

MONTPELIER SCHOOLS

HOME OF THE LOCOMOTIVES



Junior/Senior High School Student Handbook 2020-2021

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TABLE OF CONTENTS

FOREWORD	3
Introduction	3
Alma Mater/Fight Song	3
STUDENT CODE OF CONDUCT	
Academic Honesty	4
Attendance, Tardiness and Truancy	4-5
Anti -Bullying/Harassment	6-7
Book Bags/ Back Packs/Gym Bags	7
Conduct Toward Personnel/Disrespect	8
Damage/Theft of School Property	8
Damage/Theft of Private Property	8
Dress Code Policy	8
Electronic Devices	9
Cell Phone Policy	9
Electronic Equipment Policy	9
Electronics, Media, Computers, Internet	10
Extra-Curricular Substance Abuse	10
Failure to Serve	10
Family Educational Rights and Privacy Act	10-11
Food – Cafeteria Policy	11
Gang Policy	11
Guidance Services	12
Hair Color	12
Hall Passes	12
Homework/Classwork Policy	12-13
Lockers	13
Medication Policy/Nurses Services	13
Permission to Leave School	13
Personal Display of Affection	13-14
Search and Seizure	14
Student Driving/ Parking Passes	14
Suspension, Expulsion and Due Process	14
Threat/Assault	15
Transportation	15
Trespassing or Loitering	15
Tobacco Use or Possession	15
Unauthorized Fire	15
Use or Possession of Alcohol or Drug	15-16
Vacations	16
Weapons and Explosives	16
Appendix A-D	

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. **All reported misconduct will be investigated by administration.**

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. **(See Appendix A- Behavioral Plan)**

ACADEMIC EXPECTATIONS

Academic Insubordination-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 insubordination, such as not turning classroom assignments or refusal to do work in the classroom. Violations of academic insubordination will result in a zero for that assignment and be required to redo or complete the work asked of them to obtain partial credit. Students who continue to not to complete their assignments or work asked of them will follow the plan listed below. **(See Appendix B-Academic Plan)**

Steps listed below are per class, per quarter.

STEP 1: 3 missed/incomplete assignments 1st referral

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

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

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

STEP 2: 4th missed/incomplete assignment 2nd referral

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

-Student will be issued a detention after school and conference with administration

-Parent/Guardian will be notified by administration

STEP 3: 5th missed/incomplete assignment 3rd referral

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

-Student will be issued a detention after school and conference with administration

-Parent/Guardian will be notified by administration

STEP 4: 6th missed/incomplete assignment 4th referral

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

-Student will be issued a 2hr Friday Detention and conference with administration

-Student will be placed onto an Academic Expectations Plan to be in effect for future missed/incomplete assignments

-Parent/Guardian will be notified

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

If a student has excessive missing/incomplete assignments for multiple classes, an Academic Expectations Plan may be instituted prior to reaching step 4 for any particular class. Students that have excessive missing/incomplete assignments may lose special privileges (examples include dances, fun days, field trips, assemblies ect) at the discretion of the administration and students will be reassigned to the ISS room to complete missing work. If a student has excessive missing/incomplete assignments for multiple courses they may start off a new quarter on an academic plan at the administration's discretion.

ACADEMIC HONESTY and INTEGRITY

Cheating or academic dishonesty- Students shall not engage in any form of academic dishonesty, including cheating on any assignment, quiz or test. Violation of plagiarism will result in a zero for the assignment and the student redoing such work to obtain up to 50%. Also, parents will be notified, and the student will be issued either an After School Detention or 2 hour Friday School.

Plagiarism – Defined as “presenting someone else’s work as their own, example, cut and paste off internet or use of other’s words”. Violation of plagiarism will result in a zero for the assignment and the student redoing such work to obtain up to 50% on the assignment. Also, parents will be notified, and the student will be issued a one-day ISS. Continued recurrence of such violation will result in possible OSS and/or recommendation of expulsion based on administrative discretion.

Academic Insubordination- 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 insubordination, such as not turning classroom assignments or refusal to do work in the classroom. Violation of academic insubordination will result in a zero for that assignment, be required to redo or complete the work asked of them to obtain up to 50% on the assignment. Students who continue to choose not to complete their assignments or work asked of them will be written up for insubordination, resulting in an After School Detention and a phone call to parents. After 3 write-ups the student will be placed on an Academic Expectations Plan.

ATTENDANCE, TARDINESS, AND TRUANCY POLICIES

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

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

After 10:00 AM, a PowerAnnouncement will be sent to the primary phone number to report the absence of your student. It is the responsibility of the parents to update the school with current phone numbers as they change.

Parents who call in an absence are still required to provide a written note or Doctor’s excuse to the office upon your student’s return that includes the following:

- the date the note was written
- the name of the student and grade
- the day or days the student was absent
- the reason(s) for the absence
- signature of parent/guardian

If the school is unable to make contact with a parent or guardian, and there is no written documentation of the absence, it will be considered unexcused. After 5 parent notes for the year a Doctor’s note is required to be excused.

EXCUSED ABSENCES:

- Personal Illness- **After 5 excused notes per year, 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 to the administration.
- Quarantine
- Observance of religious holidays
- Family emergency- Upon administrative approval
- Pre-approved Family Vacation (See Vacation Policy for more details)

- Special circumstances-examples may include; Prearranged college visitation days (2) per year for Juniors/ Seniors only, Court appearances, Driver's license tests, Medical or social counseling.

TARDINESS:

- Students arriving after the 8:00 AM bell are considered tardy. Students who are tardy to school are required to sign in at the office. 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.
- Tardy to first period requires the student to be sent to the office for a tardy slip; ASD after 3 occurrences.
- 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.

UNEXCUSED ABSENCES:

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

HB 410: TRUANCY LAW:

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

Excessive Absences:

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

Habitual Truancy: All cases will involve the Juvenile Probation

- Unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year.
- Upon reaching the 40 hours (excused or unexcused) benchmark or the 30 consecutive hours, students and parents will be notified by mail of an administrative conference at the school to establish a plan of action. That plan of action may include extra time being assigned to the school day, privileges being removed, and/or additional interventions as deemed appropriate by the absence intervention team. This could lead to a referral to the Juvenile Court system.
- If the student has absences as noted above, but the absence intervention team determines that the student has made "substantial progress" according to the plan, the administration will not file a complaint in juvenile court.
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives behaviors then the administration will file a complaint in juvenile court.

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

Examples of such conduct includes but not limited to:

- Name calling
- Obsessive teasing
- Physical violence and/or attacks
- Unwanted touching
- Racial slurs

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

Students or parents should file reports with a teacher, the administration or the local authorities. All reports will be investigated and documented. Staff members are obligated to report any prohibited activity they witness or are made aware of, and parents will be contacted.

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

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

BOOK BAGS/BACK PACKS/GYM BAGS

No book bags, purses, satchels, briefcases, will be allowed to be brought into the classrooms.

All personal effects should be left in their assigned locker with the following exceptions:

- Book bags and/or purses of necessity need to be placed in the designated area of each classroom.
- Bags used for gym clothes can be stored in the gym locker rooms. Locks can be provided by the PE teacher.
- Large bags used for athletic equipment may be stored in the coaches’ classroom if too large to fit in a locker.

CELL PHONE POLICY

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

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 permission only.
- **RED ZONE**- Restrooms, Media Center and during emergencies; phones are prohibited.
 - ✓ **Classrooms unless the teacher is using phones for educational purposes**
 - ✓ Walking down the hall while talking, 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 and
- Students will be issued a detention for violation of the policy and
- Cell phone rights can be taken away and
- More than three (3) infractions will result in a one (1) day ISS and
- If violation is a reoccurrence and the phone is confiscated, it will only be released to the student's parent/guardian and/or
- The building principals may refer the matter to law enforcement if the violation involves an illegal activity.

CONDUCT TOWARD SCHOOL PERSONNEL/DISRESPECT/CLASSROOM DISRUPTION

A student shall not use undesirable, lewd or vulgar language 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 or Theft of personal Chromebooks will be dealt with through the technology department. Jim Lee ext. 1717.

DAMAGE/THEFT OF PRIVATE PROPERTY

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

DRESS CODE POLICY

There is an important relationship between personal appearance and general attitude. Students participating in extracurricular activities may be subjected to harsher consequences as determined by individual coaches/team rules. Specific regulations include but are not limited to the following:

- Appropriate undergarments must be worn
- Clothing/jewelry which advertises or displays tobacco, alcohol, illicit drugs or inappropriate language 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 be no shorter than 3 inches above the knee cap that includes holes in the jeans that may display undergarments or administration deems inappropriate.**
- **Wallet chains or jewelry which is perceived by the administration as inappropriate will not be permitted.**
- **Specific examples of dress not meeting minimum standards include the following: muscle shirts, halter tops, shirts with spaghetti straps, off the shoulder tops, 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 or sent to the nurse to change.**
- **Attempt to call home and request for new clothing to be brought to the school.**
- **Refusal to change will warrant a reassignment to the 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 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 or on Final Forms:

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

EXTRA CURRICULAR POLICY

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

Academic Requirements

- The quarterly academic eligibility policy for Montpelier Schools, will be determined by two factors: grade point average, and earned credit. Any student that is ineligible for an entire quarter will not be permitted to join any in-season team or do any off-season activities. Summer does NOT apply.

Each high school student must maintain a 1.25 Grade Point Average. Incoming freshman are eligible if they meet the Junior High standards during the last grading period. Each high school student must be passing the equivalent of five (5) one-credit classes. All junior high students must be passing (5) one credited class. Incoming 7th grade students have no grade requirements to be eligible.

During any nine-week period, any student in an extra-curricular activity that has an F will be suspended from any extra-curricular event/games until

all failing grades reach passing status. Grades will be checked every Monday starting the third week of each quarter. The athletic director will notify the student and coach/advisor when the grade has reached passing status. If the student ends a quarter/semester with an F, they will be suspended from their team/club for the first two weeks of the next quarter. The student will regain eligibility if grades are at a passing status when collected on the third Monday of the new quarter. If current grades are not passing, the student will remain ineligible until all grades reach passing status.

HS students that end the school year failing one class but are passing five (1) credit classes and have a 1.25 GPA or higher will begin their academic suspension starting the first day of school the following year. Students will be permitted to do summer and pre-season activities up until the first official day of school.

JH students that end the school year failing one class but are passing five out of six classes will begin their academic suspension starting the first day of school the following year. Students will be permitted to do summer and pre-season activities up until the first official day of school.

Online Classes in an online course will be counted the same as a course taught in a traditional setting. Students that are enrolled in an online class will be held to the same accountability as students that are taking classes in the traditional setting.

Students must meet specific requirements with regards to both grade and completion percentages that are established by the administration. The base requirements would be for a student to have a passing grade and meet the following requirements: 25% of a semester long course done midway through the 1st quarter, 50% of a semester long course completed at the end of the 1st quarter, 75% of semester long course completed midway through the 2nd quarter, and 100% of the semester long course completed by the end of the 2nd quarter. Students will remain under suspension from participating in athletic/extracurricular contests/events until their grade is passing and completion percentage is greater than or equal to the percent of the semester that has expired.

- Students that start online classes after the beginning of the semester will be placed onto a schedule that is set by the administration. The schedule will be based upon the percentage of the semester that has expired.

- Percentage will be calculated based upon days in school that are scheduled for the quarter per the official school calendar.

This includes all courses offered through post-secondary option or any other college option or on-line courses.

Behavior of any student participating/attending an extracurricular activity must follow the school code of conduct. Must follow the school's Drug Policy (See Appendix C- Drug Policy)

All students attending an extra-curricular activity:

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

Clear water bottles are allowed during the school day in the classroom. No solid colored or carry out containers will be allowed.

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

Students are not allowed to eat breakfast in the halls or classrooms.

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.

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

Specific rules include:

All food and drink are to be consumed in the auditoria unless special circumstances are 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 auditoria

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

GANG POLICY

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

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

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

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

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

Soliciting membership in, or affiliation with any gang.

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

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

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

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

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

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

GUIDANCE SERVICES

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

Academic Standing

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:

A = 4.0/94-100%

A- = 3.7/90-93%

B+ = 3.3/87-89%

B = 3.0/84-86%

B- = 2.7/80-83%

C+ = 2.3/77-79%

C = 2.0/74-76%

C- = 1.7/70-73%

D+ = 1.3/67-69%

D = 1.0/64-66%

D- = 0.7/60-63%

F = 0.0/0-59%

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

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

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

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, or possible reassignment to the ISS room.

HOMEWORK/CLASSWORK POLICY

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

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

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

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

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.

INDUCING PANIC

Students engaging in verbal or written threats towards others, school personnel, or school facilities will be immediately questioned by administration, parents will be notified and/or local authorities will be notified. The following consequences could occur: conference with administration, ASD, ISS, OSS, and /or immediately expulsion.

LOCKERS

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

Prescription Medication

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

Non-Prescription Drugs

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

Students found in violation of the 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. If a note is not accompanying the student the only way for a student to be allowed to leave will be by verbal consent over the phone by a parent. No student shall be released to anyone who is not authorized in writing by the parents.

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

PUBLIC DISPLAY OF AFFECTION

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

Such conduct includes, but not limited to:

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

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

Students will be issued a 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.

Any work issued during OSS will be due immediately upon return to school.

THREAT/ASSAULT/DISRESPECT TO STUDENT OR SCHOOL PERSONNEL

No student shall intentionally threaten, assault, because 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 or unwanted touching on school grounds, during school hours or during scheduled school events could result in the following:
 - ✓ A 911 call being placed to check on the extent of bodily harm to the victim and assailant (cost to the parent of the student throwing the first punch)
 - ✓ Local authorities will be contacted and charges could be filed
 - ✓ ISS, OSS or recommendation for expulsion will be issued depending on the severity of the infraction.
 - ✓ **As deemed by administration discretion.**
- Threatening verbal behavior will be handled just as seriously as causing physical harm to another.
- **Misbehaving for a substitute- Students who misbehave while a substitute is in the classroom will 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.

TRESSPASSING OR LOITERING

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

TOBACCO USE OR POSSESSION

- Use or possession 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 of smoking devices or other paraphernalia typically used in the consumption of tobacco or nicotine is also prohibited.
- Possession or use of tobacco or nicotine will result in a minimum three (3) day ISS.
- In addition, the Board recognizes that the possession or use of tobacco or nicotine 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 event, he/she may be expelled from school and the Montpelier Police Dept. will be notified.
- Students who have prescription drugs in their possession shall notify the office and fill out the appropriate forms. Failure to notify the office may be grounds for suspension and or expulsion.

VACATIONS

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

The vacation form can be picked up in the office.

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

VISITORS

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

WEAPONS/EXPLOSIVES/FIRES

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

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

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



Montpelier Jr/Sr High School

1015 East Brown Road Montpelier~OH 43543

Office 419-485-6700

Fax 419-485-3487

Principal Su Thorp~Assistant Principal Steve Brancheau~Guidance Stephanie Friend~AD Joe Brigle~Secretary Tami Richmond

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 ISS
- 2nd consequence:** 5 Days ISS
- 3rd consequence:** 10 Days OSS with Recommendation for Expulsion
- 4th consequence:** Expulsion

Name of Student

Signature of Student

Name of Parent

Signature of Parent

Name of Administrator

Signature of Administrator

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



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Behavior Plan

Date: _____

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

Behavior Plan

1st consequence: 3 Days ISS

2nd consequence: 5 Days ISS

3rd consequence: 10 Days OSS with Recommendation for Expulsion

4th consequence: Expulsion

Name of Student Signature of Student

Name of Parent Signature of Parent

Name of Administrator Signature of Administrator

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

Appendix B



Montpelier Jr/Sr High School

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Principal Su Thorp~Assistant Principal Steve Brancheau~Guidance Stephanie Friend~AD Joe Brigle~Secretary Tami Richmond

DRUG TESTING POLICY

Montpelier Exempted Village Schools

The Montpelier Exempted Village School District Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Montpelier Exempted Village School's students. The Montpelier Exempted Village School District Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Montpelier Exempted Village School District Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the potential of drug use in our high school, Montpelier Exempted Village School District has selected student athletes, students who participate in extra-curricular activities and students who along with consent from their parents volunteer to be tested for inclusion in the testing pool. This policy applies to all athletes, volunteers and participants in extra-curricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

- To provide a healthy and safe environment to all students participating in the athletic and extracurricular programs.
 - To discourage all students from using drugs and alcohol.
 - Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
 - To provide students with the opportunity to become leaders in the student body for a drug free school.
 - To provide solutions for the student who does use drugs and alcohol.
 - To provide the school with positive guidelines and disciplinary policies for violations of this Policy.
 - To encourage those students who participate in athletic and extra-curricular programs to remain drug free and alcohol free.
- The Policy does not affect any existing policies, practices, or rights of the District regarding the suspension or expulsion of students from school for drug and/or alcohol possession or use in violation of the Code of Conduct. This Policy is only applicable to athletes, volunteers and participants in any extra-curricular activity and is academically non-punitive.

➤ Students involved in athletics or other extra-curricular activities need to be exemplary in the eyes of the community and other students. This Policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in athletics and extra-curricular activities, no student shall be suspended or expelled from school or penalized academically for testing positive for banned substances under this Policy. The results of drug tests conducted under this Policy will not be documented in any student's academic records.

➤ **DEFINITIONS**

1. **STUDENT ATHLETE**

Any person participating in the Montpelier High School athletic program and/or contests under the control and jurisdiction of the Montpelier Exempted Village Schools and/or the Ohio High School Athletic Association (OHSAA). This Policy also includes cheerleaders.

2. **EXTRACURRICULAR**

This also includes activities outside of the sporting realm that are voluntary in nature and take place outside of the regular school day. In addition to all competitive sports this also includes all academic clubs, music programs and club sports. If other extra-curricular programs are added to our school program, they will be added to the testing schedule.

3. **ATHLETIC SEASON**

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the Montpelier Exempted Village School District. There are three athletic seasons: fall, winter, and spring. Due to the nature of our athletic code, students are under the jurisdiction of the athletic code year-round. The number of times tested under this Policy could vary based on in-season/out of season.

4. **RANDOM SELECTION**

A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

5. **DRUGS**

Any "controlled substance" as defined in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This includes (but is not limited to) LSD, Marijuana, Amphetamines, Methadone, Methaqualone, Barbiturates,

Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon) and also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. This definition shall also include nicotine (tobacco) and anabolic steroids.

6. **ALCOHOL**

Any intoxicating liquor, alcohol, beer, wine, mixed beverage, spirituous liquor, or cider, as such terms are defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the students name and directions for use; or b) an over-the-counter medicine.

➤ **PROCESS**

1. **RANDOM TESTING**

- In-season random testing shall be conducted on Student Athletes throughout the athletic season and students participating in any extracurricular activities throughout the extracurricular season. Each team or extracurricular activity may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per athletic season or extracurricular season. In addition, students may be randomly tested when they are out of season under the guidelines of the year round athletic code of conduct.

- **Random selection:**

The athletic director, under the principal’s supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

- **Scheduling of random testing:**

Random testing will be unannounced. The day and date will be selected by the athletic director and confirmed with the building administrator. Random testing may be done weekly.

2. SUBSTANCES FOR WHICH ATHLETES MAY BE TESTED:

Students will be tested under this Policy for Drugs and Alcohol (as such terms are defined above).

3. 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 drunk 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.

5. **IF A POSITIVE TEST OCCURS:**

First violation

- Student will be suspended for 30% of regular season and/or post season games. Scrimmages DO NOT count
 - For example, if there are ten games in a season, a student would be denied participation for three games.
 - Such denial of participation may carry over into any playoff or tournament games or to the next season.
 - Games/Contests must be completed in order to count towards suspension
 - The parent/guardian/custodian and student will meet with the athletic director, the coach or advisor, and a building administrator to determine reinstatement.
 - The student may be required, at the parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

- Any student involved in other club sports, academic clubs and/or music programs, additional consequences will be handed down by a committee involving a school administrator, advisor and parents of the student.
- Students that test positive for any drug or alcohol will be required to test during the random process until student-athlete passes two consecutive testing sessions

Second violation

- The student is denied participation for 100% of the season. The parent/guardian/custodian and student will meet with the athletic director, the coach, and a building administrator to determine reinstatement. The student may be required, at the parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.
 - For example, if there are ten games in a season, a student would be denied participation for the entire season in the event of a second violation. Such denial of participation may carry over into any playoff or tournament games or to the next season.
- Student athletes that fail two drug or alcohol tests will be required to seek drug and alcohol counseling before athlete can be reinstated after their one year suspension has been complete. Proof of counseling must be provided to the athletic department.

Third violation

- The student is permanently denied participation in all athletics, school clubs and organizations in the Montpelier Exempted Village School District.
- Violations are accumulative throughout the student’s secondary school career. (Grades 7-12)

6. MISCELLANEOUS

- The Montpelier Exempted Village School District reserves the right to test any student-athlete based on reasonable suspicion without parental consent. If the student-athlete doesn’t provide a urine sample or saliva sample for testing, it will be considered a positive result.

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.

We understand that testing will be administered in accordance with the guidelines of the Montpelier Exempted Village School District Drug Testing Policy for student athletes 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 in athletic 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 participate in any athletic program or extracurricular activity I will be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any athletic activities or 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, when participating in any athletic program or extracurricular activity, will be subject to initial and random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any athletic or 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 participant in athletics in the Montpelier Exempted Village School District.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

Appendix C



Montpelier Jr/Sr High School

1015 East Brown Road Montpelier OH 43543

Office 419-485-6700

Fax 419-485-3487

Principal Su Thorp~Assistant Principal Steve Brancheau~Guidance Stephanie Friend~AD Joe Brigle~Secretary Tami Richmond

Parent's Request for the Administration of Medication by School Personnel

I hereby request and give my permission to the principal or his delegate school nurse or other responsible person) to administer the following medication to my child.

Name of Child: _____

Name of Drug: _____

Dosage: _____ Route: _____

Time(s) to be given: _____

Parent/Guardian Signature: _____ Date: _____

School Notes: _____

