

MONTPELIER ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK

2018 - 2019



HOME OF THE LOCOMOTIVES

1015 E. Brown Road
Montpelier, Ohio 43543
Phone: 419.485.6700
Fax: 419.485.3487
Website: <http://www.Montpelier-K12.org>

Dr. Jamison J. Grime
Superintendent

Lance Thorp
Principal

Vicki Martinich
Dean of Students

THIS STUDENT PLANNER BELONGS TO:

NAME _____

PHONE _____

ADDRESS _____

GRADE _____

MONTPELIER EXEMPTED VILLAGE SCHOOL DISTRICT

2018-2019 Calendar

AUGUST 2018

Student Days - 13

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug 13 Open House
 Aug 13-14 Teacher Workday
 Aug 15 1st Day for Students

SEPTEMBER 2018

Student Days - 18

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

Sept 3 Labor Day
 Sept 10 Fair Day
 Sept 11 No School (Waiver)
 Sept 21 Interim Reports

OCTOBER 2018

Student Days - 22

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

Oct 18 Parent-Teacher Conf.
 10 a.m. – 8 p.m.
 No School
 Oct 19 No School
 1st Quarter Ends

NOVEMBER 2018

Student Days - 19

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

Nov 14 Early Release
 Nov 20 Interim Reports
 Nov 21-23 Thanksgiving Break

DECEMBER 2018

Student Days - 13

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

Dec 19 Early Release
 Dec 20-31 Winter Vacation

JANUARY 2019

Student Days - 21

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

Jan 1 Winter Vacation
 Jan 4 2nd Quarter ends
 Jan 16 Early Release
 Jan 21 MLK Day

FEBRUARY 2019

Student Days - 19

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

Feb 6 Interim Reports
 Feb 7 Parent-Teacher Conf.
 12:30 – 8 p.m.
 No School
 Feb 8 No School (Waiver)
 Feb 18 President's Day

MARCH 2019

Student Days - 16

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

Mar 6 Early Release
 Mar 8 End 3rd Quarter
 Mar 18-22 Spring Break

APRIL 2019

Student Days - 21

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

April 19 Good Friday
 April 26 Interim Reports

MAY 2019

Student Days - 17

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 23 Last Student Day
 May 24 Last Teacher Day
 May 26 Graduation
 May 27 Memorial Day

JUNE 2019

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

Grading Periods

1st Aug 15 – Oct 19
 2nd Oct 22 – Jan 4
 3rd Jan 7 – Mar 8
 4th Mar 11 – May 23

1156 Total Hours

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

School Day Schedule

Elementary School Schedule

Doors unlocked	7:45
Buses arrive	7:45
Breakfast	7:45-8:00
Morning recess (K-2 only)	7:45-8:05
Tardy bell for K-6	8:05
Dismissal	3:00

Pre-School and KK (KinderKlub) Times

KinderKlub AM Group	8:05-11:00
KinderKlub PM Group	12:15-3:00
Pre-School AM Group	8:00-10:45
Pre-School PM Group	12:15-2:45
Two Hour Delay AM (PS and KK)	10:00-11:50
PM (PS and KK)	1:00-3:00
Early Release AM (PS and KK)	8:05-10:00
PM (PS and KK)	11:15-1:10

Lunch Schedule

<u>GRADE</u>	<u>LUNCH</u>	<u>RECESS</u>
Kindergarten	10:40-11:00	11:00-11:15
First grade	11:05-11:20	11:20-11:35
Second grade	11:35-11:50	11:50-12:10
Third grade	11:58-12:15	12:15-12:30
Fourth grade	10:52-11:07	11:07-11:22
Fifth grade	11:15-11:30	11:30-11:45
Sixth grade	11:50-12:05	12:05-12:20

<u>Exceptions</u>	<u>School Begins</u>	<u>School Ends</u>
2-Hour Delay	10:05	3:00
3-Hour Delay	11:05	3:47
Early Release Days	8:05	1:10

STUDENT / PARENT HANDBOOK

TABLE OF CONTENTS

Absences, Tardies & Excuses	Page 6	Lost/Damaged Materials	Page 18
Absences/Notification	Page 7	Lost and Found	Page 18
Absences/Travel or Vacation	Page 8	Make Up Work	Page 18
Anti-Bullying/Harassment Policy	Page 8	Media Center Procedures	Page 18
Appointment Dismissals/Arrivals	Page 9	Medication Policy	Page 18
Book Bags/Backpacks/Gym Bags	Page 10	Money	Page 18
Boy/Girl Relationships	Page 10	Non-Discrimination Policy	Page 19
Building Visitors	Page 10	Noon Hour Regulations	Page 19
Bus Transportation Rules	Page 10	Parties	Page 19
Cafeteria Information	Page 11	Personal Effects	Page 19
Child Abuse	Page 12	Piercing	Page 20
Colored Hair Policy	Page 12	Playground/Recess Rules	Page 20
Communication	Page 12	Private Transportation	Page 20
Conduct	Page 12	Promotion	Page 20
Curriculum	Page 12	Retention	Page 20
Custodial/Non-Custodial Parents	Page 12	School Closings	Page 20
Detention	Page 13	School Hours	Page 21
Dress Code/Grooming	Page 13	School Pictures	Page 21
Early Dismissal	Page 13	School Property/Searches	Page 21
Electronic Accounts	Page 14	Student Behavior	Page 21
Electronic Devices	Page 14	Student Code of Conduct	Page 22
Emergency Procedures	Page 15	Suspension/Expulsion	Page 27
Fees	Page 15	Testing	Page 27
FERPA Policy	Page 15	Textbooks	Page 27
Field Trips	Page 16	Tobacco Code	Page 27
Gifted Identification/Services	Page 16	Unauthorized Fire	Page 28
Going Home the Normal Way	Page 16	Use/Possession of Alcohol	Page 28
Grades for Students	Page 16	Visitors	Page 28
Guidance	Page 17	Walking/Bicycling	Page 28
Homework	Page 17	Weapons/Explosives	Page 28
Lockers	Page 17	Workbooks	Page 28
		School Spirit	Page 28

MESSAGE TO MONTPELIER ELEMENTARY FAMILIES

Montpelier Elementary School Parents/Guardians:

Welcome to Montpelier Schools and Montpelier Elementary. It is a privilege for us to partner with you in providing a quality education for your child(ren). We can't think of a better place to be than with our students and sharing in their love of learning. We can't help but have a successful year with our students knowing that our parents will become involved and committed to partnering with us in meeting their educational, emotional, and behavior goals.

Learning is such a wonderful thing no matter your age, but it is especially great with children. Their excitement for learning and life is contagious and joyous. On a daily basis, they share these qualities with us and it makes our jobs thrilling and rewarding.

If at any time you have any questions or concerns, please let us know what those are. The only way we can know is for you to communicate with the school. We are looking forward to another great year together. Join us on our journey during this school year. It is an exciting adventure and we wouldn't want to go without you!

Parents, thank you for entrusting your children to our care. Please sit down for a few minutes and review this handbook with your child. It contains important information that will help your child be successful at Montpelier Elementary School. This information will also help you have a better understanding of how the school operates. Once more, please contact us immediately if there are any questions or concerns.

BELIEF STATEMENTS OF MONTPELIER ELEMENTARY SCHOOL

- All students can learn.
- Students, teachers, administrators, families, and the community share the responsibility for learning.
- All individuals are treated with respect and dignity to encourage successful learning.
- All individuals are responsible for their own actions.
- Students are provided a safe, supportive, and challenging learning environment.
- Students learn in different ways and are provided with a variety of instructional approaches.
- The process of learning is as important as the content.
- Ongoing professional development is important for student success.
- Self-respect and self-worth are essential to successful learning.
- The District is committed to the finest quality of service to its students, community, and staff.
- Assessment is used to measure progress, set goals, and match learning activities to learner styles and needs.

MONTPELIER SCHOOL'S MISSION STATEMENT

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

ABSENCES, TARDIES, ATTENDANCE, AND EXCUSES

A parent/guardian **is required to call the school** on the day a student is absent from school.

In addition, When a student is absent from school, he/she **is required to bring a signed note** from a parent/guardian, physician, dentist, or other appropriate authority, and this will result in an excused absence for the student. These professional or agency notes will automatically be excused without limit. Parents may also write a note excusing the student for sickness without going to a doctor and be approved with a total limit set at 7 days (equals 44:55 – hours:minutes) for the school year. School officials will review any additional requests and act in accordance with state law.

A student of school age is permitted to be absent from school for the following reasons only:

- A. Personal illness.**
- B. Critical illness in the family.**
- C. Quarantine in the home.**
- D. Death of a relative.**
- E. Observance of religious holidays.**
- F. Other - With administrative approval and advance written notification from parent/guardian.**

In addition, school officials may waive these requirements for such cases as individual or family counseling when such cannot be arranged after school hours, also for court appearances and incarceration in a detention facility. **FOR THESE REASONS, A SIGNED NOTE FROM THE APPROPRIATE AGENCY IS REQUIRED IN ORDER FOR SCHOOL OFFICIALS TO CONSIDER THE ABSENCES TO BE EXCUSED.** Messages concerning absences may be left on the school answering service (**419.485.6710**) when the school is closed.

It is very important that children form, at an early age, the habit of being on time. When a child is tardy it requires the teacher's valuable time to change attendance records, lunchroom count, and often to repeat instructions for the day. Help your child learn this valuable lesson by seeing that he/she arrives at school promptly. Cases of excessive tardiness may be referred to a Court Appointed Truancy Officer or the Montpelier Police Department.

Any time a student is not in the school, they are missing minutes and hours that count towards their total attendance count.

*Excessive tardiness will be reported to the absence intervention team. This could lead to a referral to the Juvenile Court system.

The following attendance plan will be in place for K-6 students who accumulate excused or unexcused absences. Consequences for these absences are based on varying timeframes throughout the school year:

- 30 consecutive absent hours.
- 42 total hours absent in one month period.
- 72 total hours absent in one school year period.

Any student who misses any portion of any hour of the school day will not receive attendance credit for any minutes that are missed. Each minute a student misses will be tracked and considered as a minute absence.

Reaching any of these state identifiers for school absences will require a meeting involving the parents or guardians of the student with the absence intervention team to establish an immediate plan of action for the student. This meeting between the parent/s, student, school faculty and the court appointed truancy officer may be made over the phone or in person at the school. The 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. Continued failure to come to school or comply with the absence intervention team plan will result in a referral to the juvenile court system. Administrators shall file a complaint in juvenile court after 60 days implementation of an absence intervention plan once meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication fail to make satisfactory progress.

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 to the juvenile court.

Notifications for absences are issued in an attempt to communicate with students and families proactively. These notifications will be issued when the following timeframes are met for both excused and unexcused absences in accordance to state law and the Montpelier elementary attendance plan:

	Excessive Absences (with or w/o)		Habitual Truancy (w/o documentation)		
	Total Absence Hours Per Month (38)	Total Absence Hours Per Year (65)	Consecutive Unexcused Absence Hours (30)	Unexcused Absence Hours Per Month (42)	Unexcused Hours Per Year (72)
Alert notice	18 hours	18 hours	18 hours	18 hours	18 hours
Warning letter	30 hours	30 hours	24 hours	30 hours	30 hours
Attendance Intervention Plan or Letter	38 hour letter	65 hour letter	30 hours Attendance Intervention Plan	42 hours Attendance Intervention Plan	40 hours Attendance Intervention Plan
Final Step	N/A	N/A	Charges Filed	Charges Filed	Charges Filed

Unexcused absences are defined as any missed day of a school without proper documentation being provided to the office. Proper documentation would include a doctor’s note or anything that was given pre-approval by the administration. Examples of unexcused attendance would include the following:

- a. No phone call into the office at all.
- b. Phone call reporting the child is sick without a parents or doctor’s note being turned in.
- c. Phone call with no reason given.
- d. Phone call stating a student needs to stay home for non-approved reasons such as babysitting, moving, accompanying appointments with family members, no ride, missed bus, community service, shopping, concerts, etc.

ABSENCES--NOTIFICATION, CONSEQUENCES

As required by Section 3313.205 of the Ohio Revised Code, the following notification of student absences policy has been adopted by the Montpelier Exempted Village Board of Education.

When a student is absent from school it shall be the responsibility of the student's parents, custodial parents, guardian, legal guardian or other person having care or charge of that student to notify the building principal, or his designee, that their child will be absent from school for a specified period of time. Notification must occur by 10:00 a.m. on the same day the student is absent from school. The phone number for reporting absences of Montpelier Elementary School students is **419.485.6710**.

Regular school attendance is important. Problems in the areas of attendance and tardiness can lead to academic difficulties. Therefore, we see regular attendance as a positive factor that develops habits of punctuality, self-discipline, and responsibility. Pupils who attend class regularly generally achieve higher grades, enjoy school more, and are more employable after leaving school. Even though a student may

make up the actual work missed because of absences, he or she may never be able to replace the social, educational, and cultural contact, which are received only through actual classroom attendance and participation. That student will also miss the valuable teacher-to-student instruction that takes place in the classroom. Therefore, the following policy will be in effect:

Excessive absenteeism may result in legal action or retention in the same grade level as they are currently working. Excessive unexcused absences could result in the child or parent being prosecuted under Ohio Revised Code 3321.19, or 3321.20, or 3321.22.

ABSENCES FOR TRAVEL OR VACATIONS

The Montpelier Elementary School will follow the following procedures when students are withdrawn for family travel and/or vacations.

1. A written request from the parent must be filed with the principal **prior to the absence**.
 2. The excused absence will be recorded.
 3. The student will be permitted to acquire advanced assignments if available.
 4. Make-up work will be governed the same as any excused absence.
- + Exception - Two weeks prior to the end of school year.

ANTI-BULLYING / HARASSMENT POLICY

EVERYONE HAS THE RIGHT TO FEEL SAFE AND SECURE AT SCHOOL. EVERYONE shares responsibility for helping to prevent bullying. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, or bullying also means electronically transmitted acts such as: Internet, My Space, Facebook, YouTube, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. Bullying is not tolerated or ignored at Montpelier Elementary School.

Students

If you feel that you are being bullied, don't suffer in silence. Keeping it to yourself rarely works. Who can you tell?

- **A friend.** Sometimes, just talking about it helps. S/He can also help you talk to someone who can help to stop the bullying.
- **A teacher or an adult who knows you.** If you trust a particular teacher or a member of the support staff, talk to him or her. This could be anyone in the school. You could write it down for them if you don't feel comfortable talking about it at this point.
- **Your parent, or another member of your family.** If you don't want to talk to anyone at school, tell someone at home. They can help you decide what to do next or talk to teachers or an administrator on your behalf.

How can you be sure that telling someone won't make it worse?

- Teachers and other adults will be sensitive to your situation. They will tell you what is going to happen next so make sure you tell them how you feel.
- If nobody knows what is happening, nobody can help. You must not be embarrassed about feeling unsafe: it's not your fault! You might be helping others as well as yourself.

What else should you do if you are being bullied?

- Do keep attending school. Let someone know if you are finding this difficult.
- Do not hit back. Violence will not help.

- Do not give up. The bullying may not stop immediately, but keep telling others if it doesn't stop.

What should you do if you know that someone is being bullied?

- The worst thing you can do is ignore it!
- Support the victim of the bullying, even if s/he is not a friend of yours.
- Feeling unsafe can be very lonely. Talk to someone about it. Confide in an adult at school to report the bullying.
- Always be honest and truthful about bullying, even if it is not easy. Stick up for what is right.

Action against bullying

- We will investigate all incidents carefully.
- We want those who are making someone unsafe to understand how their behavior affects others. We will use meetings and involve parents of the victims and the one(s) doing the bullying.
- Parents will be involved and informed of unacceptable behavior. Detentions and suspensions will be used where unsafe behavior has happened.
- Assault or physical violence will normally lead to suspension from school. Suspensions may be a fixed term or permanent. Students will not be allowed to return to school until we are confident that their behavior will improve.

Parents

- Watch out for signs of distress in your children (pattern headaches, stomach and leg aches, etc., missing objects, requests for extra money, damaged clothing, bruising).
- Take an active interest in your child's social life: discuss friendships, the school day, and travel to and from school.
- If you think your child is being bullied or is a bully, share this information with the school.
- Keep a written record if the bullying persists.
- Discuss the problems with your child; assure the child that there is nothing wrong with him/her; advise him/her always to tell an adult; identify the places where bullying takes place and work out a way to avoid them; support the plan of action with your child and the appropriate teacher and/or administrator.

Teachers

- Will always take reports of bullying seriously and listen carefully to what students say.
- Will be sensitive to the student's situation.
- Will follow up the report with action. Teachers will make sure that other staff are aware of what is happening.
- Will keep in touch with the students involved to find out whether anything has changed.
- Will inform the principal or another administrator of any incidents of bullying.

APPOINTMENT DISMISSALS AND ARRIVALS

At Montpelier Elementary School, all students must register in the office when entering or exiting the building between 8:05 a.m. and 3:00 p.m. Students who arrive after 9:00 A.M. or who leave prior to 2:00 P.M. (and do not return before dismissal) will be counted as one-half day absence. **Only parents or legal guardians will be permitted to pick up a student unless written notification is received by the office prior to the departure.** All students will be excused for dismissal with the accompaniment of an adult. The adult must identify himself/herself and co-sign the registry. Students in grades 3-6 may register upon entering the building without the accompaniment of an adult.

BOOK BAGS / BACKPACKS / GYM BAGS

Students should not take book bags / backpacks / gym bags with them to the classroom. All personal objects or effects should be left in their cubbies, lockers or desks.

BOY / GIRL RELATIONSHIPS

Physical contact between boys and girls is considered to be inappropriate and in poor taste during school hours. Therefore, students are asked not to "hold hands," "walk arm in arm," or in any other ways display physical affection during the school day. School is neither the time nor place for this type of relationship.

BUILDING VISITORS

Adult visitors and parents are welcome at Montpelier Elementary, but according to Ohio Revised Code, all visitors are required to identify themselves and state their business to the main office upon entering the building. Visitors will not be permitted to enter a classroom while the class is in session without prior arrangements with the principal and classroom teacher.

BUS TRANSPORTATION RULES

The transportation of students in the Montpelier School District is a major operation. It is the intent of the Board of Education, the administration, and the transportation department to ensure that all pupils are transported as **efficiently** and as **safely** as possible.

Students and parents should realize that school bus transportation is a **privilege**, not a right. The transportation supervisor and/or principal may suspend students from riding on any bus for violations of the following rules and regulations. Students will also be subject to disciplinary actions for such violations.

1. Students must arrive at the bus stop 5 minutes prior to the arrival of the bus.
2. Students are directly responsible to the bus driver and shall obey all reasonable requests and all posted rules and regulations on the bus.
3. Students must load and unload at their **regular** stop unless given permission by the transportation supervisor and/or principal.
4. Students are to maintain classroom conduct while on the bus and remain seated until the bus has come to a **complete stop**.
5. Students must wait until the bus comes to a complete stop before attempting to enter or leave the bus.
6. Students shall occupy the seat assigned to them by the driver and keep their feet out of the aisle, sit with seat on seat, back on back, and feet on the floor.
7. Students must keep head, arms, and legs inside the bus.
8. Students who must cross in front of the bus while loading or unloading must cross at least 10 feet in front of the bus and only when the bus driver gives the command to cross.
9. Students must refrain from eating and drinking on the bus, including but not limited to gum and candy.
10. Use of tobacco is strictly prohibited on the bus.
11. Students should be courteous! No profane or vulgar language is allowed. Obscene gestures will also not be allowed.
12. Students must only carry-on items that will fit in their laps. The items may not be left in the aisle, at the front of the bus, or by the rear door.
13. Students will remain at their point of safety until the bus has left the stop.
14. Parents can expect their child any time after the last dismissal bell.
15. Parents are required to provide a written notice in advance when a student will not ride the bus. This note must then be approved by the transportation supervisor and/or the principal. Parents may also call the transportation supervisor on the phone to request changes, however, these discussions must be made before 2pm. Parents should NOT email these requests the day of a change as there is no guarantee that they will be seen and properly communicated. This will ensure the safety of the child and that proper busing will be provided.
16. A principal and/or the transportation supervisor will monitor the loading and/or unloading of the buses at dismissal.

In cases where pupils do cause annoyance or discomfort to others, disobey the requests of the drivers, fail to adhere to the proceeding rules for riding, or otherwise endanger the safety of the bus, the following procedure will be followed. The transportation supervisor or principal will have the authority to suspend a student from riding his/her assigned bus for a period of time for the following violations of rules:

1. Fighting or physically abusing other children while being transported or within the driver's view after being discharged from the bus.
2. Insubordination - Not obeying reasonable requests or willfully telling a driver they are not going to respond.
3. Profanity - Using profane, vulgar language to other children or the driver. This also includes obscene gestures.
4. Unsafe Conduct - Any act or actions that create an immediate unsafe situation for the driver in moving the bus, i.e., pushing, tripping, screaming, and moving about when the bus is moving will not be tolerated.
5. Continual Violation of Rules - Having been warned on other occasions for any of the above listed regulations, the transportation supervisor or principal may enact multi-day suspensions.

CAFETERIA INFORMATION

Cafeteria Prices

The cost of lunches and milk charged to students will be \$1.00 for breakfast, \$2.50 for lunch, and \$.50 for an extra milk.

Payment Procedures

Money may be sent in an envelope with the child's name, ID number, amount of money enclosed, and if cash or check. There is a drop box in the cafeteria and near the elementary rotunda where the envelope can be deposited. It is picked up daily by 8:15 and put in the student's account before lunch. Extra milk, drinks, water, and snacks are available to the students for an additional cost. If you do not wish for your child to purchase these please call 419.485.6715 so we can put a non-sale notice on their account.

Extra items will not be allowed to be charged once a student's account sits at negative \$5.00.

Menus

A magnetized lunch menu will be sent home with each student. One will also be posted on-line and posted on the bulletin board in each homeroom at the beginning of the year. Please keep this information available so your child may know what is being served each day. The lunch menu will be an established schedule that will rotate from month to month.

Milk Program

Students in KinderKlub will have an opportunity to participate in the school milk program. Students will bring home a letter early in the school year explaining the program in detail. No student will be permitted to participate in the milk program until the parental permission form has been signed by the student's parent or guardian, returned to school, and placed on file.

Free and Reduced Price Lunch Application

Students from eligible families may receive a free or reduced price lunch and/or breakfast. Applications for such lunches are sent home with students on the opening day of school or may be picked up in the school office any time during the school year. To apply, complete the application and return it to school. The information you give is confidential and will be used only for the purpose of determining eligibility for free meals and free milk or reduced price meals. The school will notify you whether or not your children are eligible.

All children eat their lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. The following rules will be enforced:

1. Students will enter the cafeteria in a quiet, orderly manner.
2. Students will not throw food or sit on the tables.
3. Students will not talk loudly or move to other tables once seated.
4. Students will be responsible for placing trays, silverware, paper, and garbage in proper receptacles.

5. Students will use proper table manners at all times.

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect to the Williams County Children Services. The school is required to and will cooperate 100% with law officials.

COLORED HAIR POLICY

Student's hair color should be of a natural tint. Students found in violation of this policy will be sent to the office to speak to the principal or dean of students. Consequences may be issued if the hair color has not returned to a natural tint after a reasonable amount of time set by the principal or dean of students.

COMMUNICATION

The Montpelier Elementary School believes communication between the school and home is extremely important. A number of methods of communication are used by the staff.

1. Report Cards and Interim Reports – Report Cards are issued at the end of each quarter directly to the student. They need not be returned to the school. In addition to course grades, the cards also list days absent from school, days tardy to school, and any comments made by individual teachers. Interim reports may also be given to the student at mid-quarter and will show current student progress.
2. Parent Assist Module – This internet resource can be used by parents to monitor their child's academic performance. A password is necessary and can be obtained from the elementary school office.
3. PowerSchool App – This app is free and updated in real time. See the App store for downloading and a password is necessary and can be obtained from the elementary school office.
4. Final Forms – Parents and students are required to update academic forms using this online website that replaces many paper copies. The website is <https://montpelier-oh.finalforms.com/>
5. Teacher Notes and Letters – Teachers send these on an as-needed basis.
6. Phone Calls and Emails – Teachers will communicate with these methods on an as needed basis.
7. Parent-Teacher Conferences – Twice a year Montpelier Elementary School conducts parent-teacher conferences to discuss the academic progress of your child.
8. Special Events Notices – Teachers or the principal may send home special event notices with students. Instant Alert messages may also be used to inform parents of special events for Montpelier Elementary School students. Parents are encouraged to remind students of the importance of bringing home all communiqués from the school.
9. District Web Page Announcements – Montpelier Elementary School has a link on the district web page that will inform parents of upcoming events. The web site is www.Montpelier-K12.org.

CONDUCT

This school will continually strive to guide the physical, mental, social, moral, and emotional development of our students. The cooperation of parents and community is an absolute necessity if we are to accomplish this goal. A child must have consistent patterns of desirable behavior and opportunities to practice them if he/she is to become a useful and productive citizen in our society.

CURRICULUM

Core Subjects: Language Arts, Mathematics, Science, and Social Studies

Specials: (K-6) Art, Music, Physical Education, Technology, Band, and Choir

CUSTODIAL AND NON-CUSTODIAL PARENTS

All students not living with their two biological parents are required to have a custody sheet on file in their permanent record. If there has been a legal action, such as a divorce or separation, a copy of that record showing custody must be provided to the school. Unless this legal record stated otherwise, the non-custodial parent does have the same legal rights as the custodial parent. These would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports.

A non-custodial parent can request that material be mailed to him/her. The request will need to be made to the principal so that the records can be mailed. If there is a change in custody or visitation, it is the parent's responsibility to notify the principal.

DETENTION (FOR GRADES K - 6)

Students may be detained after school as a disciplinary measure for not following basic school regulations. Students will receive verbal and written notification as to the date of assignment for the detention to be served. Regular after school detentions will be held at the Montpelier Schools building beginning at 3:00 p.m. and lasting until 3:45 p.m. Friday after school detentions will be held at the Montpelier Schools building beginning at 3:00 p.m. and lasting until 5:00 p.m. An adult proctor will monitor the room. It is the responsibility of the parent/guardian to provide transportation at the completion of the detention period.

DRESS CODE / GROOMING

There is an important relationship between personal appearance and general attitude. The following minimum standards of dress will be used in the Montpelier Elementary School:

1. Dress and grooming will be such as not to draw attention away from the learning process.
2. On special activity days when elementary school students are representing Montpelier Schools and the Montpelier community, the principal, dean, teachers, or advisors may adopt special dress code standards.

SPECIFIC REGULATIONS include, but are not necessarily limited to the following:

1. Shirts and blouses may reveal only the arms, neck, and throat. Shirts and blouses must be appropriately buttoned.
2. Appropriate undergarments will be worn.
3. Clothing which advertises or displays tobacco, alcohol, illicit drugs, or inappropriate language will not be tolerated.
4. Shoes or sandals will be worn. (No bare feet)
5. Head coverings will not be allowed except for ethical, religious or medical reasons. Hair will be kept clean and well groomed.
6. No "Heelies" or shoes containing wheels in the soles.
7. Examples of dress not meeting minimum standards include the following:
muscle shirts, halter tops and tops with thin shoulder straps, **ripped/torn clothing or clothing with excessive holes in it**, fish net shirts, midriiffs, and "pajama" pants.

Violations of these standards may result in the student being sent to the office as a referral. The principal or dean of students will decide the appropriate course of action. This could include the student being sent home with the parent/guardian or the parent/guardian may bring appropriate attire in for the student.

In today's permissive society, we still feel there is a need for decency of dress in certain places and school is definitely one of them. Only with parent cooperation can we continue to administer and maintain high standards.

EARLY DISMISSAL

An unscheduled emergency such as inclement weather, fire, heating plant failure, or other unforeseen developments could make it necessary for us to dismiss school prior to our regular daily dismissal time. Because of the possibility of an early dismissal, we would like to suggest and urge that you make definite arrangements for your child in case you will not be home during regular school hours. Emergency early dismissal notice will be sent via the school's Instant Alert system. It may not be possible to allow all students to use the phone to make last-minute arrangements; therefore, you should have an appropriate plan for your family in place. We would like each student to be secure in the knowledge that he will be able to go to the home of a friend or relative if school is dismissed early and you are away from home.

If a child becomes ill during the school day and must go home, arrangements must be made with the school nurse and/or principal.

ELECTRONIC ACCOUNTS

Electronic computer accounts will be made available for students as required. Students will be required to apply for the accounts and abide by all regulations established by the administration in the System User Applications and Agreement. Failure to do so will cause the account to be canceled. Each student is responsible for all use of his or her accounts. A complete version of AUP, Chromebook, Technology, e-Mail, Software, Webpage and Student Safety agreements can be viewed and must be signed on FinalForms at <https://montpelier-oh.finalforms.com/>. **In general, students found in violation of the Acceptable Use Policy and/or violations of copyright laws are subject to loss of electronic privileges, detention, suspension and possible expulsion.**

ELECTRONIC DEVICES / WIRELESS COMMUNICATION DEVICES

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school related functions provided that during school hours they are completely powered off and secured in hall lockers (but not locker room lockers). **Cell phones are not to be used during the school day or on the school bus.** They must be turned off and remain out of sight while at school. If used during the school day, the cell phone will be confiscated and returned to the student at the end of the school day.

The following devices are examples of WCDs: cell phones, pagers/beepers, tablets, personal digital assistants (PDAs), BlackBerries/Smartphones, Wi-Fi-enable or broadband access devices, two-way radios or video broadcasting devices and other devices that allow a person to record and/or transmit, on either real time or delayed basis, sound, video, or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.

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.

The use of WCDs that contain a built in camera (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, and bathrooms.

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

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Possession of a WCD is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parent/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission of the principal.

Personal music devices are allowed before school or at a teacher's discretion. These personal electronic devices should remain in hall lockers during school hours.

EMERGENCY PROCEDURES (FIRE, EVACUATION, LOCKDOWN, & SEVERE STORMS)

All schools are required by the Ohio State Codes to hold emergency drills. Pupils should memorize these directions for each class they attend. The object of each drill is to prepare the students and staff for an actual event to take place.

- **Fire**—directions for fire drills are posted on the bulletin board in each room. Students will exit to a safe designated area outside of the building as quickly as possible in a quiet and orderly fashion. Students are required to remain silent in order to hear the directions of adult supervisors. Each teacher will explain the correct procedures to be followed during the fire drills.
- **Evacuation**—directions for evacuation are communicated throughout the school year by the classroom teacher and administration. Students will exit to a safe designated area outside of the building as quickly as possible in a quiet fashion. Students are required to remain silent in order to hear the directions of adult supervisors when appropriate. Each teacher will explain the correct procedures to be followed during the fire drills.
- **Lockdown**—directions for lockdown are communicated throughout the school year by the classroom teacher and administration. Students will stay inside their locked classroom and are required to remain silent until further direction is given. Each teacher will explain the correct procedures to be followed during the lockdown drills.
- **Severe Weather**—directions for severe weather drills are posted on the bulletin board in each room. Students will exit the classroom and assume the appropriate position in a designated area inside the building as quickly as possible in a quiet and orderly fashion. Students are required to remain silent in order to hear the directions of adult supervisors. Each teacher will explain the correct procedures to be followed during the severe weather drills.
 - **TORNADO WATCH:** School will be dismissed at the regular time.
 - **TORNADO WARNING: Buses will not operate during a tornado warning.** Normal dismissal will be delayed if a warning is in effect at dismissal time. When the U.S. Weather Bureau sounds the “all clear”, students will be dismissed and buses will make their regular run. Since it is important to have the school telephone free for emergency use during this time, students **WILL NOT be permitted to use the telephone.** To further reduce confusion at this critical time, students will NOT be permitted to leave the school for any reason. Anyone who comes to pick a student up will be kept in the building with all of our students until the U.S. Weather Bureau sounds the “all clear”.

FEES

Students are assessed for approved workbooks and other expendable materials used in regular classroom work. All workbook fees will be collected in the office. A time payment is available for the payment of school fees. Unpaid workbook fees and charges do carry over from year to year. Students receiving assistance through the county Department of Family Services may receive a reduction of cost or no fee whatsoever based on the free/reduced lunch program. A minimal charge may be requested for field trips. The charge to the students is to help the school pay for any financial obligation it may incur in connection with the activity.

FERPA

The Family Educational Rights and Privacy Act, a Federal law, requires that Montpelier Schools, with certain exceptions, 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; and
- 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 Act 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 your 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
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards
- The most recent educational agency or institution attended

FIELD TRIPS

Field trips related to some phase of the student's instructional program may be taken during the school year. The field trip permit included on the enrollment form, signed by the parent, is required before the child may go on the field trip. A student may be denied the privilege of participating in an educational field trip if it is deemed in the best interest of the group and the individual. This privilege to attend will be based on the year's academic progress and the ability to exhibit proper conduct in large group settings.

GIFTED IDENTIFICATION AND SERVICES (GRADES 4 – 6)

Montpelier Exempted Village Schools ensure equal opportunity for all students identified as gifted to receive services offered by the district. Students are served in Grades 4 - 6/Math and Grades 4 – 6 Reading/Language Arts. Gifted services in Montpelier Exempted Village Schools are based on gifted identification(s) from Ohio Department of Education's approved list of testing instruments in the specific academic area of service and/or superior cognitive ability. Services may vary from year-to-year based on the number of students identified and funding provided by the State of Ohio. Students may be referred by teachers or parents for gifted identification assessment. Testing is also available for students who have moved into the district or who were inadvertently overlooked the previous year.

GOING HOME THE NORMAL WAY

Students will be going home the normal way unless the office receives a note or phone call no later than 2:00. Because our buses are full and safety is of utmost concern, we can no longer allow students to ride a different bus home from school. Parents will be required to pick up their child at school or at the bus stop and then transport him/her to where s/he needs to be.

GRADES – (FOR GRADES K – 6)

Montpelier Schools now uses a percentage based grade card along with a 3-2-1 system that shows both general and specific data for how all of our K-6 students are progressing. One of the things that is different with this system is that we do not use letter grades. We use a 3-2-1 system that shows

how your child did in mastering the subject content that is required by the Ohio Department of Education. The following scale will help you to better understand what we mean:

3	PROFICIENT	Student meets grade level expectations, works independently some of the time.
2	PROGRESSING	Student is making progress on objectives with assistance/help.
1	NEEDS IMPROVEMENT	Student is working consistently below grade level expectations. Needs a lot of support/help.

GUIDANCE

The guidance services are for all students. The purpose of this program is to help each student reach her/his highest development through an understanding of herself/himself, her/his interests, abilities and limitations. Students are encouraged to seek help from the guidance counselor involving educational, personal, and social problems. All teachers are a part of the guidance program and may assist any student to solve her/his problems. At no time will our guidance counselor assume the role of therapist. If parents feel a child needs therapy, the school may offer some suggestions of nearby doctors or agencies.

HOMEWORK

Homework is an essential part of the Montpelier Elementary School program. Homework completion is the responsibility of each student. Teachers assign homework as a review of skills taught in class or as a way of preparing students for upcoming classes. Completion of homework is **essential** for achieving good grades at school. All 3-6 teachers provide students with a system for keeping track of homework assignments using student agendas. Students should get into the habit of doing assignments **well and on time**. The assignment of homework will follow these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The school should recognize the role of the parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
- H. Homework should be limited to 10 minutes increasing with each grade level. An example: first grade homework should be 10 minutes, second grade is limited it to 20 minutes, up to sixth grade which should not exceed 60 minutes. In addition, students will not have homework on Wednesday evenings so that students can attend and be involved with church activities.

If you have questions about any assignment, **ask the teacher**. Students can get extra help during a study hall session or by asking throughout the day.

LOCKERS - (FOR GRADES 3 - 6)

All persons are hereby put on notice that lockers, desks, or storage places provided for student use are, and remain at all times, the property of the district/Board of Education. All persons are also hereby put on notice that lockers, desks, or storage places provided for student use and the

contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of criminal statute or school rule. Students will be assigned to lockers at the beginning of each school year. A lock will be provided for the locker if you desire. If the lock is lost or damaged, you will be responsible to pay the replacement cost. The school will not be held responsible for any items which turn up missing.

LOST OR DAMAGED MATERIALS

Students will be expected to pay for lost or damaged school materials, textbooks, and/or library books.

LOST AND FOUND

Unclaimed articles will be placed on the "lost and found" table in the rotunda. Prompt return of all lost articles can do much to build and maintain good will in the school. Losses, likewise, should be reported to the teacher and/or the office immediately.

MAKE-UP WORK

Schoolwork missed due to an excused absence may be made up. No grade will be given unless the make-up work is completed. Make-up work not completed will be recorded as an "F" or "0%". It is the **student's responsibility** to complete the make-up work in a reasonable amount of time set and communicated by the teacher.

MEDIA CENTER STUDENT PROCEDURES

BEHAVIOR

All students are to follow the school rules when using the Media Center. Those students who disobey rules will be subject to disciplinary action. Students are urged to use the Media Center wisely. It is not a study hall and should be used only for the purpose of research, locating books and materials, or reading a book.

CHECK-OUT MATERIALS

1. Library books are checked out for a loan period of two (2) weeks.
2. Encyclopedias and other reference materials are checked out for a loan period of one (1) day.
3. Magazines are checked out for a loan period of five (5) school days.
4. All materials may be renewed if needed for a longer period.

MEDICATION POLICY

Montpelier Schools are equipped with an emergency health clinic. Students must secure permission from their teacher or the office to go to the clinic. The services of a school nurse are available on a limited basis. These services are primarily to deal with first aid issues. If you have any questions concerning school health as it relates to your child, please do not hesitate to contact the school nurse, Mrs. Connie Shoup, at 419.485.6700 ext. 1707.

If your child should need to take medication during school hours, provide a written request from your physician stating your child's name, the name of the medication, dosage, and time to be administered. Parents will need to fill out a form in the nurse's office stating this request is valid and provide any additional information that we need.

Non-Prescription Medication: This type of medication will be given with a written request from the physician and a written parental request.

ALL MEDICATION MUST be sent to school in the original container and should be no more than a five (5) day supply sent at any one time. Medication to be taken during school will be stored in a locked cabinet in the health clinic.

MONEY

Any money sent to school with children should be in a sealed envelope with the child's name, parent's name, and the purpose for which the money is intended. Students are urged to carry only enough money to

pay for lunches, book fees, or special school events. The school will not be responsible for students who have money missing. No money is to be left in the building overnight, in clothes during physical education classes, or in lockers or desks. A child may leave money in the office or with his/her teacher for safekeeping.

NON-DISCRIMINATION POLICY

Montpelier Schools shall comply with all federal laws, regulations, and guidelines prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education. It is the policy of Montpelier Schools that no staff member, individual, or student shall on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, height, weight, marital status, disability or handicap, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or any program or activity for which Montpelier Schools is responsible, or for which it receives financial assistance from the U.S. Department of Education.

NOON HOUR REGULATIONS

All students must eat in the auditoria, and remain there a minimum of fifteen minutes. Weather permitting, recess will be made available. If your child must, due to health or other reasons, remain inside during this time, he/she will remain in the auditoria until classes resume. The noon periods shall be treated as any other class with the exception that quiet talking will be permitted in the auditoria and playing is permitted outside the building only.

A cafeteria monitor and/or other staff members are on duty in the cafeteria during lunchtime, and students are to follow the directions of that supervisor. Students are not to leave the auditoria without the permission of the adult monitor. When students go to the playground or have inside recess, they are to follow all directions of the playground/hall monitors.

PARTIES

The Elementary School (K-6) will observe the holidays of Halloween, Christmas, and the End of the School year with classroom parties. K-3rd grade students will also celebrate Valentine's Day with a party. These parties are typically during the last hour of the school day closest to the actual holiday or school vacation. Please consider healthy snacks for your child's birthday and classroom parties.

The school (teacher and/or student) will not distribute party invitations unless every child is included. Due to religious beliefs and personal faith, students may be exempt from participation in holiday celebrations. Parents should send a note to the office requesting their child be alternatively placed and monitored for the time of the celebration.

The teacher will not provide student addresses or phone numbers to class members. Often students will bring a birthday treat to share with the entire class. Parents are encouraged to send ingredients of homemade items in with their child due to allergy concerns for all students. Teachers may allow treats in their classrooms as part of a special activity throughout the year, but all these items should be consumed or discarded before leaving that classroom.

It is strongly discouraged, though, that students receive flowers and/or balloon bouquets at school for special occasions. These items are difficult for elementary students to carry, hold on the bus, and can be a safety factor for the child.

PERSONAL EFFECTS

Items such as (but not limited to) squirt guns, rubber bands, lasers, conspicuous badges, radios, tape recorders, personal notes, head phones, video games, personal telecommunication devices, baseball cards, Pokémon cards, skateboards, rollerblades, balls, toys, etc. are not to be brought to school as they distract from our major purposes. Such items will be confiscated and returned to the student or parent at an appropriate time.

Additional consequences (suspensions or expulsion) may result for bringing items such as (but not limited to) knives, matches, cigarette lighters, etc. These types of items will not be tolerated.

PIERCINGS

A student may be asked to remove a piercing if it poses a distraction to others or creates a safety issue for the student or others.

PLAYGROUND AND RECESS GUIDELINES

Students should use our playground as it is intended. Pushing, shoving, rough housing and endangering activities will not be tolerated. Students must follow the directions of the playground monitor while on the playground. Students should stay within the designated boundaries of the playground.

As a general rule, it is good for students to go outside for recess. Fresh air is valuable for good health. There will be times when students return to school after an illness or injury when specific health conditions make outside recess inappropriate. When outside recess is deemed inappropriate for these specific reasons (illness and/or injury), parents must send a note requesting permission for the student to stay inside during recess. If the student does not bring a note, the school will assume that outside recess is appropriate. If a note is sent, you must specify the reason for the request. The request not only informs the homeroom teacher but also the teacher/aide on duty that the student is to be inside that day.

Note: Requests for more than 3 days for the same illness or injury **MUST** be accompanied by a doctor's certificate. We assume that illness or injury that length of time requires a doctor's care. The doctor's certificate should state the period of time.

Please take care to dress your child appropriate for the weather, including boots, hats, and gloves/mittens when conditions indicate. Northwest Ohio weather is unpredictable and drastic changes during the day are always a consideration when determining recess.

Indoor recess will occur under the following conditions.:

1. Rain or heavy, wet snow.
2. Temperature or wind chill factor at 20 degrees or lower.
3. The condition of the playground surface is hazardous or unplayable.

PRIVATE TRANSPORTATION

Students will not be allowed to ride with anyone other than parents or guardians without specific written notice.

PROMOTION

Promotions from one grade level to another shall be made on the basis of satisfactory work completed and attendance at the present grade level. This decision will be made once a year at the end of the school year. The final decision for promotion or retention rests with the principal.

RETENTION

Retention will be considered at all grade levels should minimal requirements not be achieved. The administration and current classroom teachers will look at each retention decision on a case by case basis. Parents will be informed of these major decisions.

SCHOOL CLOSING ANNOUNCEMENTS

Should it be necessary to close school or delay the starting time because of inclement weather or other emergencies, information will be sent via the Power School Alert system to all working phone numbers given by parents for our system. The following radio and television stations will broadcast the information:

96.1 WMTR – Archbold	WTOL – Channel 11
100.9 WBNO - Bryan	WTVG – Channel 13
	WNWO – Channel 24

SCHOOL HOURS

The building is open to students at **7:45 a.m.** Parents are asked not to drop off students before 7:45 a.m., unless special arrangements have been made with a teacher, coach, or the principal. Students in grades K-2 should report to the playground when weather allows or to their homerooms when it is necessary to stay inside. Students in Grades 3- 6 should go directly to their lockers, get books and supplies, and report directly to their assigned room.

Any student or group of students remaining in the building after school hours (3:00 PM) must be under the direct supervision of school personnel or an approved adult. Students may not roam the halls unsupervised. Parents must make appropriate plans to pick their child up or use the school transportation/bussing system.

SCHOOL PICTURES

School pictures are taken in the fall only of each school year. The cost of the various picture packages is determined by the photography company. The purchase of school pictures is optional.

SCHOOL PROPERTY / SEARCHES

Lockers, desks, or storage places provided for student use are, and remain at all times, the property of the Montpelier Exempted Village School District Board of Education. Lockers, desks, or storage places provided for student use and the contents are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of criminal statute or school rule.

STUDENT BEHAVIOR

Positive Behavior Interventions & Supports (PBIS) is one of the foremost advances in schoolwide discipline because it's emphasis is on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piece mail approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is a systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining supports that are universal, targeted to groups, and individualized with the goal of improving lifestyle results (personal, health, social, family, work, recreation, etc.) for all children and youth by making targeted behaviors less effective, efficient, and relevant while making desired behaviors more functional.

Throughout the building and in every classroom, teachers will have a PBIS Matrix posted with student expectations present. Everything within the theme and matrix at Montpelier Elementary School can be broken down into three main ideas – “Be Respectful”, “Be Responsible”, and “Be Safe”. It is the school's belief that students who are respectful, responsible, and safe will not only have successful and positive experiences throughout their own education, but they will also help guarantee that others at the school will as well. The matrix below is an example matrix that will be posted throughout the elementary building while more specific matrices will be placed at different designations within the building (restroom, cafeteria, hallways, etc.):

“Be Respectful”

“Be Responsible”

“Be Safe”

Montpelier Elementary School Matrix

	Be Respectful	Be Responsible	Be Safe
Hallways	Use whisper voices Walk Be polite	Walk as directed Keep it clean Move with a purpose	Keep hands, feet, & objects to yourself Eyes forward Stay to your side of the hallway
Playground	Use kind words Use kind actions Be kind to nature and property	Line up when signaled Follow directions Be a problem solver Clean up after yourself	Use equipment appropriately Keep hands, feet, & objects to yourself Stay within your grade level boundary
Restrooms	Keep your hands and feet to yourself Give others privacy Protect your privacy	Get in and get out Clean up after yourself Use resources correctly	Wash hands Walk Use facilities appropriately
Cafeteria	Say please and thank you Use eye contact and speak directly to adults Wait patiently	Clean up after yourself and others Line up quietly Eat while you socialize	Walk in the cafeteria and hallway Eat your own food Keep hands, feet, and objects to yourself
Dismissal	Follow directions from adults Look out for others	Walk with purpose Be packed up Be ready for your ride	Wear your backpack appropriately Walk quickly to your destination Walk as directed
Bus	Follow directions Use inside voices Use kind words and actions	Keep belongings to yourself Take your things with you	Sit seat-to seat Sit back-to-back

STUDENT CODE OF CONDUCT

The provisions of the school discipline code will be in full force and effect during the normal school day, at all school events (home or away), on any Montpelier School's property at any time, and in certain off-campus situations related to the general order and discipline of the school. The following guidelines will be used in the administration of the school conduct code. It is important to note that:

- In unusual circumstances the administrator may make consequences more or less severe.
- Consequences such as lunch detentions, after school detentions, Friday 2 hour detentions, in school suspensions, and out of school suspensions are issued at the discretion of an administrator.
 - Lunch detention or afternoon recess = 15-minute recess owed
 - After school detention = 3:00 - 3:45pm
 - Friday detention = 3:00 - 5:00pm
 - In school suspension = 8:00am – 3:00pm
 - Out of school suspension = Student remains at home under parent/guardian supervision
- Consequences escalate for each violation up to and including long-term suspension.
- Multiple offenses of different types may be dealt with under "Persistent Violation of Building Rules and Regulations." They will result in increased consequences at each offence.
- Additional rules may be developed for individual classrooms, different areas of the school and 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.

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Bathroom Conduct	<ul style="list-style-type: none"> ● Urinating or defecating inappropriately ● Clogging sinks and toilets with foreign objects ● Damaging or inappropriate use of restroom equipment 	<ul style="list-style-type: none"> ● Warning ● Parental Contact ● Detention(s) ● Friday Detention(s) ● Suspension ● Expulsion
Bus Conduct	<ul style="list-style-type: none"> ● Disrespect toward bus driver ● Misconduct while on the bus ● Yelling, screaming, or using profane language ● Standing while bus is in motion ● Putting body parts or objects out of the window 	<ul style="list-style-type: none"> ● Warning ● Parental Contact ● Detention(s) ● Suspension from bus ● Suspension from school
Cafeteria/Auditeria Conduct	<ul style="list-style-type: none"> ● Disrespect toward cafeteria staff ● Misconduct while in the cafeteria/auditeria ● Yelling, screaming, or using profane language ● Stealing 	<ul style="list-style-type: none"> ● Warning ● Removal/Isolation ● Parental Contact ● Loss of recess ● Detention(s) ● Suspension
Cell Phones and other Wireless Devices for Communication	<ul style="list-style-type: none"> ● Cell phone powered on during school hours ● Cell phone in plain view within the school building 	<ul style="list-style-type: none"> ● Warning ● Confiscation ● Parental Contact ● Detention(s) ● Suspension
Chronic Disruption or Violation of School Rules	<ul style="list-style-type: none"> ● Behavior that disrupts the educational process of others by involvement in misconduct that occurs on a regular basis over a period of time 	<ul style="list-style-type: none"> ● Parental Contact ● Removal ● Detention(s) ● Suspension ● Expulsion
Clothing – Disruptive	<ul style="list-style-type: none"> ● Halter tops or cleavage ● Tank tops that expose bra straps ● High cut shorts/skirts ● Revealing midriffs ● Sleeveless shirts ● Ripped/Torn clothing or clothing with excessive holes ● Low waist jeans/shorts/skirts ● Displaying poor taste, obscenity, or put Downs (ex. HOOTERS clothing) ● Advertisement or reference to tobacco, drugs, alcohol, or gangs ● Improper exposure ● No hats, hoods, or other headwear can be worn during the school day ● Shorts and skirts must be close to the knee. Administrative discretion will be advised. ● No biker shorts or tights without an undergarment ● Pajama clothing, including pajama tops, bottoms, and bedroom slippers 	<ul style="list-style-type: none"> ● Warning ● Clothes changed ● Parental Contact ● Detention ● Suspension

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Conduct Toward School Personnel/ Disrespect	<ul style="list-style-type: none"> ● Use of undesirable, lewd, or vulgar language or gestures toward any school employee ● Threaten, intimidate in any manner, or show disrespect to any school employee at any location while that employee is serving in his/her official capacity. 	<ul style="list-style-type: none"> ● Suspension ● Police Referral
Conduct Unsafe to Others	<ul style="list-style-type: none"> ● Threat or attempt to cause injury to another student or staff member ● Threat or attempt to destroy personal or school property by any means 	<ul style="list-style-type: none"> ● Detention(s) ● Suspension ● Police Referral ● Expulsion
Detention – Blatant Failure to Serve	<ul style="list-style-type: none"> ● Teacher detentions ● Office detentions 	<ul style="list-style-type: none"> ● Friday Detention ● Suspension
Disruption	<ul style="list-style-type: none"> ● Behaviors that interfere with the learning of Others ● Objects or acts disruptive to learning environment such as throwing objects loud/disruptive noises, squirt guns, stink bombs, laser pointers, etc. 	<ul style="list-style-type: none"> ● Warning ● Parental Contact ● Detention(s) ● Friday Detention ● Suspension ● Expulsion
Drugs/Alcohol/Tobacco	<ul style="list-style-type: none"> ● Suspected to be under the influence ● Under influence/possession ● Use/Selling/Distribution on premises ● Alcohol, drug, or tobacco related paraphernalia 	<ul style="list-style-type: none"> ● Confiscation ● Parental Contact ● Suspension ● Police Referral ● Expulsion
Electronic Devices	<ul style="list-style-type: none"> ● Possession of games/video/music players, cell phones, cameras, texting devices and other wireless communication devices during unauthorized times 	<ul style="list-style-type: none"> ● Confiscation ● Parental Contact ● Detention(s) ● Friday Detention ● Suspension
Fighting, Promoting a Fight, Play Fighting, or Assault	<ul style="list-style-type: none"> ● Physical confrontation between two or more students or a student and staff member ● Striking another student or staff member 	<ul style="list-style-type: none"> ● Parental Contact ● Suspension ● Police Referral ● Expulsion
Food and Beverages	<ul style="list-style-type: none"> ● Food and beverages are allowed in the auditeria only 	<ul style="list-style-type: none"> ● Warning/Confiscation ● Parental Contact ● Detention(s) ● Friday Detention
Gang Activity	<ul style="list-style-type: none"> ● Behavior, dress, jewelry, and other forms of expression depicting gang affiliation or support ● Disruption/Intimidation caused by gang affiliation or support ● Gang posturing 	<ul style="list-style-type: none"> ● Warning ● Parental Contact ● Detention ● Friday Detention ● Suspension ● Police Referral ● Expulsion
Gum/Candy	<ul style="list-style-type: none"> ● Gum is not permitted in school ● Candy is to be consumed only in the auditeria or in the classroom with teacher permission 	<ul style="list-style-type: none"> ● Warning/Confiscation ● Parental Contact ● Detention(s) ● Friday Detention

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Harassment	<ul style="list-style-type: none"> • Ethnic, sexual, racial, or religious • Hate crimes (Federal law allows more severe consequences) • Death threats (“I’m going to kill you.” or “I’m going to shoot you.”) • Offensive posters, drawings, cards, graffiti, gestures or any other media • Making gun threats using fingers or objects towards others and making discharge noises 	<ul style="list-style-type: none"> • Warning • Detention(s) • Parental Contact • Friday Detention • Suspension • Police Referral • Expulsion
Inappropriate Comments, Name Calling, & Touching	<ul style="list-style-type: none"> • Name calling, profanity, pestering, tormenting, or threatening actions that are meant to demean another person • Unnecessary touching, tapping, or bugging another person 	<ul style="list-style-type: none"> • Warning • Detention(s) • Parental Contact • Friday Detention • Suspension • Police Referral • Expulsion
Indecent Exposure	<ul style="list-style-type: none"> • Pulling self or others clothing down and/or exposing private parts of a student. • Exposing self or others private parts in any manner. • Conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive 	<ul style="list-style-type: none"> • Parental Contact • Suspension • Police Referral • Expulsion
Inducing Panic	<ul style="list-style-type: none"> • Pulling the fire alarm. • Dialing 9-1-1 without an actual emergency. • Making comments that are upsetting to students or staff causing them to panic. 	<ul style="list-style-type: none"> • Parental Contact/Suspension • Police Referral • Expulsion
Head Wear	<ul style="list-style-type: none"> • Wearing head wear in the building is prohibited except for religious beliefs • Must be kept in locker during school hours 	<ul style="list-style-type: none"> • Warning • Confiscation • Parental Contact • Detention • Friday • Suspension
Incendiary Devices	<ul style="list-style-type: none"> • Matches, lighters, or other materials used for ignition purposes are prohibited on school property by all students 	<ul style="list-style-type: none"> • Confiscation • Parental Contact • Suspension
Insubordination and Disrespectful Behavior	<ul style="list-style-type: none"> • Refusing to follow staff directions • Walking away from a staff member at an inappropriate time • Speaking in inappropriate manner or tone 	<ul style="list-style-type: none"> • Parental Contact • Detention(s) • Friday Detention • Suspension • Expulsion
Non-productive Classroom Behavior	<ul style="list-style-type: none"> • Not participating in class activities or doing assignments, not bringing books and materials to class 	<ul style="list-style-type: none"> • Failing grade for assignment • Parental Contact by Teacher • Detention(s) • Friday Detention • Suspension
Plagiarism/Cheating/ Forgery	<ul style="list-style-type: none"> • Turning in work that is not yours • Copying other’s work, crib notes, cheat sheets • Buying, selling, or handing out work, tests, or answer sheets to others • Falsifying a signature 	<ul style="list-style-type: none"> • Parental Contact • Failing Grade • Detention(s) • Friday Detention • Suspension

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Selling or Trading	<ul style="list-style-type: none"> • Students are not permitted to sell or trade on school grounds. Students may sell approved fund-raising items 	<ul style="list-style-type: none"> • Warning • Parental Contact by Teacher • Confiscation of Items • Detention(s) • Friday Detention • Suspension
Snowballs	<ul style="list-style-type: none"> • Snow must stay on the ground and not be picked up or thrown for any reason 	<ul style="list-style-type: none"> • Warning • Detention(s) • Friday Detention • Suspension
Theft	<ul style="list-style-type: none"> • Taking of school/personal property without permission 	<ul style="list-style-type: none"> • Warning • Parental Contact • Detention(s) • Friday Detention • Suspension • Restitution • Police Referral • Expulsion
Threat, Assault or Physical Injury to Students or any School Personnel	<ul style="list-style-type: none"> • Threat, assault or physical injury to students or school personnel • Use force or threaten force to obtain money or property or cause an individual to do something against his/her will 	<ul style="list-style-type: none"> • Suspension • Police Referral • Expulsion
Vandalism	<ul style="list-style-type: none"> • Causing or intending to cause damage to the building or personal property 	<ul style="list-style-type: none"> • Warning • Parental Contact • Restitution • Detention(s) • Friday Detention • Suspension • Police Referral • Expulsion
Verbal Abuse and Profanity	<ul style="list-style-type: none"> • Inappropriate language, written or spoken 	<ul style="list-style-type: none"> • Parental Contact • Detention(s) • Friday Detention • Suspension • Police Referral • Expulsion

SUSPENSION / EXPULSION / DUE PROCESS

Procedures for the suspension of a student from a class and/or classes will be as follows:

1. The student will be given a written notice of the intention to suspend or expel; this notice will specify the reasons for the action.
2. 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.
3. If the school's decision is to suspend or expel, the parent/guardian will be notified in writing.
4. The student or parent/guardian may appeal the action to the superintendent and the Board of Education.
5. Students may be immediately removed from a class or activity if their presence poses an on-going threat to persons, property, or disruption of the academic process. However, removal for a period longer than 24 hours will be in accordance with above procedures.

TESTING

The State of Ohio has established procedures for testing of all students through a system of Achievement and Diagnostic Tests. Montpelier Elementary School students take the tests at the grade levels and time as specified by the Ohio Department of Education. Students in Grades K, 1, 2, and 3 are given diagnostic tests in Reading, Math, and Writing as required by state. Students in grade 3-6 are given the Ohio state assessments as required by the state of Ohio. Based on these test results, some students will receive intervention services the following year.

Montpelier Elementary School may also offer group and individualized testing in order to better meet the needs of our students. However, test results are not the final answer. At times, the knowledge and input of parents and teachers can often outweigh the importance of testing results. Tests administered at different times and over an extended period of time aid greatly in providing an indication of a pupil's strengths and weaknesses.

TEXTBOOKS

The textbooks students use in their classes are loaned to them by the Board of Education. They should be handled carefully and returned in good condition and without marks on the pages. When the teacher assigns a textbook, the student should place her/his name in ink on the blank provided and note the number of the book for identification in case of loss. Students are expected to pay for textbook damage or replacement. Students and their parents are requested to carefully examine the condition of the newly assigned textbooks and report any damages immediately to the teacher.

If a book is lost, permanently marred, or otherwise unnecessarily damaged, the student is held responsible. Take good care of all your books, whether it is school property, library property, or personal property.

TOBACCO CODE

Smoking, chewing, use or possession of tobacco in any form, or tobacco product, on school property, at school 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 one day suspension. 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 enforcement of this statute on school policies and practices.

UNAUTHORIZED FIRE

The attempt to set a fire or intentionally setting a fire on school property or at a school sponsored activity is not permitted. Infractions will result in suspension and possible expulsion. Parents and local authorities will be notified.

USE OR POSSESSION OF ALCOHOL OR DRUGS

A student shall not possess, (includes, but is not limited to, purses, wallets, lockers, desks, etc.) use, sell, or offer to sell, buy, or offer to buy, transmit, cultivate, manufacture any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, "inhalant", "look-alike", "designer drug", anabolic steroids, controlled substance, dangerous substance or any other drug or counterfeit controlled or dangerous drug 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. Violation of this rule will carry an automatic 10-day suspension from school. The second violation may result in expulsion.

For both violations, the following will be notified:

- a) Parents or legal guardians
- b) The Montpelier Police Department
- c) Guidance counselor
- d) Juvenile Probation Department, if student is on probation

Consequences for possession of alcohol or drugs listed pertain to events happening on school property or at a school-sponsored event.

VISITORS

Parents are welcome at all times, but according to Ohio Revised Code Law all visitors are required to identify themselves and state their business to the building principal upon entering the building. Please come directly to the school office and obtain a visitor's badge. Lunch visitors should call in advance to notify the school you will be visiting so a date and time can be scheduled. Call in advance to schedule a meeting with any school personnel.

WALKING TO SCHOOL / BICYCLE TRANSPORTATION

Students are permitted to walk and/or ride their bicycles to school. Students who walk or bike to school should report to their assigned area upon arrival. Bicycle racks are provided for storage during the school day. The district is not responsible for damaged or stolen bicycles left on our property.

WEAPONS AND/OR EXPLOSIVES

Firearms, knives, explosives, and any other materials capable of inflicting bodily harm used in an illegal manner are prohibited on school property and at school-sponsored events. Any weapons or explosives will be confiscated, parents and local authorities will be contacted, and the student will be suspended and/or expelled.

WORKBOOKS

Each student will be assessed a fee for expendable materials (workbooks, etc.) used during the school year. The fee is payable at the parent's convenience. Other arrangements should be made by contacting the building secretary. All unpaid fees will transfer to the next grade level.

SCHOOL SPIRIT

School Spirit can be one of the most powerful forces in our school. It is our teams and clubs working hard to succeed. It is our students, in the halls, about the grounds, and in town where we show pride in our school. It is the courtesy and consideration always shown to classmates, teachers, and visitors to our school. School spirit is a special thing. Guard it to the best of your ability. Pass it on!

ALMA MATER

To our school we pledge allegiance,

Dear O '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!

