIVATE PROPERTY**

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

**DRESS CODE POLICY**

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

Specific regulations include but are not limited to the following:

- Appropriate undergarments must be worn
- Clothing/jewelry which advertises or displays tobacco, alcohol, illicit drugs or inappropriate language are prohibited
- Hats/head coverings including bandanas or sweat bands will not be allowed to be worn throughout the school day except for ethical, religious or medical reasons.
- Any facial piercings must be removed if posing a distraction to the educational process.
- Bottoms (Pants, Shorts, Skirts & Dresses) – All bottoms must reach the top of the knee.
- 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, shirts with no backs or see-through areas, fish net shirts, pajama pants, shirts that are low cut, revealing or offends the standard of modesty; and/or suggestive name brand or novelty
clothing (‘Bong’, Hooters, etc.). Leggings, running tights, or yoga pants that are not properly covered will be prohibited. This is at the discretion of the administration.

- Dress code also applies during physical education classes as well.

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

- **Student will be asked to change** into clothing meeting dress code policy. If there is no attempt to change the clothing at the time of the infraction the student will be sent to the nurse to change.
- **Refusal to change will warrant a reassignment to the ISS room for the remainder of the day.**
- **Repeated 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 DEVICES/CELL PHONES**

Students may possess wireless communication devices (WCDs), or hand held devices (HHDs) in and on school property during school hours, and during after school activities (e.g. extra-curricular activities).

Students are personally and solely responsible for the care and security of their WCDs or HHDs.

The Board assumes no responsibility for theft, loss, damage, or vandalism of WCDs or HHDs brought onto its property or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with your child during the school day is by calling the school office. Students are allowed to use school phones to contact parents/guardians during the school day with the permission of the principal or her designee.

**CELL PHONE POLICY**

Montpelier Schools will be operating under a COLOR CODED ZONE system. Below you will find the details of each zone and how the cell phones are allowed to be used:

- **GREEN ZONE-** phones can only be used at lunch tables and standing at lockers in between classes.
- **YELLOW ZONE-** classrooms for educational purposes, only with teacher approval and when the YELLOW ZONE sign is posted. This does not allow for playing of games or texting during this time.
- **RED ZONE- Restrooms, Media Center and during emergencies; phones are prohibited.**
  - Classrooms where the RED ZONE is posted.
  - Walking down the hall while talking on the phone or texting is also prohibited during school hours.

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

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

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

- The student will surrender the device until the end of the day and student can pick it up
- Students will be issued a detention for violation of the policy
- Cell phone rights can be taken away
- More than three (3) infractions will result in a one (1) day ISS
- If violation is a reoccurrence and the phone is confiscated, it will only be released to the student’s parent/guardian
- The building principals may refer the matter to law enforcement if the violation involves an illegal activity.
ELECTRONIC EQUIPMENT POLICY
While in some instances the possession and use of electronic equipment by a student at school may be appropriate, often such equipment serves only to distract, disrupt or intimidate others. Students shall not use or possess any electronic equipment on school property without the permission of the principal, classroom teacher, and/or advisor/coach.

Specific examples include:
- Cameras
- Bluetooth or wireless speakers and/or playing music through phones where others can hear the sound
- Laptops
- Personal readers, (ex. Nooks or Kindles)
- Lasers
- Laser pens or pointers
- Electronic games or toys

Students found in violation of this policy are subject to the following consequences:
- The student will surrender the device.
- Students will be issued a detention for violation of the policy.

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

- A complete version of Technology, e-Mail, Software, Webpage and Student Safety may be found on the schools webpage at:

  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:
- Any student wishing to participate in any extra-curricular activity (athletics, band, choir, Locomotion, musical, NHS, student council, and any other clubs), must be passing a minimum of five (5) one-credit courses, or the equivalent, and have a minimum 1.25 grade point average, and not more than one “F”. This includes all courses offered through post-secondary option or any other college option or on-line course. Eligibility will be determined every nine (9) weeks.
- Behavior of any student participating/attending an extracurricular activity must follow the school code of conduct.
- Any student may be asked to leave an extracurricular event if deemed so by school personnel or administration.
- Any student under school appointed ISS or OSS is prohibited from attending any events and/or practices.

FAILURE TO SERVE
- Any student failing to serve an appointed After School Detention will be issued a 2 Hour Friday School, and parents will be notified.
- Any student failing to serve an appointed 2 Hour Friday School will be issued a 1 day of reassignment to the study lab and lose cell phone privileges for the day, and parents will be notified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
FERPA is a Federal Law that requires Montpelier Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, Montpelier Schools may disclose appropriately designated ‘directory information’ without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Montpelier Schools to include this type of information from your child’s education records in certain school publications. Examples include:
- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as wrestling, showing weight and height of team members
• Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listing—unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.

• If you do not want Montpelier Schools to disclose directory information from your child’s education records without prior written consent, you must notify the District in writing by September 15th. Montpelier Schools has designated the following as directory information:
  ✓ Student’s name, address, grade level, photograph, DOB & location, dates of attendance, telephone listing, weight and height of athletes, major field of study, degrees, honors & awards, educational agency or institution attended, electronic mail listing, and participation in officially recognized activities and sports.

FOOD – AUDITERIA POLICY
• We encourage students to eat either a “type A” lunch or one of the many other options available in the cafeteria.
• All students are required to stay on campus for lunch.
• All students are required to remain in the lunchroom area during their designated lunchtime. If found in other locations will result in an after school detention for leaving assigned area.
  ✓ They may leave to use the restroom, with permission only.
  ✓ Lunchroom conduct must be appropriate.
• Food and drink must stay in the lunchroom and should not be consumed in the hallways or classrooms.
• Classroom teachers may wish to organize special classroom events when appropriate and serve food/drink.
• Students are not allowed to call for carry-out during school hours.

Specific rules include:
• All food and drink is to be consumed in the auditorium unless special circumstances is allowed.
• Students will enter the lunchroom in an orderly manner, no running or cutting in line.
• Students will not throw food or food containers.
• Students are responsible for placing trays, silverware and trash in the proper receptacles.
• There should be no sitting on the tables, standing on chairs, or using the chairs as steps or foot rest.
• Students will comply with all directions given by an adult or supervisor when in the lunchroom.
• Students must display all foods to the cashier during checkout.

Students found in violation of these rules are subject to the following consequences:
• Students may be required to clean the floors or table areas
• Students may be moved and separated from their peers during lunch
• Lunch, or after school detention for minor infractions, 2 hour Friday school detention for major disruptions
• Suspension for insubordination and/or disrespect toward a staff member in the auditorium
• Students concealing or stealing food from the cafeteria will be subject to a parent call home, suspension, law enforcement being contacted and possible expulsion.

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

PROCEDURES- In accordance with the Safe School Act of 1994, No student on school property, to or from school, or at any school activity shall:
• Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
• Engage in any act, either verbal or nonverbal, including hand gestures, demonstrations, membership, or affiliation with any gang.
• Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
  ✓ Soliciting membership in, or affiliation with any gang.
  ✓ Soliciting any person to pay for “Protection”, or threatening any person, explicitly, with any other illegal or prohibited act.
Painting, writing, tattooing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on one's self, school property or personal property.

- Engaging in violence, extortion, or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

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

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

**GUIDANCE SERVICES**

Guidance services are available for all students to help them in the areas of academic, career readiness, and social development. Individual conferences with students are encouraged and should be scheduled by the student during an academic assist or before or after school. Students are encouraged to seek assistance from our guidance department, classroom teacher, school psychologist, or any adult with whom they feel comfortable. Specific areas include:

- **Academic Standing**
- A minimum of 5 ½ credits per year in order to advance to the next grade level. Involvement in any specific class activities will be determined by a student’s academic standing.
- **Honor Roll** is determined by 3.3 GPA per nine (9) week period.
- **Grades and Grade Point Average calculations:**

  ✓ **Grade Point Averages calculations:**
  
<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>% Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-93%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84-86%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-83%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79%</td>
</tr>
</tbody>
</table>

  ✓ **Report Cards** are given out every nine (9) weeks and will be sent home with each student in grades 7-12 within one week of the end of the grading period. (See School Calendar for the ending of each nine week period.)

  ✓ **Interim reports** are available midway through each nine-week grading period. Interim reports will be sent home with each student in grades 7-12, showing his or her academic performance in each class as of that time. Parents are encouraged to take advantage of the Parent Internet Viewer available on-line to track student progress. Please contact the office for password information.

  ✓ **Schedule Changes**

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

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

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

**HALL PASSES**

All students in corridors during class time must have signed out of their designated classroom and have a classroom pass in their possession and permission from a teacher lunchroom supervisor.

- **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.**

**HOMEWORK/CLASSWORK POLICY**

Homework is an essential part of the Montpelier Schools program. Teachers assign homework as a review of skills taught in class or as a way of preparing students for upcoming class assignments. Teachers have patterned their classes after the State’s Academic Content Standards which makes completion of homework essential not only for good grades but also for proper preparation for State mandated tests. Students should get in the habit of doing all assignments well and on time.
• All teachers will explain what their homework policies are during the first day of class.
• Students with an EXCUSED absence assigned will have one (1) additional day to complete the work upon returning to school.
• School related absences from classes, students are responsible to complete the work with original assignment deadlines.
• It is the student’s responsibility to see their teachers upon returning to school after an absence and request make up work.
• Regular attendance and participation is very important in all classroom work. When students are in class, they are to be an active participant in class activities, projects, note taking, discussions, quizzes and tests.
  ✓ Failure to participate in class and refusal to do assignments will evoke classroom discipline.
• Homework will not count for more than 25% of a student’s final grade.

LOCKERS
Students will be assigned one or two locker(s) 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.**
Lockers are positioned in a manner that allows visibility of the contents, and are subject to periodic inspection by administration. The locker must remain the property of the school and the school reserves the right to periodically inspect the locker as deemed necessary. Any student who intentionally damages a locker will be fined for repair cost.
✓ Locks are available to students at no charge if returned at the end of the year.

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. 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 making contact with the parent/guardian to determine if the student should be sent home.

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

• **Prescription Medication**
  Before any prescribed medication or treatment may be administered to any student during school hours, the school requires a written statement from a licensed health professional authorized to prescribe drugs accompanied by a written authorization of the parent. **(See Use of Medication forms and policy 5330).**

• **Non-Prescription Drugs**
  Before any non-prescribed medication or treatment may be administered, the school shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication **(See forms and policy 5330).**

• Students found in violation of the prescription or OTC policy, will be subject to the “Use or possession of alcohol or drugs” policy.

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

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

PUBLIC DISPLAY OF AFFECTION
Students will refrain from inappropriate displays of affection while at school or during school sponsored events. Such conduct includes, but not limited to:

• Holding hands, walking arm-in-arm, kissing, extended hugs, etc.
• Students found in violation of this policy will be subject to the following consequences:
  ✓ Students will be issued a written warning.
  ✓ Repeated acts will be grounds for after school detention and/or 2 hour Friday School.
  ✓ Three (3) or more acts during a nine (9) week period will be considered insubordination and will be issued one (1) day ISS.
• 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.
  ✓ 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.

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 be in compliance with 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 PASS
Student parking on school property is by permit only and only in the specified parking areas. Students will purchase a parking pass from the office. This pass is good until the student graduates. Passes are nontransferable. Students must show proper ID to purchase a pass. The school shall not be responsible for motor vehicles which are stolen or damaged while on school property.
  • Students found on premises without a parking pass will be warned and must obtain a pass. If found to be without a pass a second time, the car will be towed at the owners expense.
  • If a student is found to be driving on school property in a reckless manner, or if there is excessive noise from the vehicle, student will be warned the first time, and future occurrences will result in having the driving privileges removed and the parents and local authorities will be notified.
  • Drivers must follow all parking lot rules when parking their vehicles, violators will be notified and warned, repeated offences will warrant parking violations suspended.
  • Cars are off limits to all students during the day unless the student has permission from the administration.
  • All vehicles parked within the school zone are subject to searches by school authorities and/or the local police.
  • Any vandalism to school or private property by drivers will have their parking permit and all parking privileges revoked.
  • Students riding with other students must have parental permission to do so. Violation of such rule will be handled on a case by case basis.

SUSPENSION, EXPULSION AND DUE PROCESS
Procedures for the 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.

**THREAT/ASSAULT/DISRESPECT TO STUDENT OR SCHOOL PERSONNEL**

No student shall intentionally threaten, assault, cause physical injury, 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 on school grounds, during school hours or during scheduled school events** could result in the following:
  - A 911 call being placed to check on the extent of bodily harm to the victim and assailant (cost to the parent of the student throwing the first punch)
  - Local authorities will be contacted and charges could be filed
  - ISS, OSS or recommendation for expulsion will be issued depending on the severity of the infraction.
  - As deemed by administration discretion.

- Threatening verbal behavior will be handled just as seriously as causing physical harm to another.
- **Misbehaving for a substitute** - Students who misbehave while a substitute is in the classroom will be issued an automatic 2 hour Friday School.

**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.

**TOBACCO USE OR POSSESSION**

Use or possession of tobacco 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 of smoking devices or other paraphernalia typically used in the consumption of tobacco is also prohibited. Possession or use of tobacco will result in a minimum three (3) day OSS.

- In addition, the Board recognizes that the possession or use of tobacco by students under the age of 18 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.

**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 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.

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

The vacation form can be picked up in the office.
- The administration has the right to deny any request due to student’s low grades or poor attendance or excessive number of days for vacation. Also, if state testing is occurring it is advised to make alternative arrangements.

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

WEAPONS and 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.