



ELEMENTARY SCHOOL STUDENT HANDBOOK

MILFORD EXEMPTED VILLAGE SCHOOLS

2011-2012



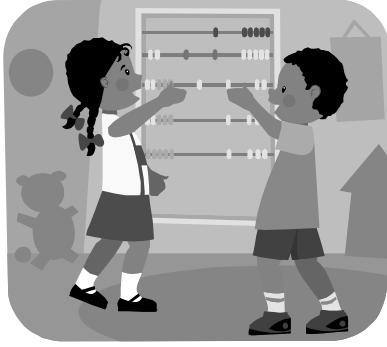


Table of Contents

Central Office Administration.....	3
MEVSD Vision Statement/Strategic Choices.....	4
Critical Student Records Information.....	5-6
Student Attendance.....	6-9
Student Conduct & Student Conduct Regulations.....	10-14
Hazing & Bullying/Hazing & Bullying Regulations.....	14-19
Student Transportation.....	20-21
Student Fees.....	21-22
Other.....	22
Administration of medicine to students.....	25
Head Lice.....	25-27
Computer, Internet and Network Regulations.....	27-30
Signed Agreements from Student & Parent/Guardian.....	31
(To be returned to school in which your child attends)	

CENTRAL OFFICE ADMINISTRATION

Dr. Robert Farrell, Superintendent	831-1314
Mr. Tim Ackermann, Director of Human Resources	831-1314
Ms. Deborah Burton, Interim Treasurer	831-1314
Mrs. Nancy House, Director of Curriculum Instruction & Assessment for 7-12	831-1314
Dr. Jill Chin, Director of Curriculum, Instruction & Assessment for K-6	831-1314
Mr. Jeff Johnson, Operations Manager	831-1314
Mrs. Karen Hall, Transportation Office	575-1563
Mrs. Gerry Levy, Director of Nutrition Services	831-5030
Ms. Lynn Ochs, District Technology Coordinator	831-1314
Mr. Marc Hopkins, Coordinator of Networks & Systems	831-1314
Board of Education Office/Central Office Administration	831-1314

777 Garfield Avenue
Milford, Ohio 45150

School District Web Address: www.milfordschools.org

SCHOOLS AND PRINCIPALS

Boyd E. Smith Elementary

Mr. Bradley Lovell, Principal
Phone: 575-1643

Pattison Elementary

Mr. Gregg Curless, Principal
Phone: 831-6570

Meadowview Elementary

Mr. Rob Dunn, Principal
Phone: 831-9170

Milford Jr. High School

Mrs. Kelli Ellison, Principal
Mrs. Sarah Becker, Asst. Principal
Mr. Daniel Yeager, Asst. Principal
Phone: 831-1900

Mulberry Elementary

Mr. Brian Zawodny, Principal
Phone: 722-3588

Charles L. Seipelt Elementary

Mrs. Melissa Borger, Principal
Phone: 831-9460

McCormick Elementary

Mr. Donald Baker, Principal
Phone: 575-0190

Milford High School

Mr. Mark Lutz, Principal
Mr. Tom Willson, Asst. Principal
Mr. Dennis Klasmeier, Asst. Principal
Mr. Ernie House, 9th Grade Principal
Mr. Mark Trout, Athletic Director
Phone: 831-2990

BOARD OF EDUCATION – 831-1314

Mr. George Lucas, President	Mr. David Yockey, Vice President
Mr. Gary Knepp, Member	Mrs. Debbie Marques, Member
	Mrs. Andrea Brady, Member

Milford Exempted Village School District

The Milford Exempted Village School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities operated by the district.

MEVSD's Vision Statement
*is to inspire and prepare our students to reach their
fullest potential in a diverse and dynamic world*

Strategic Choices

- | | |
|--|---|
| <u>Professional Development</u> – | <i>We will provide increased PD, with particular attention to new teachers (0-2 yrs) and for all District initiatives.</i> |
| <u>Communications</u> - | <i>We will maintain and expand two-way, proactive communications with all stakeholders.</i> |
| <u>Staff Structure & Ratios</u> – | <i>We will maintain staffing structures and teacher/student ratios that improve the performance of all students.</i> |
| <u>Funding</u> - | <i>We will maintain constant financial vigilance and review benefits/costs for all significant expenditures.</i> |
| <u>Technology</u> – | <i>We will develop and execute plans that consistently move us toward anywhere/anytime computing for all staff and students.</i> |
| <u>Curriculum</u> – | <i>We will provide curricula and materials to improve elementary gifted programs, secondary honors & advanced placement courses, and K-12 math.</i> |
| <u>Intervention</u> – | <i>We will address needs of all students through differentiated instruction and targeted intervention</i> |

CRITICAL STUDENT RECORDS INFORMATION

Change of Address or Phone

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, the school office must be notified of any change in student address and phone number as soon as they occur. It is especially important that parents' work phone numbers and emergency phone numbers be kept up to date and current as well.

Entering/Withdrawing From School

Parents will need the following official documents when registering a student:

1. Child's birth certificate (original).
2. Proof of residency (utility bill).
3. Custody papers (if applicable).
4. Kindergarten (immunization list).

Parents should notify the school office as soon as possible if it becomes necessary to withdraw a student from our school. In the event a student must withdraw, proper forms must be completed, library and textbooks returned, and fees paid before a student's records will be forwarded to the next school.

Emergency Medical Authorization

Ohio state law requires an Emergency Medical Authorization Form for each student. This enables parents to authorize emergency treatment for a student should they become ill or injured while under school authority. This is very important when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or consideration. Students will not be permitted to participate in any extracurricular activities, field trips, and other such activities, unless this form is on file in the school office.

Reports to Parents

Students will receive a report of academic achievement at the end of each quarter. Report cards may be held for failure to pay fees or other charges after the first quarter.

Interim reports will be issued on or about the fifth week of each quarter. After the first quarter, interims will be issued at grades 1-3 on an as needed basis. Parents may request special interim progress reports at any time if they feel it is necessary.

Confidentiality

Student records are confidential and they are protected by the "Privacy Act". Only authorized school personnel and the child's natural parents or legal guardians have access to these records. Information is only given to others after permission has been granted by the student's parents.

Child Custody

Parents are to inform the school anytime the custody of a child changes. (SB-140 requires this information.) School officials will need to see and copy Court Orders pertaining to a child's custody. Questions in regard to proper procedures will be handled through the school office. Restraining orders must be on file in our office to activate non-release of students. Should the restraining order not be in effect, it is the responsibility of the parent to contact the school.

Parent's Access to Student Records (ORC 3319.321)

Communication lines between parents and teachers must remain open in regard to the records being maintained on the progress of students. School records must contain personal information about the student (name, birth date, address, phone, etc.), test scores, yearly grade averages, health and emergency information, information about the student's progress in the academic areas, as well as, special interests and aptitudes. Parents have the right to request access to their child's school records and the reasonable request of school officials to explain and/or interpret those records. Parents may request copies of the records and they are afforded the opportunity for a hearing to challenge the contents of the records. School officials must grant access to these records within 45 days of the request. A fair charge may be imposed for the cost of the copies requested.

Non-Custodial Parent Access to Student Records

A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents have no rights to records, reports, or conferences unless granted by the custodial parent.

STUDENT ATTENDANCE

It is important that students attend school each day they are not ill. The Compulsory Attendance Law (O.R.C. 3321) requires that all students be in attendance, and in all classes assigned to them. Attendance is the responsibility of the student and the parent.

Reasons for which absences may be excused include, but are not limited, to:

1. Personnel Illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Medical or dental appointment
6. Observance of Religious holidays
7. Emergency or other set of circumstances

Each time a student is absent from school, or late to school, it is the parent's responsibility to call the school before 10:00 AM to provide an excuse for the absence. If contact is not made with the parent, one of the office staff will contact the numbers on the student's emergency medical form (**including work phone numbers**).

It is still necessary to send in a note with the student upon his or her return from an absence. A note from your doctor will be required when a student has been out of school due to a contagious disease or when absences exceed three consecutive days.

You are advised that excessive absences may be reported to the Coordinator of Social Services or other authorities responsible for child welfare.

- 1) A parent can call in their student's absence five times per quarter. A doctor's note may be required after these five calls.

Truancy and Absence Policy

(5) Unexcused Absences for the year	=	Friendly Letter home with explanation of ORC. Elementary – Schools sends Secondary – Jay sends home <i>*Notification sent to Kathy Rountree at Juvenile Court</i>
(7) Unexcused Absences (year)	=	Phone call and follow up letter stating when charges are filed (Jay). <i>*Jay will run a report every Friday and communicate calls made to parents with the building administrator's</i>
(12) Unexcused Absences (year)	=	Charges filed in Juvenile Court (Jay). Mediation process begins before court appearance. Mediations are every other week.

Excused Absences

- Parents will be allowed to call in absences (5) five times a year without providing a doctor's note
- All absences after the fifth absence will require a doctor's note to be counted as excused
- Prolonged absences in a row for one illness may count as (1) absence towards the (5) times parents can call school to report an absence

Mediation

- Mediation will be conducted every other week
- Principals are encouraged to attend mediation hearings
- Jay Batterson will schedule and communicate mediation hearing schedules to parents and administrators
- Forms/Information to be brought or organized for mediation hearings: attendance, grades, behavior, assessment data (short cycle and progress monitoring data), contact parents have had with school
- Jay Batterson will follow up with outcome of Mediation if a school representative does not attend
- Staff may contact Kathy Rountree regarding the student in question after mediation
- Jay will monitor attendance every week of students in mediation

No School/No Participation

If a student is not in school or serving a suspension on the day of an extra curricular activity, such as a school musical, skating party, dance class, etc., they are not permitted to participate in the extra curricular activity for that day. (Milford Board of Education Policy IGD.) However, we do recognize that in some instances there may be some extenuating circumstances that may be beyond the control of the student. In these cases the Principal will make the decision as to the student's participation, providing the issue is presented prior to the close of school on the day in question.

Tardiness

Students arriving within one hour after the final tardy bell shall be considered **TARDY**. Students arriving an hour after arrival or leaving more than an hour before dismissal will be considered **ONE-HALF DAY ABSENT**. Students leaving school within one hour of the final dismissal bell will be counted TARDY. These do become part of their official attendance record. For purpose of attendance, a half day is determined by the student's lunch schedule.

All instruction should be considered important and students and parents should strive to establish patterns of consistent attendance.

Students Leaving School

We ask that you limit picking up students as the added traffic is a safety concern.

If it becomes necessary to pick up your child, please follow these procedures:

1. Parents will sign out their child from the office. Do not go directly to the class.
2. Students will not be dismissed to anyone other than the custodial parent or guardian without prior permission and approval granted by the office.
3. Proper identification will be required before a student is called for dismissal. This identification must match the EMF or the written notification from the parent or guardian.

4. The responsible adult must sign out in the log book in the office prior to leaving the building with the student.

Early dismissal is discouraged as it disrupts the instructional process.

Family Vacations

We feel very strongly that family vacations should be arranged around the school calendar. If you find it absolutely necessary to take your vacation during the school year, please notify the school office and the classroom teachers as soon as possible to make arrangements for assignments.

Request for Homework

Please call for homework when a student is reported absent from school. This will allow the teachers to compile the homework during their planning period. If the request is made after the teacher's planning period, the homework may not be available until the following day. Homework may be sent home with a brother, sister, or neighbor. However, it is best that the parent come to the school office after school to pick up the homework as classrooms will not be interrupted during school hours.

Medication and Drug Policy

Many students are able to attend school regularly only through the effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. The Milford Board of Education strongly recommends that required medications be administered at home. Parents should ask their doctor to arrange the time medication is to be given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during regular school hours must comply with the following policy:

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug, and the time intervals to be taken.
2. Medication must be brought to the school clinic by the parent in a container appropriately labeled by the pharmacy or physician.
3. A release form and written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented. (Obtain the forms from the school office.)
4. New request forms must be submitted each year and as necessary for changes in medication orders.
5. Prescription medication to be taken at school will be stored, out of view, in the clinic. (Refrigeration will be provided when necessary.)
6. At no time may a student bring medication, prescribed or over-the-counter, to school. (Inhalers may be accepted.) All medication must be brought directly to the health aide by a parent or guardian.

The school's role in the administration of this policy is one of cooperation with the parent and student, and we will take responsibility for the administration of medication only after the above guidelines have been followed.

Immunization Law (O.R.C. 3313.67-3313.6711)

Students who do not have evidence of proper immunizations **will be excluded** from school following the 14th day after the first day of school.

STUDENT CONDUCT

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Milford Exempted Village School District administration to suspend a student from school to the superintendent/designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County Court of Common Pleas.

It is the policy of the Milford Exempted Village School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

This Code of Regulations is adopted by the Board of Education of the Milford Exempted Village School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the following types of conduct whether specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to THE OHIO REVISED CODE. Students are also subject to any additional penalties outlined within these regulations. This code of regulations applies while a student is in the custody or control of the school, on

school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the education processes of the Milford Exempted Village School District.

The types of conduct prohibited by this Code or Regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employer or anyone connected with the school district, whether on or off school premises.
4. Assault on a school employee, student or other person.
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting.
7. Hazing (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior which disrupts or interferes with any school activity.
9. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
10. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited. Bullying will not be tolerated. Bullying is defined as repeated behavior with intent to injure, intimidate, alienate, or threaten another student that results in physical harm, damage to or theft of property, substantial disruption of the orderly operation of a school or a hostile environment that substantially interferes with a student's educational benefits, opportunities, or performance.
11. Disrespect to a teacher or other school authority.
12. Refusing to take detention or other properly administered discipline.
13. Skipping detention.
14. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
15. Forgery of school or school-related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion of a student or school personnel.
19. Theft or possession of stolen goods.
20. Arson or other improper use of fire.
21. Possession of matches or lighters or other similar devices.
22. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

23. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Students violating section 23 will also be disciplined as follows:

For every offense during one (1) school year: attendance in a drug awareness program

For the first offense an ISA of three (3) days

For the second offense of the same school year: an out-of-school suspension of three (3) days

For the third and every subsequent offense of one school year: an expulsion hearing shall be arranged.

24. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) OR INHALANTS, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.)
25. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substance.
26. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers etc.
27. Improper use of electronic devices according to Milford's Use of Electronic Devices Policy.
28. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
29. Cursing.
30. Use of indecent or obscene language in oral or written form.
31. Publication of obscene, pornographic or libelous material.
32. Placing of signs and slogans on school property without the permission of the proper school authority.
33. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
34. Demonstrations by individuals or groups causing disruption to the school program.
35. Truancy.
36. Tardiness.
37. Leaving school during school hours without permission of the proper school authority.
38. Upon initial arrival, leaving school property without permission.
39. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition

of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonable related to or represents gang or gang like activity.

41. Improper or suggestive dress.
42. Indecent exposure.
43. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
44. Taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by cell phones, smartphones, camera, email, electronic data transfer or otherwise (commonly called texting, emailing or sexting). Any person that is found to be partaking in these acts will be reported to local law enforcement and/or other state or federal agencies which may result in arrest and criminal prosecution.
45. Turning in false fire, tornado, bomb, disaster or other alarms.
46. Presence on school property with a communicable disease.
47. Failure to abide by rules and regulations set forth by administration for student parking.
48. Disobedience of driving regulations while on school premises.
49. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
50. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
51. Carrying concealed weapons.
52. Aggravated murder.
53. Murder.
54. Voluntary manslaughter.
55. Involuntary manslaughter.
56. Felonious assault.
57. Aggravated assault.
58. Rape.
59. Gross sexual imposition.
60. Felonious sexual penetration.
61. Any disruption or interference with school activities.
62. Willfully aiding another person to violate school regulations.
63. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
64. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
65. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school.
66. Graffiti of any type, be it on furniture, walls, books, tables, or any other item(s) belonging to the school district the additional penalties shall apply:

A. For every offense the adult whose care the student is under will have to pay for all and every cost associated with the offense, including, but not limited to, labor, replacement of item (if needed), etc.

B. If applicable, the student will also have to paint the area(s) where he/she has placed the graffiti.

- C. In addition to A. and B. the student will upon first offense be required to serve one after school detention.
- D. In addition to A. and B. the student will upon second offense be required to serve one day of I.S.A.
- E. In addition to A. and B. the student will upon third offense be required to serve a Saturday School.
- F. In addition to A. and B. the student will upon fourth to ninth offenses be required to serve an out of school suspension.
- G. In addition to A. and B. the student will upon tenth offense be required to attend an expulsion hearing.
- H. All offenses are per school year.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. 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. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to

end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

HAZING AND BULLYING REGULATION (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;

3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students;
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses.

Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the

building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for

serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

STUDENT TRANSPORTATION

Bus Information - Petermann

The Milford Board of Education provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes, and stops are under the direction of Mrs. Karen Hall, Transportation Supervisor with Petermann. Any questions about transportation of pupils to and from our schools can be answered by the Transportation Office (Phone 575-1563).

Student Transportation

The Milford Exempted Village Schools follows the guidelines for pupil transportation established in the Ohio Revised Code 3327.1.

The district will transport students only from home to school and back home again. The district will not provide transportation to daycare centers or in-home babysitters. In the past, parents have requested alternate transportation to drop off or pick up their student at locations other than home. This option is not available.

All schedules, routes and stops are under the direction of Mrs. Karen Hall, Transportation Director. Any questions about transportation of pupils to and from our schools can be answered by the Transportation Department Office (Phone 575-1563).

Bus passes will be issued in emergency situations only.

Student Conduct on School Buses

Although the School District furnishes transportation in accordance with State law, it does not relieve parents or students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. **Video cameras will be used on buses to monitor student behavior and may be used as evidence in student disciplinary proceedings.**

The following regulations pertain to school bus conduct and are intended to ensure the safety and proper maintenance of school buses. Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in him/her forfeiting the privilege of transportation by school bus.

Students will:

1. Be careful in approaching bus stops, walk on the left toward oncoming traffic, be sure the road is clear, look both ways before crossing the highway.
2. Be at the bus stop on time in order to permit the bus to follow the schedule.

3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully, realize the driver has an important responsibility.
6. Keep the bus clean and sanitary. No chewing gum, candy, soft drinks or ice cream are permitted on the bus at anytime.
7. Do not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms and hands inside the bus at all times as windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as you would treat valuable furniture in your homes; damage to seats and other parts are unnecessary and are always costly.
11. Remain seated until the bus stops to unload and wait for the signal from the bus driver and then cross the road in front of the bus.
12. No electronic games or music devices will be permitted on the bus or at school.

Safety To and From School

The school is directly responsible for supervision of students only while they are on school property during school hours. No supervision is available for students arriving 15 minutes before the tardy bell. Once the student leaves the school or the bus they become the responsibility of the parents. We will cooperate with parents in **stressing** the rules of safety to and from school and at bus stops. We will assist with discipline problems that occur between home and school. However, misbehavior that occurs off school property is a police matter.

STUDENT FEES

Student Fees, Fines, and Charges

As permitted by State law, all grades, including student's report cards and/or transcripts, will be withheld for those students who have not paid the required fees, school levied fines, such as library fines, lost book charges, lunch charges, and other fines and charges as they occur in individual buildings, unless the fees are waived as authorized by the building principal or his/her administrative designee.

Supply Fees

There is a charge for workbooks, art supplies, special reading materials, etc. for the school year. Fees for the year are:

- \$34.00 for students in Kindergarten
- \$52.00 for students in Grade 1
- \$62.00 for students in Grade 2
- \$70.00 for students in Grade 3
- \$49.00 for students in Grade 4
- \$49.00 for students in Grade 5

- \$38.00 for students in Grade 6
- A \$35.00 charge for returned checks will be assessed to the parent should any check be returned for non-sufficient funds. **Cash or money orders only will be accepted for replacement of returned checks.**

Please pay fees before the end of the second week of school. If you are unable to pay the fees by the date suggested, please notify the school office so other arrangements for additional time or reduced payments may be made.

Other

Cell Phones and Use of Electronic Equipment by students

Students are permitted to possess electronic devices, such as a cell phone or pager, while on school property or while attending a school-sponsored activity on or off school property. Such devices are **NOT to be used during school hours** unless an emergency is declared and permission is granted by a school official

Other electronic devices, such as hand-held computers, laptop computers and other devices may be used for instructional purposes. Permission by the building administrator is required prior to use. If a student has a cell phone or electronic device on his or her person, the device will be confiscated, locked in the school safe and a parent/guardian will be contacted to pick up the device at their earliest convenience. Consequences will be administered to the student and increase in severity with each offense.

Toys and Novelties

Students are not to bring balls, toys, and novelties to school. (This includes toy guns, knives, swords, trading cards, etc.) Such playthings can create classroom disruptions and/or cause serious injury to other students. Portable radios, games, tape recorders, and other electronic devices are not permitted in the school at any time without permission (in advance) from the teacher or principal. Any item of this nature that is brought to school will be confiscated.

Student Dress

Personal appearance shall be clean. Dress or appearance that constitutes a threat to the student's health or safety, disrupts the educational process, damages school property, or is inadequate to insure a decent appearance shall be prohibited.

With ever changing styles, additional guidelines are established to help maintain high standards of dress. They currently include:

1. Shorts such as walking shorts, Bermuda shorts, and other shorts of similar length are acceptable and appropriate when weather permits. All shorts, skirts (including slits), culottes and skorts must reach mid-thigh. Mid-thigh is defined as the point on the thigh that the fingertips reach. Please **DO NOT** wear very short shorts or low rise pants.
2. Shirts and tops must be at the minimum of waist length and the midriff shall not be seen. No spaghetti strap style shirt will be permitted unless an appropriate top is either under or over.

3. Hats and sunglasses shall not be worn inside the building.
4. Apparel with slogans which promote activities prohibited by the school district code of conduct is not permitted. This includes logos that display words or pictures that are socially unacceptable.
5. Clothing normally worn when participating in a school sponsored extracurricular or community sports activity may be worn to school on occasion. Examples include: cheerleading outfits, baseball, football, and soccer team shirts.

Our students have always maintained an excellent reputation regarding their personal appearance and the image they project. This image reflects the keen responsibility that the parents have consistently met and we are sure you will continue to do so. We reserve the right to call parents so they can make adjustments to student dress in a manner that will meet the standards and expectations of our school.

Wellness Policy - Regulation Milford Schools

Regulations for food provided in school district facilities

Snacks in Schools

- Snacks for individual students in the elementary classroom must be off the Milford School District's approved snack list. These approved snacks may be in a zip lock baggie, but it is preferred that all snacks for the individual student be in the original package. The approved snack list may be further restricted for particular classrooms or grade levels depending on whether other students in the class have food allergies or other chronic conditions that require no exposure to certain types of food.
- Snacks in the 7-12 classrooms may only be consumed in areas designated for food consumption.
- Snacks will be permitted for individual students to be consumed in the nurse's office because of IEP or health needs.

Food for Instructional Purposes

- Classroom teachers are permitted to use food for instructional purposes. Classroom teachers will be provided with a list of appropriate foods for instruction. Any deviations from this list must be approved by the school principal and school nurse.
- Classroom teachers are **not** allowed to use candy and other food items as a reward for student achievement. Other reinforcers such as encouragement, stickers, certificates and other creative strategies should be used by teachers and staff.
- Teachers may eat at their desks in their classrooms but need to take proper precautions to clean areas where food has been consumed. This allows for students to still come to teacher's classrooms during lunch time for extra help or attention, and allows staff to eat "on the run" if they are trying to do work in their classroom during the lunch period.

Food for Celebrations

-Birthdays and other celebrations for individual students – Parents can bring special food for their own child’s birthday to be served only **at lunch** time in the cafeteria, but may not bring in a treat for other students. Party favors or non-food items, however, may be distributed.

-Parties involving food in the elementary schools can take place twice a year in the classrooms for the winter holiday and for Valentine’s Day. Individual schools may opt to not serve food at these parties. This will be a principal’s judgment. If food is served at these parties, it must be off the approved snack list. Food can be further limited by specific classrooms or grade levels depending on the student food allergies in those classrooms or grade levels.

Milford Schools discourages the consumption of food at parties and instead encourages students to participate in crafts and other activities to celebrate. Physically active ways to celebrate include taking the children on a nature walk, going on a scavenger hunt, or participating in indoor or outdoor games that require students to be physically active. Individual elementary schools working together with parents and students will move toward the elimination of food from the classroom at these celebrations by school year 2012-13.

For other celebrations for customs, holidays or for rewards in the elementary schools, we are encouraging food that meets the USDA nutritional guidelines to be served in the cafeteria. Approval for permission for these parties will be submitted to the principal two weeks in advance. A detailed menu must be provided to the teacher and/or nurse for approval with 1 week notice.

For grades 7-12, any classroom celebrations/rewards must take place in designated areas i.e. cafeteria, home economic rooms, other rooms that have been designated for food consumption. The purpose of limiting food to designated areas is because food in classrooms that have not been cleaned and sanitized after food consumption could cause issues for students who have allergies who use the same rooms later in the school day. Approval for permission for these celebrations should be submitted to the principal two weeks in advance of the event. A detailed menu must be provided to the teacher and/or nurse with 1 week notice.

After School

These food regulations do not impact activities that take place after school hours including team or club meals, open houses, after school stores or vending machines and extracurricular concessions. School activities and food offered after the school day, however, should encourage and support lifelong wellness practices. Activities in classrooms after school in which food is consumed should be carefully scheduled to insure that rooms are cleaned and sanitized before classroom instruction the next day.

Before School

Students participating in the school breakfast programs at each of our schools will be required to eat in the school cafeterias. The principal in consultation with the school nurse may allow certain grade levels or classrooms to bring food from the school breakfast program back to their

classroom if there are safety procedures in place to assure that students with allergies are not exposed to foods that are dangerous to them.

Administration of medicine to students by school personnel

Dear Parent/Guardian:

The Ohio legislature enacted a law concerning the administration of medicine to students by school personnel. The Law, Ohio Revised Code 33.13.713, has established specific steps which must be taken prior to any school employee administering medicine to a student.

A copy of the Milford Exempted Village School District policy, which is in compliance with the law, and the forms to be used with the policy are attached for your review and use. Please take these items with you when your child has a doctor's appointment which may lead to prescribed medicine being taken at school. Additional forms may be picked up at any school office or our web site www.milfordschools.org by clicking on the upper right hand corner download links and scroll down to where you see Medical. You will be able to access the medical forms necessary for your child/children.

We will appreciate your cooperation in complying with this law and our policy, as the purpose of the law is to ensure your child's health and safety.

HEAD LICE POLICY

Control of Head Lice

SCHOOL EXCLUSION AND REINSTATEMENT

Students found to have live head lice during school hours shall be excluded from school and may not return until one of the following occurs:

- A. The child is totally free of all live lice and parents sign a compliance/release form stating that the child has been treated with a head louse treatment and have begun removal of all nits. Nits that remain must be removed by 10 days after return.
- B. After 10 days if any further nits remain a second treatment is recommended.
- C. If, after 2 treatments with over the counter products fail to remove all active head lice and nits, Milford Schools will recommend the parent seek advice from their Health Care Provider.
- D. Chronic Infestation is defined as a child found infested more than 3 instances in a 10 week period. This may require a Health Care Provider's statement to be readmitted to school.
- E. Each child who has been treated for head lice **MUST** be checked by the Nurse at the school **BEFORE** being readmitted to class.
- F. The child will have 1 excused day to provide treatment. If additional days are needed to provide the above treatments, each day will be an unexcused absence. After 5 days of unexcused absences, the student's attendance will be turned over to our School Truant Officer. (See policy on attendance)

Treatment recommendations

The school will provide written information sheets for all known types of treatment recommendations and preventative education. (See form) This information will be sent home with the affected child.

Parent Responsibilities

In order to decrease the number of outbreaks at Milford Schools, it is the Parent/Guardian's responsibility to:

- A. Notify your child's school, babysitters, extended day caregivers, and possibly neighborhood parents if your child has an active case of head lice.
- B. Remember not to place blame on others. Many parents have the impression that a person becomes infested because he/she is unclean. **This is not true.** Frequent bathing neither prevents nor eliminates the infestation. Head lice can happen to anyone.
- C. Educate yourselves and your children on prevention. **Do not share combs, brushes, hats, hair scrunchies, barrettes, scarves, or coats.** This is one of the primary means of lice migrating from one child to another.
- D. Provide the school with accurate/updated telephone numbers so we can reach you quickly. This way your child can go home and begin treatment as soon as possible, and readmission to school will occur faster.
- E. Accompany your child to the Health Clinic prior to his/her return to school. Your child cannot ride the bus until checked by the Nurse.

School Responsibilities

If a child is found to have active head lice during school hours, the school will:

- A. Remove the child from class and immediately call parent/guardian
- B. Question the child about other persons with whom they have had recent close contact. An example of this would be a sleepover the last weekend.
- C. Notify other schools in the district if the affected child has siblings in other buildings.
- D. Identify children who have been exposed and screen those children.
- E. Provide education to parent/guardians regarding treatment options, further outbreaks, and prevention.
- F. Provide classroom mass-screenings and letters home to parents only if 3 students (of unrelated cases) are infested within 2 consecutive weeks. (Hootman 2004) This is the recommendation from the National Association Of School Nurses.
- G. Rescreen those children who have been sent home for treatment. This will be done by the Nurse before the child can be readmitted to school.
- H. Those children who have not been treated or who continue to have active live lice infestation will be sent back home.

- I. Those children readmitted to school after treatment will be rescreened by the Nurse between 10 and 21 days

INTERNET AND INTERSCHOOL COMPUTER USE AGREEMENT

COMPUTER, INTERNET AND NETWORK REGULATIONS

Milford Exempted Village Schools

Please read this document carefully before signing. This is a legally binding agreement indicating the parties signing it have read the terms and conditions carefully and understand their significance. The details of this agreement reflect Board Policy EDE.

The Milford Exempted Village School District Board of Education recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Milford Exempted Village School District will use technology resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The district's technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited, whether made with a district or personal technological device. The attempts include use of proxies, https, special ports, third party applications, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers.
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.

- Staff makes reasonable efforts to become familiar with the Internet and to monitor, instruct and assist effectively.

I. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

II. Terms of Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

By signing the Agreement, the students acknowledges and understands the following regarding the use of the computer/network:

1. Computer use is not private. System managers have access to all messages relating to or in support of illegal activities, activities not in the best interest of the district, and such activities may be reported to the authorities.
2. All electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officers. The district reserves the right to inspect files stored on any personally owned device that is permitted to directly connect to the district network. An individual designation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
3. All electronic data created for administrative or instructional purposes under the Board approved curriculum for a course or program is the property of the District.
4. The rules and regulations of on-line etiquette are subject to change by the Administration. The Student Code of Conduct rules are applicable in the online environment as well.
5. The user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Computer systems and the District network shall be used only for purposes related to education.
7. Violation of this Policy and Agreement may result in the cancellation of user privileges and possible discipline under the student code of conduct.

III. Acceptable Use

The Milford Exempted Village School District is providing access to its computer network and the Internet for educational purposes *only*. If you have doubt about whether a contemplated

activity is educational, you should ask your teacher or building principal if a specific use is appropriate.

IV. Unacceptable Use

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Violating or encouraging others to violate the law or Board Policy.
2. Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number or other confidential information that has the potential to harm you or others or to violate the law if shared with other persons.
3. Uses that cause harm to others or that cause damage to their property.
4. Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten or bully others.
5. Using profanity, obscenity or other language, which may be offensive to other users.
6. Uses that are for commercial transactions (i.e. buying or selling or making arrangements to buy or sell over the internet).
7. Use that causes disruption to the use of the computer and/or network by others or that disrupts the educational process of the District.
8. Using the system to encourage the use of drugs, alcohol or tobacco.
9. Viewing, downloading or transmitting material that is threatening, pornographic, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
10. Copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law.
11. Reading, deleting, copying or modifying other user's email or files without their permission or attempting to interfere with another user's ability to use technology resources.
12. Using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the network or Internet.
13. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
14. Downloading and/or installing freeware or shareware programs without the approval of the Technology Department. This includes use of peer-to-peer file sharing programs.
15. Uploading a worm, virus or other harmful form of programming onto the network or Internet.
16. Plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
17. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
18. Using instant messaging, text messaging, video messaging and Internet telephone services without the consent of your teacher, supervisor, or director.

V. Privacy

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials, regardless of storage location.

VI. Vandalism

Vandalism will result in disciplinary action ranging from cancellation of privileges, suspension/expulsion and prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user or equipment or any network connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses or spyware, erasing, deleting, or otherwise making the school's programs or networks unusable and includes theft or the damaging or defacing of equipment. The District may hold users (or their legal guardian) personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state.

VII. Warranties/Indemnification

The Milford Exempted Village School District makes no warranties of any kind, either expressed or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. The User takes full responsibility of his or her usage and agrees to indemnify and hold harmless the Milford Exempted Village School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Milford Exempted Village School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Milford Exempted Village School District's Network.

Return this page to the building in which your student attends

Parent/Guardian As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Milford Exempted Village School District's "Computer, Internet and Network Regulations Acceptable Use Policy" for access to the district's computers, computer network, and Internet. I understand that access is being provided for educational purposes. I also understand that it is impossible for the Milford Exempted Village Local School District to restrict access to all offensive and controversial materials. I understand that it is the responsibility of my child or ward to abide by the "Computer, Internet and Network Regulations Acceptable Use Policy."

Administering Medicine Students, Internet and Network Regulations & the School District Policy on Head Lice

I/We have read and agree to follow the Milford Exempted Village School District Policies and the Elementary Handbook

(Please Print Clearly)

Student's Name _____ Building _____

Parent/Guardian Name _____ Phone# _____

Signature _____ Date _____

We (student & parent/guardian) acknowledge that we have read the Elementary Handbook for the 2011-2012 school year.

Student Signature _____ Print Name _____

Date: _____

Student Name _____ Home Phone: _____

Signature of Parent/Guardian

Date